



Credentialing Guidelines

*** NEW as of 6/1/2023*** Please note for Mid-Level providers (Nurse Practitioners and Physician Assistants) if you mark yes to being a PCP or Yes to Showing in Molina's Directory then a full packet and the credentialing process is required. If the Mid-Level is acting as a specialist and they do not wish to show on the Molina Online Directory for members, then you will just need to complete an Attachment C. See below for additional instructions.

The supervising physician **must be credentialed with Molina**. Please provide the MD's name and NPI. Please use this checklist to ensure the information needed by our Credentialing Department is present.

For Providers to be Affiliated with Practice: The below items MUST be included

- CAQH ID: current Attestation, current practice(s) listed, authorize Molina access
- An incomplete package will delay or term the credentialing process
- If MID-LEVEL Provider is acting as a specialist and does <u>NOT</u> wish to show in the Molina online Directory for members then omit all forms except Attachment C and send that to: SCNetworkAdministration@MolinaHealthCare.com
- If the Med-Level <u>is</u> acting as a PCP or <u>would</u> like to appear in Molina's Provider Online Directory please indicate so on the Attachment C form. In both cases, we would need the below.
 - Attachment C Provider Roster include all location and provider information
 - Full protocols signed/dated within 1 year by Mid-Level and Supervising Physician
 - Supervising Physician must be PAR with Molina Healthcare of SC
 - Provide Effective Date for Group affiliation

*** Please note If the PCP box is checked, the provider will be assigned members. ***

- Include SC Medicaid Number. Provider must have an active SC Medicaid number.
- If provider(s) have completed application(s) on CAQH, ensure all information is current and practice location(s) are included within the application.
 - Please note, our Credentialing Department requires attestations in CAQH not to be within 60 days of expiration.
 - Ensure Molina is authorized to access the CAQH profile
- If the provider(s) does not have a current CAQH profile, please complete SC Uniform Credentialing Application.
 - All pages must be completed, mark "N/A" where not applicable and ensure all pages are initialed and dated where required.
 - Work history information includes 5 years, any gaps of 6 months or more must include an explanation documented/attached.
 - Malpractice Insurance Limits: MUST NOT expire within the next 60 days
 - o 1/3 mil, MD, DO, Oral Surgeon, and Podiatrist
 - o 1/1 mil, non-physician BH, Naturopath, and Optometrist
 - 200/600 Acupuncturist, Chiropractor, Massage Therapist, NP, PA, PT, SLP
 - TORT (if applicable)
 - o Patient Compensation Fund (if applicable)
- Additional Insurance if the above limits are not met, MUST NOT expire within the next 60 days
 Please contact your Provider Service Representative (PSR) with questions about Credentialing.

Submit completed credentialing applications to MSC-Credentialing@MolinaHealthCare.com and copy your PSR.

ATTACHMENT C PROVIDER ROSTER

Please note the three sections of this form: 1. Practice Contact Information 2. Practice Name,

Location and Important Information 3. Provider Details Contract Entity Type Solo Practice IPA Group Practice FQHC/RHC **Practice Credentialing contact person:** Title: Name: _____ Email: _____ Phone: Group Name Group NPI Group TIN Group Name Group NPI Group TIN Group Name Group NPI Group TIN **Practice Names and Locations Affiliated with Contract** (for Members' Provider Directory) - Please list 'Same' if the Name is the same as the Group listed above. Practice Name Address including Bldg, Suite # City, State, Zip County **Practice Phone** Practice Fax Hours of Operation: Wednesday Thursday Monday **Tuesday Friday** Saturday Sunday From -To 2. Practice Name Address including Bldg, Suite # City, State, Zip County Practice Phone Practice Fax Hours of Operation: Monday **Tuesday** Wednesday Thursday **Friday Saturday** Sunday From -To

