

# Provider Application

## A. General Provider Information

Last Name	First Name	Middle Initial	Professional Designation or Title
Preferred Mailing Address (Line 1)		Preferred Mailing Address (Line 2)	
City	State	Zip	Telephone
Social Security Number <b>(REQUIRED)</b>	Date of Birth <b>(REQUIRED)</b>	Sex	E-Mail Address

Make checks payable to (must match tax ID owner name on file with IRS for the EIN listed below)			Type of Corporation
Preferred Billing Address (Line 1)		Preferred Billing Address (Line 2)	
City	State	Zip	Telephone
Employer Identification Number (EIN)	W-9 on file (submit form if blank)	Your Medicare/UPIN Number	Your Medicaid Number

Identify any foreign language(s) or sign language that you speak fluently in treating patients (select no more than 5):

<input type="checkbox"/> Arabic (AR)	<input type="checkbox"/> Chinese (CH)	<input type="checkbox"/> Farsi (FA)	<input type="checkbox"/> French (FR)	<input type="checkbox"/> German (GE)
<input type="checkbox"/> Hebrew (HE)	<input type="checkbox"/> Hindi (HI)	<input type="checkbox"/> Italian (IT)	<input type="checkbox"/> Japanese (JA)	<input type="checkbox"/> Korean (KO)
<input type="checkbox"/> Laotian (LA)	<input type="checkbox"/> Portuguese (PO)	<input type="checkbox"/> Russian (RU)	<input type="checkbox"/> Sign Language (SL)	<input type="checkbox"/> Spanish (SP)
<input type="checkbox"/> Vietnamese (VI)	<input type="checkbox"/> Tagalog (TA)	<input type="checkbox"/> Other (specify): _____		

## B. Practice Information (Primary Office Site)

Practice Name (if a DB/A)			# of years at this site
Practice Physical Address (Line 1)		Practice Physical Address (Line 2)	
City	State	Zip	Appointment Telephone
Office Manager (if applicable)			Fax Telephone

Hours of Operation (actual practice hours each day at this location):

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
From	To	From	To	From	To	From	To	From	To	From	To

Is this office handicapped accessible? Yes \_\_\_ No \_\_\_ Is this office accessible to public transportation? Yes \_\_\_ No \_\_\_

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## C. Referral Information (Primary)

Identify the percentage of your practice time dedicated to the following patient population and modality categories:

Population	% of Practice
Child (up to age 12)	
Adolescent (13 - 17)	
Adult (18 - 64)	
Geriatric (65+)	

Business Lines	% of Practice
Group Health (PPO)	
Capitation (HMO)	
Workers Compensation	
Personal Injury	

## D. Practice Information (Secondary Office) (please copy for additional physical locations)

Practice Name			
Practice Physical Address (Line 1)		Practice Physical Address (Line 2)	
City	State	Zip	Appointment Telephone
Office Manager (if applicable)			Fax Telephone

**Make checks payable to** (must match tax ID owner name on file with IRS for the EIN listed below)

Billing Address (Line 1)		Billing Address (Line 2)	
City	State	Zip	Telephone
Employer Identification Number (EIN)	W-9 on file ( <i>submit form if blank</i> )	Your Medicare/UPIN Number	Your Medicaid Number

Hours of Operation (actual practice hours each day at this location):

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
From	To	From	To	From	To	From	To	From	To	From	To

Is this office handicapped accessible? Yes \_\_\_ No \_\_\_ Is this office accessible to public transportation? Yes \_\_\_ No \_\_\_

## E. Referral Information (Secondary)

Identify the percentage of your practice time dedicated to the following patient population and modality categories:

Population	% of Practice
Child (up to age 12)	
Adolescent (13 - 17)	
Adult (18 - 64)	
Geriatric (65+)	

Business Lines	% of Practice
Group Health (PPO)	
Capitation (HMO)	
Workers Compensation	
Personal Injury	

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## F. Licence/Certification Information

DRUG CERTIFICATE: If applicable, listed below is your current DEA/CDS Certificate on file with Employee Network. If the certificate has expired, or if you have changes to report, strike out the incorrect information and make the necessary corrections.

DEA Certificate #	Exp. Date

(NOTE: to expedite credentialing, please enclose a copy of your DEA certificate even if it has not expired.)

CDS Certificate #	Exp. Date

(NOTE: to expedite credentialing, please enclose a copy of your CDS certificate even if it has not expired.)

PROFESSIONAL LICENSE (S): Listed below is (are) your current professional license(s) on file with Employee Network. If a license has expired, or if you have changes to report, strike out the incorrect information and make corrections. To expedite credentialing, submit a copy of your current state license even if it is not listed as expired below.

