

Medicaid Credentialing Checklist

Organize common provider and practice information before beginning state Medicaid enrollment or revalidation.

State Medicaid Program 	Provider / Entity
Application Type 	Submission Date

Provider & Practice Data

- ☐ Type 1 NPI and Type 2 NPI as applicable.
- ☐ Tax ID / EIN and W-9 information.
- ☐ Taxonomy, specialty and provider type.
- ☐ Service, mailing, pay-to and correspondence addresses.

Licensure & Screening

- ☐ Current professional license(s).
- ☐ DEA / controlled-substance registration where applicable.
- ☐ Ownership, managing employee and disclosure information.
- ☐ Screening, fingerprinting or site-visit requirements reviewed for the applicable state / provider type.

Enrollment

- ☐ Identify correct state Medicaid agency / portal.
- ☐ Determine individual, group, facility or supplier enrollment type.
- ☐ Prepare EFT / ERA information where applicable.
- ☐ Upload required supporting documents.
- ☐ Record application ID, submission date and portal credentials securely.

Post-Submission

- ☐ Respond to requests for additional information.
- ☐ Track approval and effective date.
- ☐ Complete managed-care plan enrollment separately where required.
- ☐ Validate claims / eligibility once participation is active.

Administrative resource only. Requirements vary by payer, program, state, specialty and organization. Verify current requirements with the applicable official source before submission. This resource is not legal, tax or clinical advice.