

# DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

Adopted by the State Board of Health 03/21/07, effective 07/01/07

## State Board of Health

### 6 CCR 1014-4

#### COLORADO HEALTH CARE PROFESSIONAL CREDENTIALS APPLICATION

This is the Colorado healthcare professional credentials application. The Colorado legislature has mandated that all health care entities and all health care plans engaged in the collection of information to be used in the process of credentialing of health care professionals use this form (C.R.S. § 25-1-108.7).

This uniform application has been designed to allow each credentialing entity to receive from you core credentialing information needed in common by all of them, without duplication.

This uniform application has been designed to allow each practitioner to complete a single form with core information for submission to each credentialing entity to which the practitioner is applying.

Each credentialing entity may require additional, non – duplicative credentials information, if it is deemed by them to be essential to the completion of their credentialing process.

A healthcare professional by law, means any physician, dentist, dental hygienist, chiropractor, podiatrist, psychologist, advanced practice nurse, optometrist, physician assistant, licensed clinical social worker, child health associate, marriage and family therapist, or any other health care professional who is registered, certified or licensed by the state of Colorado, who practices, or intends to practice, in Colorado, and who is subject to credentialing.

Those credentialing entities that are required to use this uniform application are:

- 1) A health care facility or other health care organization licensed or certified to provide medical or health services in Colorado;
- 2) A health care professional partnership, corporation, limited liability company, professional services corporation or group practice;
- 3) An independent practice association or physician-hospital organization;
- 4) A professional liability insurance carrier; or
- 5) An insurance company, health maintenance organization, or other entity that contracts for the provision of health benefits.

No State of Colorado licensing or certification board is required to use this uniform application.

The reason Colorado has mandated the use of this uniform application is to reduce health care costs and duplication.

## COLORADO HEALTH CARE PROFESSIONAL CREDENTIALS APPLICATION

**This application form should be used for both initial credentialing and recredentialing purposes. PRIOR TO COMPLETING THIS APPLICATION FORM, PLEASE READ AND OBSERVE THE FOLLOWING:**

### GENERAL INSTRUCTIONS

1. Please type or print your responses legibly.
2. Please note that modification to the wording or format of this Application will invalidate it. Use of any form of correctional fluid or tape is not acceptable.
3. All information requested must be FULLY and TRUTHFULLY provided.
4. Any changes to your responses must be lined through, initialed and dated. Use of any form of correctional fluid or tape is not acceptable.
5. If an entire section does not apply to you, then please check the box provided at the top of that section to indicate that the section does not apply to you.
6. If a particular question does not apply to you, then write "N/A" in the answer blank. If there are multiple, repetitive answer blanks in a particular section (as, for example, in the section entitled "Residencies and Fellowships"), it is not necessary to mark "N/A" in each unneeded answer blank.
7. Unless *specifically permitted* by a particular question, please understand that a reference to "See CV" for an answer is not appropriate.
8. **If you need more space to answer a question completely, please attach additional paper. Include the section and page number of the question being answered as well as your name (printed), signature, Social Security Number and date on each additional sheet. Attach all additional sheets to this application.**
9. After the Application has been completed in its entirety but *before* you sign and date it, make a copy of the Application to retain in your files and/or computer for future use. In so doing, at the time of a submission to another Healthcare Entity, all you will need to do is to check to ensure that all the information remains complete, current and accurate before signing and forwarding the Application as needed.
10. Any gaps of time greater than thirty (30) days from completion of health care professional school to the present date must be accounted for before your Application will be considered complete.
11. Please sign and date the Application.
12. Please sign and date Schedule A.
13. Mail the Application, Schedule A, any attached sheets prepared in order to answer any question(s) completely as well as a copy of all applicable enclosures listed on pages 3 and 26 to the Healthcare Entity to which you are submitting this application.
14. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law and that they will conform to both HIPAA, ADA and other applicable laws and regulations.
15. All signatures *must be* original. Stamp signatures are not acceptable.

## **GENERAL INSTRUCTION – continued**

**If requested by your credentialing entity for purposes of credentialing or recredentialing, please include a current copy of the following documents:**

- A. State Professional License(s).
- B. Federal Narcotics License (DEA Registration).
- C. All applicants must submit a resume or curriculum vitae, whichever is appropriate, with complete professional history in chronological order (month and year).
- D. Diplomas and/or certificates of completion (e.g., medical school, internship, residency, fellowship, nursing, dental or other healthcare professional school).
- E. Diplomat of National Board of Medical Examiners or Educational Commission for Foreign Medical Graduates (ECFMG) Certificate (if applicable).
- F. Specialty/Subspecialty Board Certification or letter from Board(s) stating your status (if applicable).
- G. Certificate of Insurance.
- H. Military Discharge Record (Form DD-214) (if applicable).
- I. Certificates for Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Program (NRP).

