

# Uniform Credentialing Application

## Frequently Asked Questions

Health Resources Development Service  
123 Robert S. Kerr Avenue  
Oklahoma City, OK 73102  
Ph. (405) 426-8175

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### ***1. What is the Uniform Credentialing Application?***

The Uniform Credentialing Application was developed by the Oklahoma State Department of Health based on rules promulgated by the Oklahoma State Board of Health. The application form and the rules are required by Title 63 of the Oklahoma Statutes, Section 1-106.2, which reads as follows:

*A. By January 1, 1999, the State Board of Health shall promulgate rules necessary to develop a uniform application which shall be used in the credentialing process of health care providers. The State Department of Health shall develop such application form for:*

- 1. Initial privileges or membership in a hospital, managed care organization, or other entity requiring credentials verification; and*
- 2. Recredentialing or reappointment in a hospital, managed care organization, or other entity requiring credentials verification.*

*B. Any entity requiring credentials verification may require supplemental information.  
[63 O.S. Section 1-106.2]*

### ***2. Does this form apply only to physicians?***

No. This form is designed for use by all health care providers who request privileges or membership in an entity that requires credentials verification. The application is intended be used by health care providers to request privileges or membership in a hospital, managed care organization, or other entity requiring credentials verification.

### ***3. Where do I submit the completed form?***

This application may be submitted to hospitals, ambulatory surgery centers, managed care organizations, and other entities requiring credentials verification. **PLEASE DO NOT SEND THE APPLICATION TO THE OKLAHOMA STATE DEPARTMENT OF HEALTH.**

### ***4. Will I be asked to submit any additional information?***

Credentialing entities may require supplemental information. You may wish to contact the entity to which you plan to apply to determine whether supplemental information may be required.

### ***5. Does the form have to be filled out completely?***

We encourage applicants to fill out the application completely. Submitting incomplete forms to the credentialing entity may delay processing of the application. If you have questions about the applicability of certain items for an application or renewal with a credentialing entity, you may wish to contact that entity. Filling out the application completely and updating it periodically enables the provider to submit just one form to multiple credentialing entities.

UNIFORM CREDENTIALING APPLICATION  
FREQUENTLY ASKED QUESTIONS

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**6. *What do I enter if an item is not applicable?***

If an item is not applicable, please state “NA”.

**7. *May I hand-write my responses on the form?***

We recommend printing legibly or typing.

**8. *Do I need to sign and date the application?***

Please sign and date the application in the appropriate section.

**9. *What if I run out of space?***

You may attach additional sheets as needed.

**10. *Is a credentialing entity allowed to ask for more information than is requested on the uniform credentialing application?***

Yes. The law authorizes credentialing entities to require supplemental information.

**11. *I am applying for recredentialing or reappointment with an entity that has previously approved me for privileges or membership. My information has not changed since I filed my last application with the entity. Am I required to complete and resubmit the entire form?***

The answer will vary depending on the entity to which you are applying. Some hospitals, managed care organizations, or other credentialing entities may require the entire form, while others may require only supplemental information. You should contact the entity to which you are applying to determine if they require resubmittal of the entire uniform credentialing application, only supplemental information, or some combination of the uniform application and supplemental information.

**12. *Where can I obtain the form?***

Adobe Acrobat and Word versions of the form are available on the Oklahoma State Department of Health website at:

[www.ok.gov/health/Protective\\_Health/Health\\_Resources\\_Development\\_Service/Uniform\\_Credentialing\\_Application/index.html](http://www.ok.gov/health/Protective_Health/Health_Resources_Development_Service/Uniform_Credentialing_Application/index.html)

**13. *What if I have other questions about the application?***

If you have questions pertaining to the standards or requirements of the credentialing entity, you should contact that entity. If you have questions about the law, rule, or the form you may contact the Managed Care Systems within the Health Resources Development Service of the Oklahoma State Department of Health by telephone at (405) 426-8175, or via email at this address: [HealthResources@health.ok.gov](mailto:HealthResources@health.ok.gov)

