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Physician Credentialing for Those Completing Residency or Fellowship

Once you have signed an employment, partnership or practice agreement, you should be prepared to begin work on the process of becoming credentialed. This process will result in your receiving medical staff privileges at hospitals and nursing homes, office privileges for those who will be providing care through a TJC accredited organization, and insurance credentialing for the many carriers with whom you will need to be enrolled.

One very important concept you need to understand is **primary source verification**. Basically this refers to the requirement that any and all health care entities must be able to **document proof** that your education, training, licenses, certifications and other credentials are in fact verified **by the primary source from which you received them**. For each medical school, internship, residency and/or fellowship you have been enrolled or involved in, you will be required to provide contact information so that the hospital credential-

ing office can be in direct communication with that entity. Typically these are fax requests from the healthcare entity to the school or program. By providing specific fax #s with the names of individuals who will be receiving the fax requests, you will be facilitating the process.

The Federal Credentialing Verification Service (FCVS) is a central clearing house for physician credentials and documents that allows you to register and enroll with their services. FCVS actually does the leg work, collecting and maintaining the primary source verification for you. They are recognized in most states as a valid source of primary verification. In fact, NYS requires all FMGs to register with FCVS. You should check early with the licensing body in the state you plan to practice in to determine specific requirements. Rules regarding requirements and acceptability of FCVS verified documents vary from state to state.



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Primary source verification is also required for your references. Although each health care facility may have individual requirements, you can expect that you will need to provide names and contact information for references and competency statements. Although you may already have written reference letters from your program directors, chiefs, attendings etc; these references may be asked to answer very specific questions related to your clinical skills and patient care abilities. Again, this is often done by fax, so the more specific the contact information you provide, the easier it will be to complete the process.

In addition to verification sources, you should be prepared to provide the following documents directly to the credentialing office:

- Current CV
- All Diplomas
- ECFMG Certificate (If Applicable)
- Intern/Residency/Fellowship Certificates

- All Licenses ever held
- DEA Certification
- Driver's License or other Photo Identification
- Permanent Resident Card (If Applicable)
- BLS and/or ACLS
- Social Security Card
- NYS Infection Control Certificate (the on-line course is at www.nysna.org. and is required for NYS licensure)
- Previous Malpractice Information (Name, Policy number, Address, Coverage Period.)
- Any Malpractice Claims with detail
- National Provider Identification (NPI) (Often times the credentialing office will help you apply for this.)
- Written Explanation of Any Gaps Greater Than 1 Month on Your CV
- Residency Procedure Log