Board Name	Certificate #	Cert. Date	Exp. Date

## G. Malpractice Insurance

Listed below is your current malpractice carrier on file with Employee Network. Enclose a copy of your current policy certificate and/or declarations page showing the coverage limits and dates of coverage, even if the policy below has not expired.

Current Carrier (Name and Certificate Number)	Policy Number	Dates of Coverage	Coverage Limits

In the space provided below, list the name and address of the malpractice carrier who has provided coverage for you for the most recent five (5) year period. **If there has been more than one carrier, please indicate the dates of coverage with each carrier, and the reason for changing carriers.**

Carrier (Name and Address)	Policy Number	Dates of Coverage	Reason for Changing Carriers

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## H. Education Information

Educational Institution (include name and complete address)	Degree	From (mm/yy)	To (mm/yy)
Undergraduate			
Graduate/Medical School			
Internship			
Residency			
Fellowship			

If you are a foreign medical school graduate, are you certified by the Education Commission for Foreign Medical Graduates (ECFMG)? Yes  No

**CONTINUING EDUCATION:** List any continuing education seminars/workshops you have attended in the past 24 months. Please attach copy of CEU certificate(s) of completion or you may attach a copy of your Accredited Continuing Education Agency's Report, if applicable.

Course Subject	Sponsoring Organization (Name and Address)	Date Completed (mm/dd/yy)	# of CEUs Awarded

**BOARD CERTIFICATION/SPECIALTY:** Listed below are any board certifications currently on file with Employee Network, Inc.

Board Name	Certificate #	Cert. Date	Exp. Date

# Provider Application

## I. Work History

This section may be used for work history. Please indicate any changes below. **Please explain fully any gaps of six months or more on a separate sheet of paper.** A current Curriculum Vitae (must specify month and year) may be submitted.

From (Month/Year)	To (Month/Year)	Description of Activities

## J. HOSPITAL PRIVILEGES

Listed below, if applicable, are the current hospital privileges we have on file for you. Please update these if necessary.

Primary Admitting Facility	Address	Type of Privilege

Other Hospital Privileges	Address	Type of Privilege

**CALL COVERAGE:** Each practitioner providing care for Employee Network members must arrange for 24-hour coverage. Identify your coverage practitioner(s) by name. It is strongly preferred that your covering practitioner(s) also participate in the Employee Network network. If not, services performed in your absence are subject to the terms of the Participating Practitioner Agreement.

Call Coverage Practitioner	Licensure Level	Telephone
Call Coverage Practitioner	Licensure Level	Telephone
Call Coverage Practitioner	Licensure Level	Telephone

**ANSWERING SERVICE:** Indicate how you can be reached after hours:

Answering Service Name	Phone #:
Beeper #	Voice Mail #

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## K. Attestation

NOTE: If "YES" is checked, **please explain fully** on a separate sheet. Documentation is **required** if you have malpractice claims pending or settled in the past five (5) years (include any settlements/adjudication's, original complaint and final disposition). Your signed statement regarding the alleged incident will suffice for pending cases.

1. **Health Status:** Do you currently have any physical, mental, or emotional condition which may impair your ability to render the professional services which are the subject of this application?.....  Yes  No  
a. Do you currently use illegal drugs or abuse drugs or alcohol?.....  Yes  No
2. **Insurance Coverage:** Has your professional liability insurance coverage ever been denied, canceled, or non-renewed or initially refused upon application?.....  Yes  No
3. **License:** Has your medical or professional license in any state ever been revoked, suspended, placed on probation, conditional status, or limited?.....  Yes  No  
a. Have you ever voluntarily surrendered your license?.....  Yes  No  
b. Are formal charges pending against you at this time? .....  Yes  No
4. **DEA:** Has your DEA Registration Certificate ever been suspended, revoked, subjected to probation, placed on conditional status, or limited?.....  Yes  No
5. **Hospital Privileges:** Has any hospital ever dismissed you from its staff?.....  Yes  No  
a. Has any hospital ever revoked, suspended, or limited your privileges?.....  Yes  No  
b. Has any hospital initiated either type of aforementioned action by formal notice to you?.....  Yes  No  
c. Has any hospital refused or denied you privileges?.....  Yes  No  
d. Have you ever voluntarily surrendered your hospital privileges?.....  Yes  No
6. **Hospital Sanctions:** Have you ever surrendered your clinical privileges upon threat of censure, restriction, suspension or revocation of such privileges?.....  Yes  No
7. **Professional Membership(s):** Has your membership in any professional society or association ever been canceled, revoked, or censured?.....  Yes  No
8. **Medicare/Medicaid:** Have you ever been fined, had an arrangement suspended, been expelled from participation or had criminal charges brought against you by Medicare or Medicaid?.....  Yes  No
9. **Criminal Offenses:** Have you ever been convicted of a felony or involved in charges relating to moral or ethical turpitude?.....  Yes  No  
a. Have you ever been named as a defendant in any criminal proceeding?.....  Yes  No
10. **Board Discipline:** Have you ever been the subject of disciplinary proceedings by any professional association or organization (i.e., state licensing board; county; state or national professional society hospital medical or clinical staff)?.....  Yes  No
11. **Malpractice Action:** Has any malpractice action against you been brought or settled in the last 5 years or has there been any unfavorable judgment(s) against you in a malpractice action?.....  Yes  No  
a. To your knowledge, is any malpractice action against you currently pending?.....  Yes  No

