HealthPartners

Please submit your Credentialing Application through the HealthPartners Provider Portal

Provider Credentialing Form (healthpartners.com)

https://www.healthpartners.com/provider-public/credentialing-form

Applicant Name:

Minnesota Uniform Dental Initial Credentialing Application

CREDENTIALING CONTACT INFORMATION (please provide contact information If you would like us to contact someone other than you (the provider) in the event that we have questions related to this credentialing application)

Name: _____ **Phone Number:** _____

Address: _____ **Fax Number:** _____

_____ **E-mail:** _____

_____

This credentialing application is accepted by the following dental plans:

- **Delta Dental of Minnesota**
- **HealthPartners**
- **IM Care**
- **PrimeWest Health**

Instructions

The initial credentialing application and attachments should be typed, legibly printed in black ink, or electronically generated. If more space is needed than provided on the application, please attach additional sheets and reference the question being answered. Please do not use abbreviations when completing the application. Please mark all non-applicable sections with N/A.

Checklist (please complete)

Current copies of the following documents must be submitted with this application.

- Diploma (if educated outside of U.S. or Canada)
- Malpractice Litigation and Professional Complaints Form (if applicable)
- Malpractice liability insurance face sheet or certificate of insurance

In addition, please verify that you:

- Provide complete addresses wherever indicated, including past employment, and references
- Designate dates by month and year time frames
- Explain all gaps of greater than three months in chronology (Page 4)
- Answer all of the Disclosure Questions on Pages 6 and 7 and enclosed explanations for affirmative answers
- Sign and date the Attestation Signature and Date statement (Page 7)
- Sign and date the Authorization and Release
- Keep a copy of your completed application for your records

All Information Must Be Printed in Black Ink, Typed or Electronically Generated

Personal Data

Name: _____
Last First Middle Suffix Title

Maiden/Former/Other Name(s):_____ Gender: ☐ Male ☐ Female

Date of Birth:____/____/____ Social Security Number:_____NPI:_____

Do you speak a language other than English with sufficient fluency to treat patients who speak only that language? ☐ Yes ☐ No

If yes, specify languages:_____

Primary or Pending Practice Location

Primary Practice Location/Clinic Name:_____

Address:_____
Street City/State/County Zip Code

Office Phone Number:_____ Fax Number: _____

Federal Tax ID Number:_____ E-mail Address:_____

Type II (facility) NPI: _____

Start date at this location: _____ Specialty in which care will be provided: _____

Additional Practice Location(s) (If additional space is required, attach a separate sheet)

Other Practice Name:_____

Address:_____
Street City/State/County Zip Code

Office Phone Number:_____ Fax Number: _____

Federal Tax ID Number (if different than primary):_____E-mail Address:_____

Type II (facility) NPI (if different than primary):_____

Start date at this location:_____ Specialty in which care will be provided:_____

Other Practice Name:_____

Address:_____
Street City/State/County Zip Code

Office Phone Number:_____ Fax Number: _____

Federal Tax ID Number (if different than primary):_____E-mail Address:_____

Type II (facility) NPI (if different than primary):_____

Start date at this location:_____ Specialty in which care will be provided:_____

Other Practice Name:_____

Address:_____
Street City/State/County Zip Code

Office Phone Number:_____ Fax Number: _____

Federal Tax ID Number (if different than primary):_____E-mail Address:_____

Type II (facility) NPI (if different than primary):_____

Start date at this location:_____ Specialty in which care will be provided:_____

Dental School

(Month and year required)

From_____/_____/_____

Institution Name: _____

To _____/_____/_____

Degree Received: ☐ DMD ☐ DDS ☐ Other (ADT / DT / RDH):_____

Street Address: _____

City:_____State:_____Country:_____

Phone Number:_____Fax Number:_____

***Note*: Please note that not all Dental Plans credential Advanced Dental Therapists (ADT) / Dental Therapists (DT) and Registered Dental Hygienists (RDH). Please verify with the Dental Plans prior to submitting an application.**

From_____/_____/_____ Institution Name:_____

To _____/_____/_____

Degree Received: ☐ DMD ☐ DDS Other:_____

Street Address: _____

City:_____State:_____Country:_____

Phone Number:_____Fax Number:_____

Residency/Post-Graduate/ Training (If additional space is required, attach a separate sheet.)

(Month and year required)

From:_____/_____/_____Institution Name:_____

To: _____/_____/_____ Type of Program/Specialty:_____

Completed Training: ☐ Yes ☐ No If no, expected completion date:_____

If yes, degree received:_____

☐ Certificate ☐ N/A ☐ Other, please explain_____

If not successfully completed, explain:_____

Street Address: _____

City:_____State: _____ Country: _____

Chronological Employment/Practice History (include Military Service) (Additional space is provided on the Chronological Employment / Practice History Addendum, page 10. You may make extra copies of page 10 or attach a separate sheet for additional employment.)

