## Tips for submitting a complete Credentialing Application

Attach the following documentation to each application

Copy of current professional License for the state in which applicant is practicing.
Copy of current professional liability coverage.
Copy of current general liability coverage.   (Property insurance)
Copy of current resume'. (All Dates must be in mm/yyyy or mm/dd/yyyy format.)

General guidelines

-All Dates must be in month/year format.

-All sections of the application must be completed with requested information; "See Resume" is not an acceptable

      response.

-Do not leave any sections blank, respond "N/A" if appropriate.

-Any work gaps of more than 90 days must be explained in an attached signed and dated statement.

-When providing work history on the application, please use a separate piece of paper if applicant's work history exceeds

      the space provided.

Rehab Provider Network
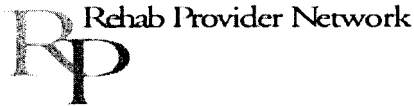
APPLICANT RIGHTS
(Retain these Applicant Rights for future reference)

1. Information Discrepancies

Should information be received during the primary source verification process, which differs from that received from you, you will be notified by phone or letter and given an opportunity to clarify or correct the information. Clarifications are to be submitted to RPN within 30 days of notification of a discrepancy. Your written response will be entered into the credentials file to clarify discrepancies.
Note: In the event, the information received is a report from the NPDB, you will be given the NPDB Help Line phone Number to obtain a copy of the report. Copies of the NPDB will NOT be made available to you by RPN.

2. Review of Documentation Collected

If at any point during the credentialing process, you wish to review any of the documentation collected in support of your credential review as well as request copies of credentials and recredentials policies, this request will be granted upon receipt of written request.
Internal memos, NPDB reports and work product are protected as peer review documentation and are not included.

3. Status of your Credentials Application

Requests for status of a credentials application will be granted upon receipt of a verbal or written request.