3.	Practice Name City, State, Zip				Address including Bldg, Suite #						
					County						
	Practice I	Practice Phone				Practice Fax					
	Hours of G	Operation:									
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
	From – To										
Ir				ed with Practic	· ·						
o CAQH ID - current Attestation, current practice listed, authorize Molina access											
	o Must have active SCDHHS Medicaid ID										
	o Aı	n incomplete	package will	delay or term tl	ne credentialii	ng process					
If	the PCP	box is checke	ed, Provider	will be credent	tialed, listed i	in Molina l	Directory and a	ssigned member	s.		
1.	Last Name			First Name		Degree 0	CAOU ID and D	OOB (mm/dd/yyyy	.,\		
	Lasi Name		1	riist Naiile		Degree (OB (IIIII/dd/yyyy	()		
-	Primary Sp	ecialty				Med	icaid ID#				
	Provider P	ractice Locati	ions (Check a	ll that apply):	1 2	3 Medi	icare ID#				
	Do you int	end to serve a	as a primary c	are provider?	Y N		· · · · · · · · · · · · · · · · · · ·		_		
	Do you intend to serve as a primary care provider? Y Y Effective Date: Do you intend to serve as a specialist? Y N										
	Do you int	end to show,	and be search	nable in Molina	's online direc	tory for me	embers?	\square Y \square N			
	Do you sol	lely see meml	pers in the inp	oatient setting, i	.e., do NOT t	ake appoint	ments in office?	$P = \prod_{i \in \mathcal{N}} Y_i \prod_{i \in \mathcal{N}} N_i$			
	Accepts No	ew Patients?	☐ Y ☐ N	Current Mo	lina Members	s?	N				
	Other Men	nber Enrollme	ent Limitation	ns?							
			,								

If more space is needed to capture information, please print a copy of this roster and submit the copy with your Agreement for submission. Thank you!

2.						
Last Name	First Name	Degree CAQH ID and DOB (mm/dd/yyy				
Primary Specialty	Individual NPI	Medicaid ID #				
Provider Practice Locations (C	Check all that apply): 1	2 3 Medicare ID #				
Do you intend to serve as a pri	mary care provider? Y	N Effective Date:				
Do you intend to serve as a spe	ecialist? Y N					
Do you intend to show, and be	searchable in Molina's online	e directory for members?				
Do you solely see members in	the inpatient setting, i.e., do N	NOT take appointments in office?				
Accepts New Patients? Y	N Current Molina Mer	mbers? Y N				
Other Member Enrollment Lir	nitations?					
Supervising MD (for Mid-leve	el) Name:					
Supervising NPI:						
3. Last Name	First Name	Degree CAQH ID and DOB (mm/dd/yyy				
Primary Specialty	Individual NPI	Medicaid ID #				
Provider Practice Locations (C	Check all that apply): 1	2 3 Medicare ID #				
Do you intend to serve as a pri	mary care provider? Y	N Effective Date:				
Do you intend to serve as a spe	ecialist? Y N					
Do you intend to show, and be searchable in Molina's online directory for members? $\qquad \qquad \qquad$						
Do you solely see members in the inpatient setting, i.e., do NOT take appointments in office? \square Y \square N						
Accepts New Patients? Y	N Current Molina Mer	mbers? Y N				
Other Member Enrollment Lin	nitations?					
Supervising MD (for Mid-leve	el) Name:					
Supervising NPI:						

If more space is needed to capture information, please print a copy of this roster and submit the copy with your Agreement for submission. Thank you!

