

Uniform Credentialing Application

Frequently Asked Questions

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1. *What is the Uniform Credentialing Application?*

The Uniform Credentialing Application was developed by the Oklahoma State Department of Health based on rules promulgated by the Oklahoma State Board of Health. The application form and the rules are required by Title 63 of the Oklahoma Statutes, Section 1-106.2, which reads as follows:

A. By January 1, 1999, the State Board of Health shall promulgate rules necessary to develop a uniform application which shall be used in the credentialing process of health care providers. The State Department of Health shall develop such application form for:

- 1. Initial privileges or membership in a hospital, managed care organization, or other entity requiring credentials verification; and*
- 2. Recredentialing or reappointment in a hospital, managed care organization, or other entity requiring credentials verification.*

B. Any entity requiring credentials verification may require supplemental information. [63 O.S. Section 1-106.2]

2. *Does this form apply only to physicians?*

No. This form is designed for use by all health care providers who request privileges or membership in an entity that requires credentials verification. The application is intended be used by health care providers to request privileges or membership in a hospital, managed care organization, or other entity requiring credentials verification.

3. *Where do I submit the completed form?*

This application may be submitted to hospitals, ambulatory surgery centers, managed care organizations, and other entities requiring credentials verification. **PLEASE DO NOT SEND THE APPLICATION TO THE OKLAHOMA STATE DEPARTMENT OF HEALTH.**

4. *Will I be asked to submit any additional information?*

Credentialing entities may require supplemental information. You may wish to contact the entity to which you plan to apply to determine whether supplemental information may be required.

5. *Does the form have to be filled out completely?*

We encourage applicants to fill out the application completely. Submitting incomplete forms to the credentialing entity may delay processing of the application. If you have questions about the applicability of certain items for an application or renewal with a credentialing

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entity, you may wish to contact that entity. Filling out the application completely and updating it periodically enables the provider to submit just one form to multiple credentialing entities.

6. *What do I enter if an item is not applicable?*

If an item is not applicable, please state “NA”.

7. *May I hand-write my responses on the form?*

We recommend printing legibly or typing.

8. *Do I need to sign and date the application?*

Please sign and the date the application in the appropriate section.

9. *What if I run out of space?*

You may attach additional sheets as needed.

10. *Is a credentialing entity allowed to ask for more information than is requested on the uniform credentialing application?*

Yes. The law authorizes credentialing entities to require supplemental information.

11. *I am applying for recredentialing or reappointment with an entity that has previously approved me for privileges or membership. My information has not changed since I filed my last application with the entity. Am I required to complete and resubmit the entire form?*

The answer will vary depending on the entity to which you are applying. Some hospitals, managed care organizations, or other credentialing entities may require the entire form, while others may require only supplemental information. You should contact the entity to which you are applying to determine if they require resubmittal of the entire uniform credentialing application, only supplemental information, or some combination of the uniform application and supplemental information.

12. *Where can I obtain the form?*

Adobe Acrobat and Word versions of the form are available on the Oklahoma State Department of Health website at:

www.ok.gov/health/Protective_Health/Health_Resources_Development_Service/Uniform_Credentialing_Application/index.html

13. *What if I have other questions about the application?*

If you have questions pertaining to the standards or requirements of the credentialing entity, you should contact that entity. If you have questions about the law, rule, or the form you may contact the Managed Care Systems within the Health Resources Development Service of the Oklahoma State Department of Health by telephone at (405) 271-6868, or via email at this address: HealthResources@health.ok.gov