

**Do I still send the Initial Credentialing LP application to Provider Network?**

Yes, that process does not change

**What is considered to be an incomplete and complete application?**

An incomplete application is one that does not contain all of the required elements as listed on the LP application checklist.

A complete application will have all of the required elements that are listed on the LP application checklist

**How long will Credentialing have to review the application for completeness?**

Within 10 days of receipt

**What is my application confirmation date?**

The date the application is deemed complete

**What items will cause my application to be rejected?**

- Credentialing Initiation form is not complete and signed within 14 business days
- LP Attestation is not signed within 14 business days
- Intellicorp Authorization to Release Information "I do" box on Disclosure page is not checked and Personal Data is incomplete and does not include LPs personal current address and signed within 14 business days
- CAQH is missing Agency or Group Practice address, if answers to any supplemental questions is answered yes and the explanation does not include dates and required disclosure information, hospital privileges is missing or incomplete for MDs and the CAQH is not current
- Clinical supervision contract is missing for associate level licensed providers (if older than 90 days an attestation from the supervisor must be included)
- Certificate of Insurance is missing for Agency or Group or is not current and active
- Insurance Attestation is incomplete or missing

**How long will it take Credentialing to complete my application?**

The goal is to have all applications complete within 30 days but no longer than up to 90 days from the date of acceptance

**Who can I contact if I have questions regarding this new credentialing process?**

[providernetworks@alliancehealthplan.org](mailto:providernetworks@alliancehealthplan.org) or [credentialingapps@alliancehealthplan.org](mailto:credentialingapps@alliancehealthplan.org)