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63 O.S. 2011, Section 1-106.2

**This form must be completed in full and typed or printed legibly (i.e., do not state “see CV”), unless the credentialing entity to which you are applying advises you otherwise. Write “N/A” in areas that do not apply to you. All time must be accounted for since entry into medical or other professional school. If additional space is needed to complete information or explanations, use Section 14.**

**Name of facility/organization this application will be submitted to:\_\_\_\_\_**

**Date:\_\_\_\_\_**

**SUBMIT THIS FORM TO THE HOSPITAL, MANAGED CARE ORGANIZATION, OR OTHER ENTITY REQUIRING CREDENTIALS VERIFICATION. THE COMPLETED APPLICATION MAY BE SUBMITTED TO HOSPITALS, AMBULATORY SURGERY CENTERS, MANAGED CARE ORGANIZATIONS, AND OTHER ENTITIES REQUIRING CREDENTIALS VERIFICATION.**

**PLEASE DO NOT SEND THE APPLICATION TO THE  
OKLAHOMA STATE DEPARTMENT OF HEALTH**





**Uniform Credentialing Application**

**SECTION 3: CURRENT PROFESSIONAL PRACTICE**

Primary Specialty (or field of practice)	Subspecialty	% Of Time
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Secondary Specialty	Subspecialty	% Of Time
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Do you wish to be listed as:  
 Primary Care Provider     Specialist     Hospitalist     On-Call     Other (specify) \_\_\_\_\_

If you are a primary care physician, list special diagnostic or treatment procedures performed in your office(s):

Yes  No Are you accepting new patients?

Yes  No Are you willing, in the future, to accept new patients?

Yes  No Do you admit your own patients to hospitals?

If no, please explain how your patients will be admitted, which hospital and who will provide patient care.

Yes  No Are you willing to accept current patients if they convert to the healthcare plan to which you are applying?

Yes  No Are you a member of an Independent Practice Association or a Physician Hospital Association? If yes, complete the following:

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

Street Address	Suite Number
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City	State	Zip Code
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( )	( )	( )
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Phone Number	Fax Number	Answering Service Number
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Name: \_\_\_\_\_

Street Address	Suite Number
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City	State	Zip Code
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( )	( )	( )
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Phone Number	Fax Number	Answering Service Number
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List any restrictions on your practice (i.e., patient age and gender): \_\_\_\_\_

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SECTION 4: EDUCATION

Medical/Dental/Graduate Professional Schools

List all, completed or not. Continue in Section 14 if needed.

(1) Institution Degree Awarded
Mailing Address City State Zip Code
Telephone Number: ( )
Dates Attended (mo/day/year) From: - - to - - -
Graduation Date - - -

(2) Institution Degree Awarded
Mailing Address City State Zip Code
Telephone Number: ( )
Dates Attended (mo/day/year) From: - - to - - -
Graduation Date - - -

(3) Institution Degree Awarded
Mailing Address City State Zip Code
Telephone Number: ( )
Dates Attended (mo/day/year) From: - - to - - -
Graduation Date - - -

Foreign Medical Graduates:

ECFMG #

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SECTION 5: TRAINING
Internship/Residency/Fellowship/Preceptorship/Other

List all, completed or not. If you require additional space, continue in Section 14, or attach a separate sheet.

(1) Type of Program:
\_\_\_ Internship \_\_\_ Residency \_\_\_ Fellowship \_\_\_ Preceptorship \_\_\_ Other (specify)
Was program successfully completed: \_\_\_ Yes \_\_\_ No

Specialty Institution Your Program Director
Address City State Zip Code Phone Number
Dates Attended (mo/day/year) From: \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

(2) Type of Program:
\_\_\_ Internship \_\_\_ Residency \_\_\_ Fellowship \_\_\_ Preceptorship \_\_\_ Other (specify)
Was the program successfully completed? \_\_\_ Yes \_\_\_ No

Specialty Institution Your Program Director
Address City State Zip Code Phone Number
Dates Attended (mo/day/year) From: \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