**COLORADO HEALTH CARE PROFESSIONAL CREDENTIALS APPLICATION FORM**

**I. Identifying Information** *Please provide your full legal name.*

A. Last Name(include suffix, Jr., Sr., III): _____	First: _____	Middle: _____	Title: _____
B. Other name used (e.g., maiden name, nickname)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name: _____	Dates used (mm/dd/yyyy): From: _____	To: _____	
Name: _____	Dates used (mm/dd/yyyy): From: _____	To: _____	
Name: _____	Dates used (mm/dd/yyyy): From: _____	To: _____	
C. Home Address: _____			
City: _____		State: _____	Zip: _____
D. Home Telephone Number: _____	Cell Phone: _____	Email Address: _____	
E. List any other current residential address(s): _____ _____			
F. Social Security Number: _____	UPIN _____	National Provider Identifier #: _____	

**II. Current Practice Setting(s) Use additional copies of this Part II to list any additional practice sites**

**A. Primary Practice Location**

Name of Clinical Practice: \_\_\_\_\_ Type of Practice Setting:  Group/Multi-Specialty  
 Solo  Hospital Based  
Clinical Practice Street Address: \_\_\_\_\_  Group/Single Specialty  Other  
\_\_\_\_\_  
City: \_\_\_\_\_ Start Date at Location (mm//yy): \_\_\_\_\_  
County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Telephone Number: \_\_\_\_\_ Office Fax Number: \_\_\_\_\_ Patient Appointment Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from above):  
\_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Office Manager/Administrative Contact: \_\_\_\_\_  
Office Manager's Telephone Number: \_\_\_\_\_  
Office Manager's Fax Number: \_\_\_\_\_

Answering Service Number: \_\_\_\_\_ Pager/Beeper Number: \_\_\_\_\_  
Office Email Address: \_\_\_\_\_

Federal Tax ID Number for this Practice Address: \_\_\_\_\_

Name Affiliated with Tax ID Number: \_\_\_\_\_

Practice National Provider Identifier #: \_\_\_\_\_

Office Hours (enter time as HH:mm and circle am or pm for each):  
Monday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm Thursday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Tuesday \_\_\_\_\_ am pm. . . to \_\_\_\_\_ am pm Friday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Wednesday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm Saturday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Sunday \_\_\_\_\_ am pm. . . to \_\_\_\_\_ am pm

Languages:  
*Please list all languages other than English (including sign language and type) available in this office.*  
\_\_\_\_\_

Billing Address – *if different from your primary practice site address:*  
City: \_\_\_\_\_ St: \_\_ Zip: \_\_\_\_\_

**B. Other Practice Location**  Not Applicable  
Name of Clinical Practice: \_\_\_\_\_ Type of Practice Setting:  Group/Multi-Specialty  
 Solo  Hospital Based  
Clinical Practice Street Address: \_\_\_\_\_  Group/Single Specialty  Other  
\_\_\_\_\_  
City: \_\_\_\_\_ Start Date at Location (mm/yy): \_\_\_\_\_  
County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Telephone Number: \_\_\_\_\_ Office Fax Number: \_\_\_\_\_ Patient Appointment Telephone Number: \_\_\_\_\_

Mailing Address (if different from above):  
City: \_\_\_\_\_ St: \_\_ Zip: \_\_\_\_\_

Name of Office Manager/Administrative Contact: \_\_\_\_\_  
Office Manager's Telephone Number: \_\_\_\_\_  
Office Manager's Fax Number: \_\_\_\_\_

Answering Service Number: \_\_\_\_\_ Pager/Beeper Number: \_\_\_\_\_  
Office Email Address: \_\_\_\_\_

Federal Tax ID Number for this Practice Address: \_\_\_\_\_

Name Affiliated with Tax ID Number: \_\_\_\_\_

Practice National Provider Identifier #: \_\_\_\_\_

Office Hours (enter time as HH:mm and circle am or pm for each):  
Monday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm Thursday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Tuesday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm Friday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Wednesday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm Saturday \_\_\_\_\_ am pm . . . to \_\_\_\_\_ am pm  
Sunday \_\_\_\_\_ am pm . . .to \_\_\_\_\_ am pm

Languages: *Please list all languages other than English (including sign language & type) available in this office.*

Billing Address – *if different from your primary practice site address:*

City: \_\_\_\_\_

St: \_\_\_\_\_ Zip: \_\_\_\_\_

**III. Call Coverage** *Please list all persons with whom you have made arrangement for call coverage.*

Not Applicable If not applicable, please explain why:

\_\_\_\_\_  
Name/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specialty: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Licenses/Registrations/Certificates** *List all state health care licenses, registrations, certificates and advanced practice registry as well as other relevant numbers, including pending, expired and inactive.*

