

### **Credentialing of Licensed Non-Physicians Provider Types:**

Evidence of the following must be present for each licensed health care professional applying to become credentialed Early Steps.

1. Copy of Form W9(s) for each pay to/remit practice affiliation (solo/group/hospital) to ensure accurate claims payment.
2. Copy of current Curriculum Vitae/resume documenting previous five (5) year work/educational history in a month/year timeline, with explanation of any gaps longer than 90 days in employment.
3. Copy of current, valid License if not currently licensed to practice in the State of Florida.
4. Individual National Provider Identification (NPI) number.
5. Copy of any Specialty Certificates, Certifications or Degrees.
6. Summary of professional liability claim(s) pending or filed against you within the past five (5) years. Provide detailed information as indicated on the Professional Liability Claim Form, if applicable.
7. Summary of Medicaid and Medicare sanctions within the past five (5) years.
8. Level II Security Background Screen. Active/eligible Medicaid providers are exempt from submitting a Level II Security Background Screen if an eligible background screen has been conducted within the past 5 years as indicated in FLMMIS or AHCA.
9. Copy of Practice Protocols established and signed by both the credentialed supervising physician and the applicant (APRN & PA only).
10. Current malpractice coverage in accordance to the Florida Statute Practice Act or bond that complies with the physician's relevant Practice Act in the Florida Statutes.
11. Documentation of early intervention experience.
12. Documentation of Early Steps Orientation modules completed.

### **Verification Process for Licensed Non-Physician Provider:**

1. Verification of Licensure to through the Florida Division of Medical Quality Assurance (MQA);
2. Pay to/remit information on application is verified through W9 form on file on official IRS website. If discrepancy is found, provider is notified of discrepancy and required to submit W9 Form which concurs with W9 Form on file on the IRS website;
3. Tax Identification Number (TIN) on application is verified through W9 form on file on official IRS website. If discrepancy is found, provider is notified of discrepancy and required to submit W9 Form which concurs with W9 Form on file on the IRS website;
4. Verification of the National Provider Number (NPI) is confirmed through our credentialing data base at time of credentialing. Submitted information is verified through the National Plan and Provider Enumeration System (NPPES). Copy of document is placed in the provider's file;
5. Review of current curriculum vitae/resume containing previous five year work history, with explanation of any gaps in employment. Any gaps of three (3) months or more in professional activity or frequent changes in practice will be researched by the credentialing specialist;
6. Verification of professional liability claim(s) pending or filed in past 5 years verified through the Department of Insurance (DOI) website. Date of occurrence, brief summary of events, present status of claim, and amount paid, if applicable must be included in this submission;
7. Medicaid and Medicare sanctions within past five (5) years verified through FLMMIS;

8. Level II Background Screen investigation pursuant to Florida Statute Chapter 435 standards;
9. Review of Federal Exclusions List.