



CREDENTIALING LIAISON INSTRUCTIONS

You should anticipate at least 60 to 90 days from the time of submitting a complete credentialing packet with all supporting documents to approval. Average turnaround time for processing of credentialing application is 30 days. The Committee approval process also averages 30 days. Depending on the application, this process may take a little less or a little longer.

In addition to the AppCentral process, the following items will be required (as applicable) to be completed during the processing of the application:

- 1) Photo ID Requirement
 - Including copy of a current picture hospital ID card (front and back) or a valid driver's license or passport to show verification that the practitioner requesting approval is the same practitioner identified in the credentialing documents.
- 2) Copy of current, dated, Curriculum Vitae in month/year format
 - To comply with our network provider contracts, all education, training, affiliations and work history must be in month/year format and include start and end dates - CVs not in this format will be returned.
- 3) Letter of Offer or Letter of Academic Title (LAT)
- 4) Activity Logs from recent practice (*within last 12 months*)
- 5) Copy of Certificate of Liability (*non-employees*)
 - If the Practitioner is not employed by a UNM Health System employer, please submit proof of most recent Certificate of Liability. When requesting, please request that the Certificate Holder on the Certificate of Liability must exactly state: "Regents of the University of New Mexico, which includes the University of New Mexico Hospitals and UNM Medical Group, Inc."
- 6) PA's - complete the Supervising physician statement form:
<http://www.nmmb.state.nm.us/licensing.html> - please submit copy once received
- 7) Billing Packet signed in blue ink to Provider Enrollment, or change form if billing packet previously completed and enrollment still active.