Practice Type—MD, DO, RN, APN etc: \_\_\_\_\_

Specialty: \_\_\_\_\_

List all sub specialties or areas of interest/emphasis: \_\_\_\_\_

Type of License, Certificate or Registration: \_\_\_\_\_

Number: \_\_\_\_\_

State/Institution: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

Year Obtained: \_\_\_\_\_

Active

Inactive/Expired

Pending

Year Relinquished: \_\_\_\_\_

Type of License, Certificate or Registration: \_\_\_\_\_

Number: \_\_\_\_\_

State/Institution: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

Year Obtained: \_\_\_\_\_

Active

Inactive/Expired

Pending

Year Relinquished: \_\_\_\_\_

Type of License, Certificate or Registration: \_\_\_\_\_

Number: \_\_\_\_\_

State/Institution: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

Year Obtained: \_\_\_\_\_

Active

Inactive/Expired

Pending

Year Relinquished: \_\_\_\_\_

Medicare Provider #: \_\_\_\_\_

Colorado Medicaid Provider #: \_\_\_\_\_

DEA Registration Number: \_\_\_\_\_ Expiration Date (mm/yy): \_\_\_\_\_

Prescriptive Authority #: \_\_\_\_\_ (PA, NP, CNM, CNS, CRNA only) Date Issued(mm/yy): \_\_\_\_\_

**V. Education Since High School. Check the appropriate box (i.e., undergraduate, graduate, medical/professional) for each school attended.**

**A. Foreign Medical Graduate**

Not Applicable

Educational Commission for Foreign Medical Graduates  
(ECFMG) Number: \_\_\_\_\_

Date Issued (mm/yy): \_\_\_\_\_

Other:

Fifth Pathway  Yes  No If Yes, please provide name and address of institution:  
\_\_\_\_\_

Date of Attendance: From (mm/dd/yyyy): \_\_\_\_\_

To: \_\_\_\_\_

**B. Education** List in chronological order beginning with the earliest. Use additional copies of this Part V B. to list additional education other than post graduate, CME or clinical training courses.

Undergraduate

Graduate

Medical /Professional

Complete School Name: \_\_\_\_\_

Degrees/Certification Received: \_\_\_\_\_

Graduation Date(mm/yy): \_\_\_\_\_

Course of Study or Major: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Dates Attended: From (mm/yy): \_\_\_\_\_

To: \_\_\_\_\_

Program Completed?  Yes  No

Undergraduate

Graduate

Medical /Professional

Complete School Name: \_\_\_\_\_

Degrees/Certification Received: \_\_\_\_\_

Graduation Date(mm/yy): \_\_\_\_\_

Course of Study or Major: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Dates Attended: From (mm/yy): \_\_\_\_\_

To: \_\_\_\_\_

Program Completed?  Yes  No

Undergraduate

Graduate

Medical /Professional

Complete School Name: \_\_\_\_\_

Degrees/Certification Received: \_\_\_\_\_

Graduation Date(mm/yy): \_\_\_\_\_

Course of Study or Major: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Dates Attended: From (mm/yy): \_\_\_\_\_

To: \_\_\_\_\_

Program Completed?  Yes  No

**C. Post Graduate Training** Check the appropriate box (i.e., internship, residency, fellowship) for each type of training. Use additional copies of this Part V C. to list additional post graduate training.  Not Applicable

Internship       Residency       Fellowship

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Country: \_\_\_\_\_

Zip: \_\_\_\_\_

Dates Attended (mm/yy): From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Completion(mm/yy): \_\_\_\_\_

Specialty: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Internship       Residency       Fellowship

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Country: \_\_\_\_\_

Zip: \_\_\_\_\_

Dates Attended (mm/yy): From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Completion(mm/yy): \_\_\_\_\_

Specialty: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Internship       Residency       Fellowship

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Country: \_\_\_\_\_

Zip: \_\_\_\_\_

Dates Attended (mm/yy): From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Completion(mm/yy): \_\_\_\_\_

Specialty: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**D. Other Clinical Training Programs** *List those that are pertinent to your required privileges/practice (For example, preceptorship, procedural certificate course, etc.). Use additional copies of this part V. D to list additional clinical training.*  Not Applicable

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Country: \_\_\_\_\_

Zip: \_\_\_\_\_

Dates Attended (mm/yy): From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Completion(mm/yy): \_\_\_\_\_

Specialty: \_\_\_\_\_

Certificate Awarded: \_\_\_\_\_

Did you complete the program?  Yes  No

If no, please attach Explanation Form(s).

Name of Program Director: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Country: \_\_\_\_\_

Zip: \_\_\_\_\_

Dates Attended (mm/yy): From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Completion(mm/yy): \_\_\_\_\_

Specialty: \_\_\_\_\_

Certificate Awarded: \_\_\_\_\_

Did you complete the program?  Yes  No

If no, please attach Explanation Form(s).

