

CREDENTIALING STEPS

Step 1: Credentialing Application	<ul style="list-style-type: none">• Licensed & Certified Professionals: CAQH & Provider Credentialing Request Form• Paraprofessionals & Non-Licensed Professionals: CPPA only
Step 2: Verifications	<ul style="list-style-type: none">• Completed application, including all documentation and information needed, to be processed within 60-90 days.
Step 3: Committee Review	<ul style="list-style-type: none">• Monthly Credentialing Committee reviews and determines credentialing status.
Step 4: Status Communication	<ul style="list-style-type: none">• Provider notification sent within 30 days of Credentialing Committee approval.
Step 5: Avatar Billing Profile	<ul style="list-style-type: none">• Billing EHR updated within 48 to 72 hours of Credentialing Committee approval. The approval date also serves as the provider's effective date.
(Optional Step)	<ul style="list-style-type: none">• Provider submits BHSD SARF to Business Office if access to EHR is needed.
Step 6: Recredentialing	<ul style="list-style-type: none">• Provider recredentialled every three (3) years from their effective date.