



CREDENTIALING INSTRUCTIONS

AN ENTIRE CREDENTIALING PACKET MUST BE COMPLETED AND RETURNED FOR ALL PRACTITIONERS WITHIN YOUR ORGANIZATION

(We have supplied you one full packet here, if your organization has multiple practitioners please make copies)

Enclosed is a Credentialing Application to review and complete; this application is the state of Nevada mandated application. All elements in the application must be completed and/or acknowledged. If you feel a section does not apply, you must insert "N/A" - no section can be left blank; in addition, please be sure your application is signed and dated. For your convenience, if you have an up-to-date state of Nevada application already completed, you may re-sign and re-date that application and submit it to the OneHealth in lieu of completing the one we have enclosed.

Copies of the following items must also be returned with your completed application:

- 1) Current state license
- 2) Certificate of Insurance (Malpractice Face Sheet)
- 3) DEA Registration, NV Pharmacy License (or Prescription Plan Designation) and CDS certificate (as applicable)
- 4) CLIA Certificate (as applicable)
- 5) Health Status Form and Designation of Credentialing Agent Form (as applicable)

During the credentialing process all providers have the right to: i) review information submitted to support their application; ii) correct erroneous information; and iii) receive the status of their recredentialing process, upon request.

In the event that additional information is needed to complete your application, we will contact you. If we do not receive the requested additional information after three attempts, we will assume you are no longer interested in participation in the OneHealth network and the application will be closed. This closure will result in termination of your participating status with OneHealth.

Please return your completed credentialing application(s), along with all other necessary credentialing related materials, with your signed Agreement in the pre-addressed return envelope to the OneHealth.