Chronological listing [month/year] of employment/practice history **for the most recent 5 years or from your post-graduate training if that is less than 5 years.** List all experience, including military service and public health, time out of dental practice in pursuit of other business or professional activities, sabbaticals, parenting, personal travel, personal crisis, etc. **LEAVE NO GAPS IN CHRONOLOGY**.

(Month and year required)

From: ___/___/___ Organization Name/Activity: ___

To: ___/___/___ Reason for Leaving: ___

Street Address: ___

City: ___ State: ___ Country: ___

Phone Number: ___

From: ___/___/___ Organization Name/Activity: ___

To: ___/___/___ Reason for Leaving: ___

Street Address: ___

City: ___ State: ___ Country: ___

Phone Number: ___

From: ___/___/___ Organization Name/Activity: ___

To: ___/___/___ Reason for Leaving: ___

Street Address: ___

City: ___ State: ___ Country: ___

Phone Number: ___

From: ___/___/___ Organization Name/Activity: ___

To: ___/___/___ Reason for Leaving: ___

Street Address: ___

City: ___ State: ___ Country: ___

Phone Number: ___

Explain gaps/interruptions of <u>greater than three (3) months</u> to practice of dental/professional practice (if additional space is required, attach a separate sheet):

From: ___/___/___ Explain: ___

To: ___/___/___ ___

From: ___/___/___ Explain: ___

To: ___/___/___ ___

Liability Insurance - Insurance Carrier for Primary and Pending Practice Location

☐ Attach a copy of professional liability insurance coverage (e.g., face sheet/verification of self-insurance) for **primary practice location** It must include effective dates, insurance carrier, expiration date, coverage limits, and name of each provider covered.

☐ Certificate Pending

Licensure - List all past, current and pending professional licenses.

State	License Number	Date Issued	Expiration Date	License Status
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending

Drug Enforcement Administration Registration

Do you currently hold a DEA registration? ☐ **YES** ☐ **NO**

If **YES**:

DEA Number: _____ State: _____ Expiration Date: ____/____/____

NOTE: Address on DEA certificate must be in state where you will be practicing as applicable to this application

If **NO:**

☐ DEA certificate is pending: Date application submitted to DEA: ____/____/____

☐ List name of the alternate practitioner or practice that will be covering prescriptions on your behalf:

Name: _____

☐ Not required due to scope of practice (i.e. Orthodontics, Pediatric Dentistry, teaching institution)

☐ If an alternate practitioner or practice is not designated (because of scope of practice OR office policy to not prescribe controlled substances), please indicate how you will manage prescribing controlled substances if necessary (i.e. referral to primary care physician, etc.):

_____

Specialty/Subspecialty Certification

☐ I do not hold specialty/subspecialty certification

Certifying Board	Specialty/Subspecialty	Date Certified	Date Recertified	Expiration Date	Cert. Pending
		___/___/___	/ /	/ /	☐
		___/___/___	/ /	/ /	☐

Primary Hospital Affiliation (pertinent to Primary or Pending Practice Location listed on page 2)

☐ I do not have hospital affiliation.

(Month and year required)

From: ____/____/____ Facility Name: _____

To: ____/____/____ Street Address: _____

City: _____ State: _____

☐ Application Pending Admitting Privileges ☐ Yes ☐ No

Other Current Hospital Affiliations

(Month and year required)

From: ____/____/____ Facility Name: _____

If hospital changed name, list current name and address

To: ____/____/____ Street Address: _____

City: _____ State: _____

☐ Application Pending Admitting Privileges ☐ Yes ☐ No

Disclosure Questions for Initial Credentialing

Please provide a complete explanation if any of the following questions are answered in the affirmative. Use a separate sheet to continue, if necessary.

1. ☐ Yes ☐ No Has your **professional license or registration** ever been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?

2. ☐ Yes ☐ No Has your **professional license or registration** ever been investigated or is it currently being investigated and, if so, what were the results?

3. ☐ Yes ☐ No Has your **DEA registration** ever been revoked, suspended, limited, or conditioned in any way, or have you voluntarily relinquished your DEA registration, or is there a review pending?

4. ☐ Yes ☐ No Has your **membership, participation, clinical privileges, or employment** ever been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, or not renewed by any peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization, or is there a review pending?

5. ☐ Yes ☐ No Have you ever voluntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license, or registration in lieu of disciplinary action, or prior to or during an investigation into your professional conduct or competency?

6. ☐ Yes ☐ No Have you ever involuntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license or registration?

7. ☐ Yes ☐ No Has your **membership or fellowship** in any professional organization or your specialty **board certification** ever been voluntarily or involuntarily denied, terminated, restricted, limited, suspended or revoked?

