

CL Guide Checklist

LICENSES:

If you do **not** have a current NM state medical license, pharmacy license or DEA license with current NM address:

<input type="checkbox"/>	Step 1	New Mexico Medical License	2 – 4 months to obtain a license	http://www.nmmb.state.nm.us/
		New Mexico Doctor of Osteopathy License	2 – 4 months to obtain a license	http://www.rld.state.nm.us/boards/Get_Licensed.aspx
<input type="checkbox"/>	Step 2	New Mexico Board of Pharmacy	Up to two weeks for final approvals	http://www.rld.state.nm.us/boards/Pharmacy.aspx
<input type="checkbox"/>	Step 3	DEA Registration	2 – 8 weeks	http://www.deadivision.usdoj.gove/index.html
		DEA Change of Address	2 – 6 weeks	Your current DEA must have a NM address.

ELECTRONIC SUBMISSIONS (PREFERRED EMAIL LINK):

- Credentialing Application , Completed Credentials Application (via emailed link)
- Privileging Packet(s), Completed selection of privileges (via emailed link)

PRIORITY MAIL SUBMISSIONS:

- Completed/signed original Billing Packet Documentation in **BLUE INK** (attachment)

ELECTRONIC (EMAIL) SUBMISSIONS- (email):

- Patient Activity Logs for past 12 months
- Driver's License must be current and Social Security Card - Copies
- Professional Degree or Certificate (MD) & post graduate training certificates (Internship, Residency & Fellowship)
- Board Certification – Primary and Subspecialty (ies) or proof of applicant status from the appropriate board, e.g. Copy of notification from board of scheduled exam, or copy of board notification of receipt of application. If none of the above are available please submit a written explanation of why boards delayed and when you are expecting to sit for them.
- New Mexico State license – Copy of Active License
- NM Board of Pharmacy registration (CSR) Copy of Active CSR
- DEA registration -copy of Active DEA and/or NM address changed DEA
- Non- UNM Employee's Certificate of Insurance – copy from past/current employment

MISC:

- Employee Health Prescreening Appointment set for: _____
Proof of current **PPD (TB Skin Test) and** immunizations for **RUBELLA, MEASLES, and VARICELLA**
- NPI Profile Change (Address, Taxonomy, NM License)