

# 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.

