



Provider Service Simplified

Helpful Credentialing Tips

HCAS participating health plans partner with CAQH® to collect and store credentialing information that includes application data and supporting documents. Here are some helpful hints for completing your application on CAQH:

Important Reminders

- Click the audit button at the bottom of each page. This will highlight required fields with a red asterisk. Fields that are not highlighted are optional.
- When updating any information on the application, be sure to re-attest by clicking on the attest button at the top of the toolbar. (Note: when faxing information such as your authorization to release form to CAQH, CAQH requires you to go on-line to complete the process by re-attesting to the new information in your provider record.)
- Every 120 days you will receive a reminder to review your data and reattest. This ensures your data is current and up to date when health plans access data for recredentialing.
- HCAS participating health plans do not use CAQH for demographic changes, such as a change in billing address. Please submit these changes directly to the health plans you are contracted with via each plans' specific demographic data maintenance process. Questions regarding plan-specific procedures should be directed to a health plan's provider enrollment department.

Before attesting to the data within your application, please confirm that the following information has been updated.

- Professional Liability Insurance Screen: Start and end dates of professional liability coverage.
- Professional IDs Screen: Current License, and DEA expiration dates.
- Credentialing Screen: Credentialing contact information for follow-up inquiries.
- Board Certification Screen: If board certified, provide certification board and specialty.
- Professional Affiliations/Work History Screen: Start and end dates of work history.
- Professional Affiliations/Work History Screen: Provide explanation for gaps in work history greater than six months.
- Practice Locations: List all practice locations.
- If submitting a CV as an attachment, ensure current employment information is populated and the dates are in a month/year format (Example: 1/1).