(3) Type of Program:
\_\_\_ Internship \_\_\_ Residency \_\_\_ Fellowship \_\_\_ Preceptorship \_\_\_ Other (specify)
Was program successfully completed? \_\_\_ Yes \_\_\_ No

Specialty Institution Your Program Director
Address City State Zip Code Phone Number
Dates Attended (mo/day/year) From: \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

(4) Type of Program:
\_\_\_ Internship \_\_\_ Residency \_\_\_ Fellowship \_\_\_ Preceptorship \_\_\_ Other (specify)
Was program successfully completed? \_\_\_ Yes \_\_\_ No

Specialty Institution Your Program Director
Address City State Zip Code Phone Number
Dates Attended (mo/day/year) From: \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_



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**SECTION 6: ACADEMIC APPOINTMENTS**

List all, past and present. If additional space is needed, copy this sheet or continue in Section 14.

(1)	Institution and Address	City	State	Zip Code	( ) Phone Number
	From: _____ - _____ - _____	to _____ - _____ - _____		Inclusive Dates (mo/day/year)	
(2)	Institution and Address	City	State	Zip Code	( ) Phone Number
	From: _____ - _____ - _____	to _____ - _____ - _____		Inclusive Dates (mo/day/year)	
(3)	Institution and Address	City	State	Zip Code	( ) Phone Number
	From: _____ - _____ - _____	to _____ - _____ - _____		Inclusive Dates (mo/day/year)	

**SECTION 7: HEALTH CARE AFFILIATIONS**

List, in chronological order, **all hospital/health system affiliations** where you have ever been employed, practiced, associated, or privileged for the purpose of providing patient care. Do not list affiliations that were part of your training (Section 5). If additional space is required, copy this sheet or continue in Section 14.

Indicate which of these is your “current primary and secondary admitting facility” (where you currently spend the greatest portion of your time).

(1)	Facility Name	___	Primary	___	Secondary
	Complete Mailing Address	City	State	Zip Code	Telephone Number
	From: _____ - _____ - _____	to _____ - _____ - _____		Staff Category	
	Reason for Discontinuance	Department or Service			
(2)	Facility Name	___	Primary	___	Secondary
	Complete Mailing Address	City	State	Zip Code	Telephone Number
	From: _____ - _____ - _____	to _____ - _____ - _____		Staff Category	
	Reason for Discontinuance	Department or Service			

**This section continues on next page.**

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**-Section 7 Continued-**

(3) \_\_\_\_\_ Primary \_\_\_ Secondary  
Facility Name

Complete Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Dates of Appointment (mo/day/year) \_\_\_\_\_ Staff Category \_\_\_\_\_

Reason for Discontinuance \_\_\_\_\_ Department or Service \_\_\_\_\_

**SECTION 8: OTHER PROFESSIONAL WORK HISTORY**

List, chronologically, **all** professional work history (i.e., clinics, partnerships, solo/group practices, employment). Include secondary agencies or clinics such as public health and family planning where you perform duties. Account for all time gaps of thirty (30) days or more. If additional space is needed, copy this page or continue in Section 14.

(1) \_\_\_\_\_  
Name and Nature of Affiliation

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Dates of Affiliation (mo/day/year) \_\_\_\_\_ Reason for Discontinuance \_\_\_\_\_

(2) \_\_\_\_\_  
Name and Nature of Affiliation

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Dates of Affiliation (mo/day/year) \_\_\_\_\_ Reason for Discontinuance \_\_\_\_\_

(3) \_\_\_\_\_  
Name and Nature of Affiliation

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Dates of Affiliation (mo/day/year) \_\_\_\_\_ Reason for Discontinuance \_\_\_\_\_

**US Military/Public Health Service**

List all medical and surgical locations and dates.

