



If you have received this document and your credentialing is facilitated by an administrator on your behalf please forward to his/her attention as soon as possible.

One or more HCAS participating health plans is in the process of credentialing you to begin or continue participation in their network(s). The application process must be completed within 30 calendar days. Once you have submitted your application, authorized health plans will obtain the applicable information from the Council for Affordable Quality Health Care (CAQH) and continue the credentialing or recredentialing process on your behalf.

Attached you will find the following documents:

- 1) HCAS Welcome Letter
- 2) CAQH Introduction Letter
- 3) CAQH Credentialing Checklist
- 4) CAQH Faxing Guidelines and Coversheet
- 5) Provider Profile
- 6) Tips for using the Universal Credentialing DataSource (UCD) online system

You can complete the credentialing application in one of three ways:

- 1) **Online- recommended-** Register and login into the CAQH Uniform Credentialing DataSource (UCD) at www.caqh.org. You will see the electronic version of the Integrated Massachusetts Application (IMA). Please complete the application according to the instructions and fax the supporting documents to CAQH.
- 2) Fax- The completed IMA application* and attachments can be faxed to CAQH. It is important to use the CAQH fax cover sheet (included in this packet) when faxing.
- 3) Paper- The completed IMA application* and attachments can be mailed to:
CAQH
P.O. Box 22869
Louisville, KY 40252-0869

*The Integrated Massachusetts Application (IMA) is available on the HCAS website (www.hcasma.org) or by calling the CAQH Help Line at 888-599-1771.

The following supporting documents are required to be faxed or mailed:

- A signed, dated, IMA attestation
- An up-to-date Curriculum Vitae (CV) {Required for initial credentialing only}
- A current malpractice face sheet
- Reference letters (2) where applicable, i.e. non-hospital affiliated providers

Additional information regarding the online application process and how to submit credentialing information may be found at www.caqh.org.