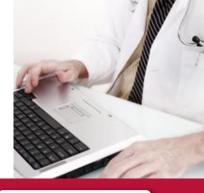
Contracting and Credentialing Checklist

For Long Term Care Providers - Facilities



A PRESBYTERIAN

To initiate the contracting and credentialing process, please complete our online Provider Profile Form, located at www.phs.org/providers/centennial-care/Pages/contracting.aspx. Completing the Provider Profile will help accelerate the contracting and credentialing process while HSD reviews our contracts. For your convenience, this checklist specifies the information you will need to have available and the documents that you will need to upload before your submit your profile. Please note that you must provide all of the requested information before you can submit the profile. If you have any questions about completing the Provider Profile, please contact Danielle Baca at (505) 923-8584 or dbaca15@phs.org.

 Practice/Group/Facility Name National Provider Identifier (NPI) Provider Type Specialty Overview of Services Performed Federal Tax ID Number Medicaid Number Unique Physician Identification Number (UPIN)/ Medicare Number State Professional License/Certification Number 	 Office Manager, Phone Number and Email Physical Address Mailing Address Billing Address Office Telephone Number Fax Number Email Address Foreign Languages Other Practice Locations
Please upload and submit the following documents	s along with the online Provider Profile:
 Proof of Good Standing with Federal and State Regulatory Bodies State Operator's License and Expiration Date Accreditation Documentation W-9 CRS-1 Form (Gross Receipts/Compensating/Withholding Tax) Ownership and Controlling Interest Form 	 Malpractice Insurance Certificate State Pharmacy Registration DEA Certificate As applicable, information about any of the following: Sanctions Malpractice history and explanation License actions