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Location \_\_\_\_\_ Branch of Service \_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Location \_\_\_\_\_ Branch of Service \_\_\_\_\_

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SECTION 9: PROFESSIONAL LICENSES

List all pending, current, and past professional licenses, registrations, and certifications to practice in your field. Include states where you have applied to practice. Examples of "type" of license are MD, DO, DDS, PA, DC, CRNA, MSW, etc.

Oklahoma
State Type Number Original Date of Issue Expiration Date
State Type Number Original Date of Issue Expiration Date
State Type Number Original Date of Issue Expiration Date
State Type Number Original Date of Issue Expiration Date
USMLE/ECFMG Number Certification Date

SECTION 10: CERTIFICATIONS AND REGISTRATIONS

List all other current certifications and registrations. (DEA=Federal Drug Enforcement Administration; BNDD=the Oklahoma CDS; CDS=Controlled Dangerous Substances)

DEA
State Type Number Original Date of Issue Expiration Date
DEA
State Type Number Original Date of Issue Expiration Date
Oklahoma BNDD
State Type Number Original Date of Issue Expiration Date
CDS
State Type Number Original Date of Issue Expiration Date

BOARD CERTIFICATION

Are you Board Certified? Yes No
Name of Board

Date Initially Certified Date Most Recently Recertified Date Certification Expires

Yes No Have you ever been examined by any specialty board but failed to pass? If yes, provide details.

This section continues on next page.

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**-Section 10 Continued-**

**SUBSPECIALTY CERTIFICATION AND ADDED QUALIFICATIONS**

Subspecialty or Added Qualification _____	Name of Board _____	_____
Date Initially Certified _____	Date Most Recently Recertified _____	Date Certification Expires _____

Subspecialty or Added Qualification _____	Name of Board _____	_____
Date Initially Certified _____	Date Most Recently Recertified _____	Date Certification Expires _____

**BOARD QUALIFICATIONS**

Yes  No If you are not certified, are you qualified to sit for the exam in a primary or subspecialty board or added qualification?

Yes  No Are you planning to take the exam?

Yes  No Are you scheduled to take the exam? If yes, attach confirmation letter.

Date Scheduled:

Oral \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Written \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subspecialty or Added Qualification _____	Name of Board _____
Date Qualified _____ - _____ - _____	Date Qualification Expires _____ - _____ - _____

Classifications:

<input type="checkbox"/> Yes <input type="checkbox"/> No Are you certified in CPR?	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Basic Life Support (BLS)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Advanced Cardiac Life Support (ACLS)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Health Care Provider (CoreC)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Advanced Trauma Life Support (ATLS)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Neonatal Advanced Life Support (NALS)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Pediatric Advanced Life Support (PALS)	Expires _____ - _____ - _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Other _____	Expires _____ - _____ - _____

## Uniform Credentialing Application

### SECTION 11: OFFICE INFORMATION Primary Office

Group Name \_\_\_\_\_ Name As It Appears On Your W-9 (if applicable) \_\_\_\_\_ Business Owned By \_\_\_\_\_

Type of Practice:  
 Solo  Partnership  Single-Specialty Group  Multi-Specialty Group Other (specify) \_\_\_\_\_

Office Manager \_\_\_\_\_ Nurse Coordinator \_\_\_\_\_

Group Medicare Number \_\_\_\_\_ Group Medicaid Number \_\_\_\_\_ IRS Tax ID Number \_\_\_\_\_

Does this office have lab service?  Yes  No      Reference Lab?  Yes  No      On Site?  Yes  No

CLIA ID # \_\_\_\_\_ CLIA Waiver # \_\_\_\_\_

Does your office have the following:

Yes  No Radiology

Yes  No EKG

Yes  No Audiology

Yes  No Treadmill

Yes  No Sigmoidoscopy

Yes  No Wheelchair/handicapped access?

Yes  No Other services for the disabled?

If yes, please list: \_\_\_\_\_

Yes  No Other: \_\_\_\_\_

Other Resources \_\_\_\_\_

List all independent licensed non-physicians working in this office.

<u>Name</u>	<u>Provider Type</u>	<u>License Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fluent Languages:  
 You \_\_\_\_\_  
 Your Staff \_\_\_\_\_

Yes  No Does this office meet all state and local fire, safety and sanitation requirements?

