

Faxing Guidelines

- 1. Fax your documents ONLY to 1-866-293-0414 (toll-free).
- 2. Office Managers: Send one provider at a time, each with their corresponding fax cover sheet.
- 3. Place all pages in the correct order, facing the same direction.
- 4. Complete all information on the fax cover sheet:
 - Mark the documents you included and the number of pages for each.
- 5. Make sure your fax machine is set to the highest resolution: typically, "High" or "Fine" mode.
 - To ensure legibility, please make a readable photocopy of the DEA Certificate prior to faxing
- 6. Ensure that your fax machine indicates a successful status code. If not, refax all documents.

Avoid These Common Mistakes

1. Cover sheet problems

CAQH uses special technology to identify you and your documents based upon the personalized fax cover sheet that is printed from the Universal Credentialing DataSource. If this document is not used properly, your processing time may be delayed, or we may not be able to identify you at all. The most common errors are:

- · Omitting a fax cover sheet altogether.
- Using a non-CAQH fax cover sheet (i.e., your office fax cover).
- Using one provider's fax cover sheet for multiple providers.
- · Using one provider's fax cover sheet for another provider.

These above errors represent approximately 60% of all faxing problems. Careful attention to the cover sheet when faxing your documents is extremely important.

2. Faxing your documents more than once

All supporting documents are manually reviewed for clarity, orientation and appropriate provider association. At a minimum, this process will take at least 24 hours; sometimes up to 3-4 days, depending on volume. DO NOT re-fax your documents if they do not immediately appear for viewing in the Universal Credentialing DataSource. It will not speed up the process.

3. Faxing your data summary

The Universal Credentialing DataSource allows you to print and review the information you have entered into your application via a "Data Summary." DO NOT send this data summary with your supporting documents.

Do not fax this page with your documents. This is for information only.



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03/21/2006

FAX COVER SHEET

Thank you for completing the CAQH Provider Application.

You will use these forms to submit supporting documentation and authorize the release of your credentialing data to participating healthcare organizations. This page will serve as your fax cover sheet. Please assemble all pages as instructed, complete this form, and fax to:

Fax Number 1-866-293-0414

Instructions:

The supplemental documentation requested in your application is listed below. For each of the documents that apply to you, please indicate the ID of the attachment, the number of pages for that attachment and the state of issue (if applicable). For each document, also indicate with an "X" if you are adding the document to the system (first time submitting that particular document) or replacing that previously submitted document.

Documents requested in your application. [R] = Required, [CR] = Required only if you hold the listed certificate.

ID Attachment

000 Credentialing Application (Required for paper applications only)

016 Applicants Authorization and Release [R]

012 Current Documentation of Board Certification

001 Current Federal DEA Controlled Substance Certificate

003 Current Malpractice Sheet [CR]

002 Current Massachusetts Controlled Substance Registration

007 Current Massachusetts State License

025 Curriculum Vitae/Resume [R]

055 DEA Waiver

011 ECFMG Certificate

ID Attachment

030 Green Card or Approval Letter

052 Hospital Letter, Verification of Hospital Credentialing, or Alternative Pathways

053 IAP-66

054 Reference Letter [CR]

004 W-9

			Mark only one box for each document					Mark only one box for each document	
Attachment ID (see above)	Number of Pages	Issuing State (if applicable)	Add	Change/ Replace	Attachment ID (see above)	Number of Pages	Issuing State (if applicable)	Add	Change/ Replace
Ex: 110	1	KS	Х						
			一						