Name of Program Director: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

List Certifications (*provide copies – see page 3*)

BLS (Basic Life Support)

Expiration Date (mm/yy): \_\_\_\_\_

ACLS (Advanced Cardiac Life Support)

Expiration Date (mm/yy): \_\_\_\_\_

ATLS (Advanced Trauma Life Support)

Expiration Date (mm/yy): \_\_\_\_\_

PALS (Pediatric Advanced Life Support)

Expiration Date (mm/yy): \_\_\_\_\_

NRP (Neonatal Resuscitation Program)

Expiration Date (mm/yy): \_\_\_\_\_

Other \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

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Expiration Date (mm/yy): \_\_\_\_\_

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Expiration Date (mm/yy): \_\_\_\_\_

\_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

**E. Faculty Positions** *List all academic, faculty, research, assistantships or teaching positions you have held and the dates of those appointments. Use additional copies of part V. E and/or F to list additional faculty positions or CME.*  Not Applicable

Institution Name: \_\_\_\_\_ Academic Rank/Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates Attended(mm/yy): From : \_\_\_\_\_ To: \_\_\_\_\_ Specialty: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Academic Rank/Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates Attended(mm/yy): From : \_\_\_\_\_ To: \_\_\_\_\_ Specialty: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**F. Continuing Medical Education** *State the number of relevant CME or CEU credit hours you have received in the last 36 months.*  Not Applicable

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**VI. Board Certification/Recertification** *List all current and past Board certifications.*

Are you Board certified?  Yes  No  Not Applicable

Name of Issuing Board Specialty Dt Certified Dt Recertified Expiration

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*Please answer the following questions. Attach explanation form(s) if necessary.*

- A. 1. If you are not currently certified, have you applied for the certification examination?  Yes  No
2. If you have not applied for the certification examination, do you intend to apply for the certification examination? If yes, when? Date: \_\_\_\_\_  Yes  No
3. If you have applied for the certification examination, have you been accepted to take the certification examination?  Yes  No
4. If you have been accepted, when do you intend to take the examination? Date: \_\_\_\_\_
5. If you do not intend to apply for the certification examination, please attach reason on Explanation Form(s).
6. If you are not currently Board certified, please provide the expiration date of admissibility. Date: \_\_\_\_\_
- B. Have you ever had Board certification denied, revoked, limited, restricted, suspended, involuntarily relinquished, subject to stipulated or probationary conditions, received a letter of reprimand from a specialty Board, or is any such action currently pending or under review? If yes, please attach Explanation Form(s).  Yes Date: \_\_\_\_\_  No
- C. Have you ever voluntarily relinquished a Board certification, including any voluntary non-renewal of a time limited Board certification? If yes, please attach an Explanation Form(s).  Yes Date: \_\_\_\_\_  No

## VII. Current Hospital and Other Facility Affiliations

***Please list in reverse chronological order the past ten years of all hospital and other facility affiliations beginning with all hospital applications in process: current hospital affiliation(s) second, previous hospital affiliations third and other current facility affiliations (which includes surgery centers, dialysis centers, nursing homes and other health care related facilities) fourth. Do not list residencies, internships, fellowships, or employment. A resume is not sufficient for a complete answer to these questions. Submission date only required if pending.***

Facility Name: \_\_\_\_\_

Submission Date(mm/yy): \_\_\_\_\_

Department: \_\_\_\_\_

Staff Status: \_\_\_\_\_  
(e.g., active, courtesy, provisional, etc.)

Appointment Date: From (mm/yy): \_\_\_\_\_

To (mm/yy): \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Submission Date(mm/yy): \_\_\_\_\_

Department: \_\_\_\_\_

Staff Status: \_\_\_\_\_  
(e.g., active, courtesy, provisional, etc.)

Appointment Date: From (mm/yy): \_\_\_\_\_

To (mm/yy): \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Submission Date(mm/yy): \_\_\_\_\_

Department: \_\_\_\_\_

Staff Status: \_\_\_\_\_  
(e.g., active, courtesy, provisional, etc.)

Appointment Date: From (mm/yy): \_\_\_\_\_

To (mm/yy): \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Submission Date(mm/yy): \_\_\_\_\_

Department: \_\_\_\_\_

Staff Status: \_\_\_\_\_  
(e.g., active, courtesy, provisional, etc.)