Yes  No Do you provide 24-hour, seven day a week coverage?

Office Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	_____	_____	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____	_____	_____

List name, specialty, and phone number of physicians covering your practice in your absence. Attach an additional sheet if necessary.  
**Note: These practitioners must be affiliated with the organization to which you are applying.**

Name \_\_\_\_\_ Specialty \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Specialty \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Specialty \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Specialty \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Yes  No Do you or your business own, operate, manage, or participate in any medical enterprise or business?  
 If yes, explain on a separate attachment.

## Uniform Credentialing Application

### SECTION 11: OFFICE INFORMATION Secondary Office

Group Name \_\_\_\_\_ Name As It Appears On Your W-9 (if applicable) \_\_\_\_\_ Business Owned By \_\_\_\_\_  
 Type of Practice:  
 Solo  Partnership  Single-Specialty Group  Multi-Specialty Group  Other (specify) \_\_\_\_\_

Office Manager \_\_\_\_\_ Nurse Coordinator \_\_\_\_\_

Group Medicare Number \_\_\_\_\_ Group Medicaid Number \_\_\_\_\_ IRS Tax ID Number \_\_\_\_\_  
 Does this office have lab service?  Yes  No Reference Lab?  Yes  No On Site?  Yes  No

CLIA ID # \_\_\_\_\_ CLIA Waiver # \_\_\_\_\_

Does your office have the following:  
 Yes  No Radiology  
 Yes  No EKG  
 Yes  No Audiology  
 Yes  No Treadmill  
 Yes  No Sigmoidoscopy  
 Yes  No Wheelchair/handicapped access?  
 Yes  No Other services for the disabled?

List all independent licensed non-physicians working in this office.

<u>Name</u>	<u>Provider Type</u>	<u>License Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If yes, please list: \_\_\_\_\_  
 Yes  No Other: \_\_\_\_\_

Fluent Languages:  
 You \_\_\_\_\_  
 Your Staff \_\_\_\_\_

Other Resources \_\_\_\_\_

Yes  No Does this office meet all state and local fire, safety and sanitation requirements?  
 Yes  No Do you provide 24-hour, seven day a week coverage?

Office Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	_____	_____	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____	_____	_____

List name, specialty, and phone number of physicians covering your practice in your absence. Attach an additional sheet if necessary.

**Note: These practitioners must be affiliated with the organization to which you are applying.**

Name _____	Specialty _____	Telephone (____) _____
Name _____	Specialty _____	Telephone (____) _____
Name _____	Specialty _____	Telephone (____) _____
Name _____	Specialty _____	Telephone (____) _____

Yes  No Do you or your business own, operate, manage, or participate in any medical enterprise or business?  
 If yes, explain on a separate attachment.

## Uniform Credentialing Application

### SECTION 12: COPIES OF REQUIRED DOCUMENTS

Please include a copy of the following with this application. Practitioner should check off needed items that are being attached to this application.

<u>Attached</u>	<u>Item</u>
_____	Oklahoma Bureau of Narcotics and Dangerous Drugs Registration (BNDD)
_____	Current Federal DEA Registration Certificate
_____	Emergency Care Training Certificates (CPR, etc., if certified)
_____	Photo Identification
_____	Curriculum Vitae
_____	Tax Identification Information Form W-9

### SECTION 13: ATTESTATION

All information and documentation contained in this application is true, correct, and complete to my best knowledge and belief. I further acknowledge that any material misstatements in or omissions from this application may constitute cause for denial of my application for staff membership, privileges, or participation.

Name (printed) \_\_\_\_\_

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

**NOTE:**

**Practitioners are reminded that each organization will require submission of additional information.**

### SECTION 14: ADDITIONAL INFORMATION

This page is furnished for your convenience in completing questions or providing additional information. Please make as many copies of this page as you require to fully answer all questions.

As appropriate, note the section number and question number that you are addressing.