



## Instructions for Applications for Network Participation

### ***Submission of incomplete Applications will delay the Credentialing Process***

- I. If you are using the CAQH Universal Provider Application please complete and provide items 1-5**
  1. Completed CAQH Form
  2. Two (2) original signed QualCare Provider Network Participation Agreements
  3. Two (2) original signed and dated HMO/POS Network Addendums
  4. Two (2) original signed and dated Workers' Compensation Product Addendums
    - (There will be a total of six (6) signed documents) ( 2 agreements, and 4 addendums)
  5. Completed and signed W-9 form for each tax identification number
  
- II. If you are not using the CAQH Universal Provider Application, in addition to the above please also complete / provide the following**
  1. A completed QualCare Provider Application or N.J. Universal Physician Application
  2. Current copy of State license
  3. Current Copy of CDS Certificate
  4. Current Copy of DEA Certificate for the state in which you practice
  5. Current copy of Malpractice Insurance Face Sheet ( a minimum of \$1 Million per occurrence and \$3 Million aggregate is required)
  6. Current Curriculum Vitae/Work History (must include month/year)
    - a. If a gap includes 6 months, please include an explanation
  7. Copy of Board Certification Letter verifying Board eligibility
  
- III. Physicians with NO hospital privileges at a QualCare Participating Hospital**
  1. Complete a Hospital Coverage Letter – Only applicable if no hospital privileges at a QualCare participating hospital. Both the covering physician and the applying physician must sign and date the form.
    - a. See a list of participating hospitals at: under the Provider Portal/Hospital Directory tab on [www.qualcareinc.com](http://www.qualcareinc.com)
  
- IV. Nurse Practitioners/Nurse Midwives/Physician Assistants**
  1. Complete the Statement of Collaboration Form

Email to: [gccredentialing@qualcareinc.com](mailto:gccredentialing@qualcareinc.com)

OR

Fax to: 732-562-7868