Appointment Date: From (mm/yy): \_\_\_\_\_

To (mm/yy): \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

**VII. Current Hospital and Other Facility Affiliations - continued**

Facility Name: _____ Department: _____ Appointment Date: From (mm/yy): _____ Address: _____ Contact: _____ Email: _____	Submission Date: _____ Staff Status: _____ (e.g., active, courtesy, provisional, etc.) To (mm/yy): _____ Fax #: _____ Phone #: _____
Facility Name: _____ Department: _____ Appointment Date: From (mm/yy): _____ Address: _____ Contact: _____ Email: _____	Submission Date: _____ Staff Status: _____ (e.g., active, courtesy, provisional, etc.) To (mm/yy): _____ Fax #: _____ Phone #: _____
Facility Name: _____ Department: _____ Appointment Date: From (mm/yy): _____ Address: _____ Contact: _____ Email: _____	Submission Date: _____ Staff Status: _____ (e.g., active, courtesy, provisional, etc.) To (mm/yy): _____ Fax #: _____ Phone #: _____

**VIII. Professional Work History**

*Please list in reverse chronological order all professional work history during the past ten years not listed previously. Include any previous office addresses and any military experience and public health service. Explain below any gaps greater than thirty (30) days. Use additional copies of this part VIII to list additional professional work history. A curriculum vitae is not sufficient for a complete answer to these questions.*

Not Applicable

Name of Current Practice/Employer: _____ Title/Position held: _____ From (mm/yy): _____ Address: _____ State/Country: _____ Contact: _____ Email: _____	To (mm/yy): _____ City: _____ Zip: _____ Fax #: _____ Telephone #: _____
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**VIII. Professional Work History - continued**

Name of Prior Practice/Employer: \_\_\_\_\_  
Title/Position held: \_\_\_\_\_  
From (mm/yy): \_\_\_\_\_ To (mm/yy): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of Prior Practice/Employer: \_\_\_\_\_  
Title/Position held: \_\_\_\_\_  
From (mm/yy): \_\_\_\_\_ To (mm/yy): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**IX. Peer References**

*Please list three (3) references, from professional peers (preferably no more than 1 partner) who through recent observations have personal knowledge of and are directly familiar with your professional competence, conduct and work. Do not include relatives. Prefer references be practitioners in your same professional discipline. Allied Health Professionals must list at least one physician reference.*

Name of Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Specialty: \_\_\_\_\_ Dates of Association: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**IX. Peer References - continued**

Name of Reference: _____	Relationship: _____
Specialty: _____	Dates of Association: _____
Address: _____	City: _____
State/Country: _____	Zip: _____
Telephone Number: _____	Fax Number: _____
Email: _____	

Name of Reference: _____	Relationship: _____
Specialty: _____	Dates of Association: _____
Address: _____	City: _____
State/Country: _____	Zip: _____
Telephone Number: _____	Fax Number: _____
Email: _____	

**X. Professional Liability Insurance (*yours or your supervising agent*)**

Insurance Carrier / Provider of Professional Liability Coverage: _____		
Policy Number: _____	Type of Coverage (check one): <input type="checkbox"/> Claims-Made <input type="checkbox"/> Occurrence	
Per claim limit of liability: \$ _____	Aggregate amount: \$ _____	
Dates (mm/dd/yyyy): Effective: _____	Expiration: _____	Retroactive: _____
If you have changed your coverage <u>within the last ten years</u> , did you purchase tail and/or nose (prior occurrence/acts) coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details/supporting data. If no, please explain why not. _____		
Name of Local Contact : _____ (e.g., insurance agent or broker)		
Mailing Address: _____		
Telephone Number: _____	Ext: _____	

**X. Professional Liability Insurance - continued**

*Please list all previous professional liability carriers within the past ten (10) years including any carriers during professional training if within the ten year period. Use additional copies of this Part X to list additional professional liability insurance.*  Not Applicable

Insurance Carrier / Provider of Professional Liability Coverage: _____	
Policy Number: _____	Type of Coverage (check one): <input type="checkbox"/> Claims-Made <input type="checkbox"/> Occurrence
Per claim limit of liability: \$ _____	Aggregate amount: \$ _____
Dates (mm/dd/yyyy): Effective: _____	Expiration: _____ Retroactive: _____
If you have changed your coverage within the last ten years, did you purchase tail and/or nose (prior occurrence/acts) coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details/supporting data. If no, please explain why not. _____	
Name of Local Contact : _____ (e.g., insurance agent or broker)	
Mailing Address: _____	
Telephone Number: _____	Ext: _____

**Professional Insurance History:** *Please answer each of the following questions in full. If the answer to any question is “YES”, or requires further information, please give a full explanation of the specific details and attach to the Application.*

1. Has your professional liability insurance coverage ever been terminated, not renewed, cancelled, limited, restricted, modified, or altered by action of the insurance company? <input type="checkbox"/> Yes Date:_____ <input type="checkbox"/> No If yes, please provide date, name of company(s), and basis for coverage change.
2. Have you ever been denied coverage? <input type="checkbox"/> Yes Date:_____ If yes, please provide details. <input type="checkbox"/> No
3. Has your present professional liability insurance carrier excluded any specific procedures from your insurance coverage? <input type="checkbox"/> Yes Date:_____ If yes, please identify procedures and provide details. <input type="checkbox"/> No