I hereby attest that the information above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yy)

# Provider Application

## PARTICIPATION STATEMENT

I fully understand that if any matter stated in this application is or becomes false, Employee Network will be entitled to terminate my provider agreement for breach. All information submitted by me in this application is warranted to be true, correct and complete.

I authorize Employee Network *and/or its Credentials Verification Organization (CVO)* to consult with the National Practitioners Data Bank, state licensing board(s), educational institutions, specialty boards, malpractice insurance carriers, Educational Council for Foreign Medical Graduates, hospitals, professional references and any other person or entity from whom/which information may be needed to complete the credentialing process or to obtain and verify information concerning my membership, professional competence, character and moral and ethical qualifications, and I also authorize all of them to release such information to Employee Network *and/or its CVO*. I release Employee Network and its employees and/or its *CVO* and all those whom Employee Network and/or its *CVO* contacts from any and all liability for their acts performed in good faith and without malice in obtaining and verifying such information and in evaluating my application.

I consent to the release by any person to Employee Network and/or its *CVO* of all information that may reasonably be relevant to an evaluation of my professional competency, character and moral and ethical qualification, including any information relating to any disciplinary action or suspension or curtailment of privileges, and hereby release any such person providing such information from any and all liability for doing so.

\_\_\_\_\_  
Signature of Applicant

Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Name (Please Print)

### RETURN COMPLETED APPLICATION TO:

Employee Network, Inc.  
ATTN: Network Development  
1040 Vestal Parkway East  
Vestal, NY 13850  
P: (800) 364-4748 Ext. 225  
F: (607) 754-1629

### REQUIRED DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- *COPY OF CURRICULUM VITAE*
- *COPY OF CURRENT STATE LICENSE AND/OR LICENSE REGISTRATION CERTIFICATE*
- *COPY OF CURRENT STATE CONTROLLED DANGEROUS SUBSTANCE (CDS) CERTIFICATE*
- *COPY OF CURRENT FEDERAL DRUG ENFORCEMENT AGENCY (DEA) CERTIFICATE*
- *COPY OF CURRENT MALPRACTICE INSURANCE FACE SHEET*

# Provider Application

## Practice Indicators

Provider/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_

Provider/Agency that provides coverage:

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_

Provider/Agency that provides crisis coverage:

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_

Percentage of cases brought to closure within:

\_\_\_\_\_ 0-6 Sessions

\_\_\_\_\_ 7-12 Sessions

\_\_\_\_\_ 13-20 Sessions

\_\_\_\_\_ 21+ Sessions

Percentage of practice related to:

*(Please indicate with a A\* ≅ those in which you have specific training and experience and attach documentation)*

\_\_\_\_\_ Children

\_\_\_\_\_ Adolescents

\_\_\_\_\_ Couples

\_\_\_\_\_ Elderly

\_\_\_\_\_ Family Issues

\_\_\_\_\_ Marital/Relationship

\_\_\_\_\_ Christian Counseling

\_\_\_\_\_ Alternative Lifestyles

\_\_\_\_\_ Bereavement

\_\_\_\_\_ Anxiety/Panic

\_\_\_\_\_ Depression

\_\_\_\_\_ Eating Disorders

\_\_\_\_\_ Personality Disorders

\_\_\_\_\_ Sexual Dysfunction

\_\_\_\_\_ Substance Abuse

\_\_\_\_\_ Trauma

\_\_\_\_\_ Workplace Issues

\_\_\_\_\_ Critical Incident (CISD)

\_\_\_\_\_ Biofeedback

\_\_\_\_\_ Psychological Testing

\_\_\_\_\_ Other

*Please return to the address listed above S:/provrel/practice*