8. ☐ Yes ☐ No Have you ever been reprimanded, censored, or otherwise disciplined by, or have you ever been subject to a corrective action agreement/plan with any licensing **board, peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization?**

9. ☐ Yes ☐ No Has your certificate or participation in any **private, federal (i.e. Medicare, Medicaid, OIG etc.) or state health insurance program** ever been revoked or otherwise limited or restricted, or is any investigation or proceeding with respect to any such action presently underway?

10. ☐ Yes ☐ No Are there any **charges pending or are you currently charged** with or have you ever been indicted or found guilty of a felony, gross misdemeanor, misdemeanor (other than a minor traffic violation), or other offense?

11. ☐ Yes ☐ No Have you ever been found liable, guilty or responsible for **sexual impropriety** or misconduct or sexual harassment \ with a patient, co-worker, or other?

12. ☐ Yes ☐ No Have you ever had any **professional liability claims or lawsuits** brought against you**,** including pending claims or lawsuits, dismissed or dropped claims or lawsuits, settlements or final judgments? **If yes, please complete the enclosed Malpractice Litigation and Professional Complaints Addendum.** You may be asked for additional information by individual organizations.

13 ☐ Yes ☐ No Has your **professional liability carrier** ever refused or canceled your coverage or excluded you from performing any specific privileges within your specialty?

14. ☐ Yes ☐ No Have you ever practiced within your profession without **professional liability insurance?**

15. ☐ Yes ☐ No Do you have a physical or mental condition that would affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions of a practitioner in your area of practice without posing a health or safety risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?

16. ☐ Yes ☐ No Does your use (or have you been told that your use) of alcohol or drugs affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions in your area of practice without posing a health risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?

17. ☐ Yes ☐ No Are you currently using illegal drugs? ("Currently" means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice dentistry. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. sec. 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances.)

Attestation Signature and Date

I hereby certify that all the information on this application form is complete, true and accurate. I further agree to update this information as necessary so that it remains complete, true and accurate while my application is being processed.

Signature_____ Date_____

Name _____

(please print or type)

Notice of Applicant's Rights

You may review or request the status of your application and information from publicly available documents at any time during the verification process. This does not include documents protected by applicable state or federal laws. If there are discrepancies in the information received during the process, you will be notified and allowed an opportunity to correct erroneous information submitted by another party. This includes information submitted by an outside source such as state license boards, malpractice insurance carriers, hospitals, and the National Practitioner Data Bank.

Authorization and Release
(Please read carefully before signing)

I understand and acknowledge that, as an applicant for appointment to the medical staff, participation and/or clinical privileges (hereinafter, referred to as "Participation") at **HealthPartners Health Plan, Amery Hospital and Clinic, Hudson Hospital and Clinic, Hutchinson Health, Lakeview Hospital, Park Nicollet Health Services, TRIA Orthopaedic Center, Olivia Hospital, Osceola Medical Center, Regions Hospital, St Croix Regional Medical Center, Westfields Hospital** (hereafter referred to as Entity), it is my responsibility to provide sufficient information upon which a proper evaluation can be undertaken of my current licensure, relevant training and/or experience, current competence, health status, character, ethics and any other criteria adopted by the Entity for Participation.

I further acknowledge that I am responsible for knowing the contents of the applicable bylaws, rules and regulations, and requirements of the Entity and its professional/medical staff/network, and agree to be bound by them in the application process and if granted Participation.

I further understand and acknowledge that the Entity, its designated agents and/or other authorized representatives, including, without limitation, the Entity's designated professional credentials verification organization (CVO), collectively referred to as "Agents", will investigate the information in this Application. By submitting this Application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the Entity and its Agents as follows:

1. **Authorization of Investigation and Release of Information Concerning Application for Participation.** I authorize the Entity and its Agents to consult with any third party who may have information bearing on my professional qualifications, credentials, clinical competence, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation and authorize such third parties to release such information to the Entity and its Agents.

2. **Authorization of Release and Exchange of Disciplinary Information.** I hereby further authorize any health care organization at which I have applied for, currently have or had Participation or employment to release Disciplinary Information about any disciplinary action taken against me to the Entity and/or its Agents, including, without limitation, the CVO, and as otherwise may be required by law. I hereby further authorize the CVO to release Disciplinary Information about any disciplinary action taken against me to its participating entities at which I have Participation, and as otherwise may be required by law. As used herein, Disciplinary Information means information concerning (i) any action taken by such health care organizations, their administrators or their medical or other committees to revoke, deny, suspend, restrict or condition my Participation or impose a corrective action plan; (ii) any other disciplinary actions involving me including but not limited to discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges but after I have knowledge that such formal charges are contemplated and/or in preparation.