**Professional Claims History:** *If the answer to any of these questions is “Yes”, please give a full explanation and attach to the Application.*

1. Have there ever been any professional liability (i.e., malpractice) claims, suits, judgments, settlements or arbitration proceeding involving you? <input type="checkbox"/> Yes Date:_____ <input type="checkbox"/> No
2. Are any professional liability (i.e., malpractice) claims, suits, judgments, settlements or arbitration proceedings involving you currently pending? <input type="checkbox"/> Yes Date:_____ <input type="checkbox"/> No
3. Are you aware of any formal demand for payment or similar claim submitted to your insurer that did not result in a lawsuit or other proceeding alleging professional liability? <input type="checkbox"/> Yes Date:_____ <input type="checkbox"/> No

**XI. QUESTIONS FOR HEALTH PLANS ONLY** *Answer these questions only if you are applying to a Health Plan.*

1. Do you wish to be listed in the Health Plan Directory as a primary care practitioner?  
 Yes  No

2. Do you wish to be listed in the Health Plan Directory as a specialist?  
 Yes  No

3. List which specialty: \_\_\_\_\_

4. Please furnish a copy of your W-9 Federal Tax Form.

5. Please list the credentialing contact in your office, if different from the office manager:  
\_\_\_\_\_

6. Does this site offer handicapped access for the following:

Building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Restroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does this site offer other services for the disabled?

Text Telephone (TTY)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Sign Language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mental/Physical Impairment Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Accessible by public transportation?

Bus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Light rail?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regional train?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## XII. Attestation Questions

This section to be completed by the Practitioner. Modification to the wording or format of these Attestation Questions will invalidate the Application..

Please answer the following questions “yes” or “no”. If your answer to any of the following questions is “yes”, please provide details and reasons including dates, as specified in each question, on an Explanation Form and attach to the Application.

For the purpose of the following questions, the term “adverse action” means a voluntary or involuntary termination, loss of, reduction, withdrawal, limitation, restriction, suspension, revocation, denial, surrender, resign, relinquish, reprimand, censure, sanction, subject to probation, placed under special or intensified review, withdrawn or failed to proceed with an application, denied or recommended for denial, any such action pending or in progress, or non-renewal of membership, clinical privileges, academic affiliation or appointment or employment. “Adverse action” also means, with respect to professional licensure registration or certification, any previously successful or currently pending challenges to such licensure, registration or certification including any voluntary or involuntary restriction, suspension, revocation, denial, surrender, non-renewal, admonishment, public or private reprimand, probation, consent order, reduction, withdrawal, limitation, relinquishment, or failure to proceed with an application for such licensure, registration or certification.

- A. To your knowledge, have you ever been the subject of an **adverse action** (or is an investigation or **adverse action** currently pending) by:
1. a hospital or other healthcare facility (e.g., surgical center, nursing home, renal dialysis facility, etc.)?  Yes Date: \_\_\_\_  No
  2. an education facility or program (e.g., dental or other health care professional school, residency, internship, etc.)?  Yes Date: \_\_\_\_  No
  3. a professional organization or society?  Yes Date: \_\_\_\_  No
  4. a professional licensing body (in any jurisdiction for any profession)?  Yes Date: \_\_\_\_  No
  5. a private, federal, or state agency regarding your participation in a third party payment program (Medicare, Medicaid, Health Maintenance Organization (HMO), Preferred Provider Organization (PPO), Preferred Hospital Organization (PHO), Provider-Sponsored Health Care Corporations (PSHCC), network, system, managed care organization, etc.)?  Yes Date: \_\_\_\_  No
  6. a state or federal agency (DEA, etc.) regarding your prescription of controlled substances?  Yes Date: \_\_\_\_  No
- B. To your knowledge, have you ever been the subject of any report(s) to a state or federal data bank or state licensing or disciplining entity?  Yes Date: \_\_\_\_  No

**XII. Attestation Questions - continued**

<p>C. Have you ever voluntarily or involuntarily resigned, terminated or surrendered medical staff privileges or employment from a hospital or other health care facility or medical staff to avoid disciplinary action or investigation or while under investigation, or is such an investigation pending? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>D. Have you ever been suspended, fined, disciplined, investigated, expelled, sanctioned or otherwise restricted or excluded from participating in any private, federal or state health insurance program (for example, Medicare or Medicaid) or are any such proceedings in progress? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>E. Has any professional review organization under contract with Medicare or Medicaid ever made an adverse quality determination concerning your treatment rendered to any patient or are any such proceedings in progress? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>F. Have you ever been convicted of, pled guilty to, or pled nolo contendere to any felony that is reasonably related to your qualifications, competence, functions, or duties as a health care professional or are you currently under indictment or currently have pending against you any such charges? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>G. Have you ever been convicted of, pled guilty to, or pled nolo contendere to any felony that alleged fraud, an act of violence, child abuse, or a sexual offense or sexual misconduct or are you currently under indictment or currently have pending against you any such charges? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>H. In the last ten years, have you been found liable or responsible for or named in any civil offense that is reasonably related to your qualifications, competence, functions, or duties as a health care professional or that alleged fraud, an act of violence, child abuse, or a sexual offense or sexual misconduct? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>
<p>I. Have you ever been court-martialed for actions related to your duties as a health care professional? <input type="checkbox"/> Yes Date: ____ <input type="checkbox"/> No</p>

