

Gathering documents

Use this checklist to help get all your paperwork in order.

EDUCATION

- College Name**
Address
Phone number
Years attended
Degree obtained
- Medical School Name**
Address
Phone number
Years attended
Degree obtained
Medical School Diploma

RESIDENCY AND FELLOWSHIP

- Residency Institution Name**
Address
Phone number
Years attended
Degree obtained
Residency Certificate
- Fellowship Institution Name**
Address
Phone Numbers
Years attended
Degree obtained
Fellowship Certificate (if applicable)
- Internship Institution Name**
Address
Phone number
Years attended
Degree obtained
Internship Certificate

LICENSES

- Licenses—List for all states**
State
Issued
Expiration
All Active Medical State Licenses (Wallet Copies)
- Curriculum Vitae** (Month/Year format: MM/YYYY)
- CSP—Controlled Substance License**
(if applicable)
Issued
Expiration
- Life Support Cards**
Issued
Expiration
- DEA**
Issued
Expiration

CERTIFICATIONS

- Board Certification**
Issuing agency
Date
Recertified
Specialty Board Certificate (if applicable)
- ACLS/ATLS/PALS, NRP, Other(s)**
- NPI**
- References**—List as many as you can. Be sure to let the people know they're references. Remember to spell their names correctly and include physical addresses, phone numbers, fax numbers, and email address. **(A good reference needs to be able to attest to your medical competency within the past 24 months.)**



- Credentialing Game Plan**
 - Hospital
 - Address
 - Phone Number
 - Fax Number
 - Physician Contract Agreement

- Credentialing Contact Name**
 - Phone Number
 - Fax Number
 - Email

- Agency Credentialing Contact**
 - Phone Number
 - Fax Number
 - Email

IDENTIFICATION

- Identification**
 - Driver's License Number
 - NPI Number (letter or email from NPI office)
 - Green card (if applicable)*
- Foreign and Military Identification**
 - Alien Registration/ Permanent Resident Card
 - ECFMG Certificate (if applicable)
 - Military Discharge/DD214 (if discharged within the last 10 years)
 - ODE (for active military providers)
- Council for Affordable Quality Healthcare**
 - Are you a member? Yes or No

*Note: J1 or H1B Visa not eligible for locum tenens.