3. **Release from Liability**. I hereby further release from liability the Entity and its Agents, state licensing boards, health care organizations, including, without limitation, hospitals, clinics, and third party payers, medical malpractice insurance carriers, and any staff, and all individuals, institutions and entities providing information in accordance with this authorization, for their acts performed in good faith and without malice in connection with the gathering and release and exchange of information as consented to above. This release shall be in addition to any other applicable immunities provided by law for peer review activities.

I understand that communication regarding my application may occur via email.

For employees of HealthPartners/GHI or any of its related organizations and those practitioners whose services are billed by HealthPartners/GHI or any of its related organizations:
I understand that HealthPartners has entered into delegated credentialing agreements with certain health plans for purposes of streamlining and expediting my participation and credentialing with those health plans. As part of the credentialing process, HealthPartners will provide those health plans with a credentialing profile and additional information as requested in order to facilitate my credentialing with those health plans. I hereby understand and agree that the terms of this authorization and release shall be interpreted to authorize the release of my credentialing information to such health plans, to include such health plans as entities entitled to release from liability, and to otherwise generally apply the terms of this authorization and release to such delegated credentialing activity.

I agree that the information collected through the credentialing processes for HealthPartners, Inc, or any of its related organizations may be shared with any of HealthPartners related organizations for the purposes of credentialing at those organizations.

I understand and agree that this Authorization and Release is irrevocable for any period during which I am an applicant for Participation at the Entity, or I am a member of Entity's medical or health care staff, or a participating provider of the Entity. I agree to execute another consent if law or regulation limits the application of this irrevocable authorization. Failure to promptly provide another consent may be grounds for termination or discipline of the Participant by the Entity in accordance with the applicable bylaws, rules and regulations, and requirements of the Entity.

I acknowledge that the investigation of information in this Application and the release and exchange of Disciplinary Information by the Entity and its Agents are done to achieve, maintain and improve quality patient care.

All information provided by me in the Application is true to the best of my knowledge and belief. I understand and agree that any material misstatement in or omission from the Application may constitute grounds for denial or revocation of Participation. I understand and acknowledge that the Entity shall be solely responsible for all decisions concerning the granting of Participation.

I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original.

Signature _____ **Date** _____

Name (please print or type) _____

Malpractice Litigation and Professional Complaints Addendum

Confidential Information

If you answered yes to disclosure question #12 on Current Disclosure question page, please complete the following form. For each lawsuit or complaint, please furnish the following and attach a copy of the complaint including your response to the complaint and level of participation. It is your responsibility to provide external verification (i.e., statement from an attorney, court records, etc.) of your response. You may choose to have your attorney complete this form. Please make additional copies of this form if needed.

Month/Year of incident: _____/_____ **Reported to the NPDB:** ☐ Yes ☐ No

Where incident occurred:

Facility Name: _____ **Address:** _____

City: _____ **State:** _____ **ZIP:** _____

Describe the nature of incident (Complaint, Allegation) - Do Not Include Patient Name or Identifiers

Provide a narrative description of your participation/level of care

Outcome of incident

CONCLUDED WITH NO PAYMENTS ONLY:

☐ Dropped/Closed Date:_____/_____

☐ Verdict for you Date:_____/_____

☐ Dismissed with prejudice? Date:_____/._____

☐ Dismissed without prejudice? Date:____/_____

CONCLUDED WITH PAYMENTS ONLY:

☐ Verdict for plaintiff Date:_____/_____ Amount: _____

☐ Settled Date:_____/_____ Amount: _____

PENDING

☐ Pending Date _____/_____
(date of occurrence)

☐ Yes ☐ No If yes, give the name and address of counsel.

Represented by Legal Counsel for this claim/malpractice lawsuit?

Name: _____

Address: _____

Phone Number: _____

Insurance company or employer that provided coverage for this claim:

Name: _____

Address: _____

Phone Number: _____ Policy Number: _____

Signature _____ **Date** _____

Print Name _____ **Phone Number** _____

Chronological Employment/Practice History Addendum

(Please make as many extra copies as necessary)

(This is an extra copy for your use if needed)

(Month and year required)

From:_____/_____/______ Organization Name/Activity: ______________________________

To: _____/_____/_____ Reason for Leaving:______________________________

Street Address: ______________________________

City:______________________________State:________________Country:____________________

Phone Number:______________________________

From:_____/_____/_____ Organization Name/Activity: ______________________________

To: _____/_____/_____ Reason for Leaving:______________________________

Street Address: ______________________________

City:______________________________State:________________Country:____________________

Phone Number:______________________________

From:_____/_____/______ Organization Name/Activity: ______________________________

To: _____/_____/_____ Reason for Leaving:______________________________

Street Address: ______________________________

City:______________________________State:________________Country:____________________

Phone Number:______________________________

From:_____/_____/_____ Organization Name/Activity: ______________________________

To: _____/_____/_____ Reason for Leaving:______________________________

Street Address: ______________________________

City:______________________________State:________________Country:____________________

Phone Number:______________________________

Additional Information