## XII. ATTESTATION AND SIGNATURE

*By signing this Application, I certify, agree, understand and acknowledge the following:*

1. The information in this entire Application, including all subparts and attachments, is complete, current, correct, and not misleading.
2. Any misstatements or omissions (whether intentional or unintentional) on this Application may constitute cause for denial of my Application or summary dismissal or termination of my clinical privileges, membership or practitioner participation agreement without right of hearing.
3. A photocopy of this Application, including this attestation, the authorization and release of information form and any or all attachments has the same force and effect as the original.
4. I have reviewed the information in this Application on the most recent date indicated below and it continues to be true and complete.
5. While this Application is being processed, I agree to update the information originally provided should there be any change in the information.
6. No action will be taken on this Application until it is complete and all outstanding questions with respect to the Application have been resolved.
7. I acknowledge that each Entity has its own criteria for acceptance, and I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my consent to the release of information do not guarantee that any Entity will grant me clinical privileges or contract with me as a provider of services. I understand that my application for Participation with the Entity is not per se an application for employment with the Entity and that acceptance of my application by the Entity may not result in my employment by the Entity.
8. I understand and agree that I will notify all credentialing entities to which I have submitted this Uniform Application of any and all changes to the information contained in this Application

**This attestation statement and Application must be signed no more than 180 days prior to the credentialing decision date.**

Please print your name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Schedule A

### **COLORADO HEALTH CARE PROFESSIONAL CREDENTIALS APPLICATION AUTHORIZATION AND RELEASE OF INFORMATION FORM Modified Releases Will Not Be Accepted**

***By submitting this Application, including all subparts and attachments, I acknowledge, understand consent and agree to the following:***

1. As an applicant for medical staff membership at the designated hospital(s) and/or participation status with the health care related organization(s) (e.g., *hospital, medical staff, medical group independent practice association (IPA), health plan, health maintenance organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), managed care organization network, medical society, professional association, medical school faculty position, other healthcare delivery entity or system, hereinafter referred to as a "Healthcare Entity"*) indicated on this Application, I have the burden of producing adequate information for proper evaluation of this Application.
2. I also understand that I have the continuing responsibilities to resolve any questions, concerns or doubts regarding any and all information in this Application. If I fail to produce this information, then I understand that the Healthcare Entity will not be required to evaluate or act upon this Application. I also agree to provide updated information as may be required or requested by the Healthcare Entity or its authorized representatives or designated agents.
3. The Healthcare Entity and its authorized representatives or designated agents will investigate the information in this Application. I consent and agree to such investigation and to the disciplinary reporting and information exchange activities of the Healthcare Entity as a part of the verification and credentialing process.
4. I specifically authorize the Healthcare Entity and its authorized representatives and designated agents to obtain and act upon information regarding my competence, qualifications, education, training, professional and clinical ability, character, conduct, ethics, judgment, mental and physical health status, emotional stability, utilization practices, professional licensure or certification, and any other matter related to my qualification or matters addressed in this Application (my "Qualifications")
5. I authorize all individuals, institutions, schools, programs, entities, facilities, hospitals, societies, associations, companies, agencies, licensing authorities, boards, plans, organizations, Healthcare Entities or others with which I have been associated as well as all professional liability insurers with which I have had or currently have professional liability insurance, who may have information bearing on my Qualifications to consult with the Healthcare Entity and its authorized representatives and designated agents and to report, release, exchange and share information and documents with the Healthcare Entity, for the purpose of evaluating this application and my Qualifications.
6. I consent to and authorize the inspection of appropriate records and documents that may be material to an evaluation of this Application and my Qualifications and my ability to carry out the clinical privileges/services/participation I have requested. I authorize each and every individual and organization with custody of such records and documents to permit such inspection and copying as may be necessary for the evaluation of this Application. I also agree to appear for interviews, if required or requested by the Healthcare Entity, in regard to this Application.

7. I further consent to and authorize the release by the Healthcare Entity to other Healthcare Entities and interested persons on request of information the Healthcare Entity may have concerning me (including but not limited to peer review information which is provided to another Healthcare Entity for peer review purposes), as long as in each instance such release of information is done in good faith and without malice. I hereby release from all liability the Healthcare Entity and its authorized representatives or designated agents from any claim for damages of whatever nature for any release of information made in good faith by the Healthcare Entity or its representatives or agents.
8. I release from any liability, to the fullest extent permitted by law, all persons and entities (individuals and organizations) for their acts performed in a reasonable manner in conjunction with investigating and evaluating my Application and Qualifications, and I waive all legal claims of whatever nature against the Healthcare Entity and its representatives and designated agents acting in good faith and without malice in connection with the investigation of this Application and my Qualifications.
9. For Healthcare Entity membership and privileges, I acknowledge that I have been informed of or have been given the opportunity to review the medical staff bylaws, rules, regulations and policies of the entity and I hereby agree to abide by them. I agree to conduct my practice in accordance with applicable laws and ethical principles of my profession.
10. I acknowledge that any investigations, actions or recommendations of any committee or the governing body of the Healthcare Entity with respect to the evaluation of this Application and any periodic reappraisals or evaluations will be undertaken as a medical review and/or peer review committee and in fulfillment of the Healthcare Entity's obligations under Colorado law to conduct a review of professional practices in the facility, and are therefore entitled to any protections provided by law.
11. I have read and understand this Authorization and Release of Information Form. A photocopy of this Authorization and Release of Information Form shall be as effective as the original and shall constitute my written authorization and request to communicate any relevant information and to release any and all supportive documentation regarding this Application. This Authorization and Release shall apply in connection with the evaluation and processing of this Application as well as in connection with any periodic reappraisals and evaluation undertaken. I agree to execute such additional releases as may be required from time to time in connection with such periodic reappraisals and evaluations.
12. I understand that I have an opportunity to review the information submitted in support of this application pursuant to each entity's policy regarding review. If during the process of credentialing, an entity receives information that varies substantially from information I have provided, I will be notified of this and will have an opportunity to correct erroneous information. I have the right, upon request, to be informed of the status of my application

**COLORADO HEALTH CARE PROFESSIONAL CREDENTIALS APPLICATION  
AUTHORIZATION AND RELEASE OF INFORMATION FORM**

Please print your name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CAUTION**  
**READ THIS INSTRUCTION CAREFULLY**

**Complete Supplemental A, page 25, and Supplemental B, page 26 unless instructed otherwise by credentialing entity.**

## Supplemental A

*Please answer these questions in full. DO NOT ANSWER THESE QUESTIONS if you are seeking to be employed by the credentialing entity.*

1. Citizenship: Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide appropriate documentation.
2. Date of Birth: Month ___ Day __ Year ____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
3. Are you currently engaged in the illegal use of drugs? (Currently means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice your profession. It is not limited to the day of, or within a matter of days or weeks before the date of application, rather that it has occurred recently enough to indicate the individual is actively engaged in such conduct. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. § 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances and alcohol). <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you use any chemical substances that would in any way impair or limit your ability to practice medicine and perform the functions of your job with reasonable skill and safety? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you have any reason to believe that you would pose a risk to the safety or well being of your patients? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. You <u>must provide</u> the following documents <u>unless</u> you are seeking to be employed by the credentialing entity. A. One recent passport size photograph of yourself or a copy of your current driver's license. B. Permanent Resident Card or Visa Status (if applicable).

Please print your name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Supplemental B

**Health Status.** Please answer each of the following questions in full. DO NOT ANSWER THESE QUESTIONS if you are seeking to be employed by the credentialing entity.

1. Do you currently have any physical or mental condition(s) that may affect your ability to practice or exercise the clinical privileges or responsibilities typically associated with the specialty and position for which you are submitting this Application? *If the answer to this question is "YES", please give full explanation of the specific details on an Explanation Form and attach to the Application.*

Yes  No

*(Note: Physical or mental condition(s) include, but are not limited to, current alcohol or drug dependency, current treatment programs for alcohol or drug dependency, medical limitation of activity, workload, etc., and prescribed medications that may affect your clinical judgment or motor skills.)*

2. Are you able to perform all the essential functions of the position for which you are applying, safely and according to accepted standards of performance, with or without reasonable accommodation? *If reasonable accommodation is required, please specify such on an attached Explanation Form.*

Yes  No

3. I HAVE HAD a TB skin test within the last 12 months and the results have been negative. Documentation is attached. If no, please explain.

Yes  No

I HAVE HAD a history of previous infection with Mycobacterium Tuberculosis or a positive TB test. I currently have no symptoms of active disease.

Yes  No

I CURRENTLY HAVE TB symptoms, which are under treatment. Applicable documentation is attached.

Yes  No

I HAVE NOT had a TB test within the past 12 months, but have scheduled an appointment for the test and will forward the results within 30 days from that date.

Yes  No

Please print your name:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date