4.		
Last Name	First Name	Degree CAQH ID and DOB (mm/dd/yy
Primary Specialty	Individual NPI	Medicaid ID #
Provider Practice Locations	(Check all that apply): 1	2 3 Medicare ID #
Do you intend to serve as a p	rimary care provider? Y	N Effective Date:
Do you intend to serve as a s	pecialist? Y N	
Do you intend to show, and b	pe searchable in Molina's online	e directory for members?
Do you solely see members i	n the inpatient setting, i.e., do N	NOT take appointments in office? \square Y \square Y
Accepts New Patients?	Y N Current Molina Mer	embers? Y N
Other Member Enrollment L	imitations?	
Supervising MD (for Mid-lev	vel) Name:	
Supervising NPI:		
5. Last Name	First Name	Degree CAQH ID and DOB (mm/dd/yy
Primary Specialty	Individual NPI	Medicaid ID #
Provider Practice Locations	(Check all that apply): 1	2 3 Medicare ID #
Do you intend to serve as a p	orimary care provider? Y	N Effective Date:
Do you intend to serve as a s	pecialist? Y N	
Do you intend to show, and b	pe searchable in Molina's online	e directory for members?
Do you solely see members i	n the inpatient setting, i.e., do N	NOT take appointments in office? \square Y \square 1
Accepts New Patients?	Y N Current Molina Men	embers? Y N
Other Member Enrollment L	imitations?	
Supervising MD (for Mid-lev	vel) Name:	
Supervising NPI:		

Last Name	First Name	Degre	ce CAQH ID and DO	OB (mm/dd/yyyy			
Primary Specialty	Individual NPI		Medicaid ID#				
Provider Practice Locations (Check all that apply): 1 2 3 Medicare ID #							
Do you intend to serve as a primary	Do you intend to serve as a primary care provider? Y N Effective Date:						
Do you intend to serve as a speciali	st? Y N						
Do you intend to show, and be sear	Do you intend to show, and be searchable in Molina's online directory for members? $\qquad \qquad \qquad$						
Do you solely see members in the is	Do you solely see members in the inpatient setting, i.e., do NOT take appointments in office? \[\subseteq Y \subseteq N \]						
Accepts New Patients? Y	N Current Molina Membe	rs?	Y N				
Other Member Enrollment Limitati	ons?						
Supervising MD (for Mid-level) Na	me:						
Supervising NPI:							

Please Note:

The following pages are only needed if the provider doesn't have an updated CAQH profile

SC Uniform Managed Care Provider Credentialing Application

I. PERSONAL INFORMATION

Group Practice Solo Practice Name: Last _____ First ____ M.I. ___ Suffix ___ Degree ____ Maiden and/or other name _____ List W-9 name if different ____ Place of birth: City _____ State ____ Date of birth ____ If you are not a U.S. citizen, do you have authorization to work in the U.S.? Yes No (OPTIONAL) Male Female This information will not be used by the Managed Care Organization in making its determination regarding your participation. Social Security number ______ NPI _____ UPIN number _____ Tax ID number _____ Group NPI _____ E-mail address of practitioner II. MEDICAL LICENSE/REGISTRATION If you are a family practitioner, do you offer OB care? Yes No B. Do you speak any foreign language fluently that you would like added to the directory? | Yes No If yes, please specify C. ECFMG number _____ <u>Current professional license number(s)</u> (indicate if not applicable): NA Issue date _____ Exp. date _____ 1. SC Medical License number _____ 2. Additional medical state licences and numbers: State _____ License number ____ Issue date ____ Exp. date ____ State _____ License number _____ Issue date ____ Exp. date ____ State _____ License number ____ Issue date ____ Exp. date ____ 3. DEA # ______ Exp. date _____ SC Cont. Drug Perm. # _____ Exp. date ______ History of previous licensure in all jurisdictions (indicate of not applicable): State License number Issue date _____ Exp. date _____ State _____ License number _____ Issue date _____ Exp. date _____ State _____ License number ____ Issue date ____ Exp. date ____

III. EDUCATION, TRAINING AND HOSPITAL PRIVILEGES

 Medical school institution 	n		
City	State		Country
Date of entry	Graduation date	Degree	
Internship institution		Speciality	
City	State		Country
Program completed	Yes No Date of entry (MMYY)	17.7	Completion date (MMYY)
Residency institution		Speciality	
City	State		Country
Program completed	Yes No Date of entry (MMYY)		Completion date (MMYY)
Fellowship institution		Speciality	
City	State		Country
Program completed	Yes No Date of entry (MMYY)		Completion date (MMYY)
3. CME Requirements			
Number of CME credits co	ompleted in the last two years		
C. Hospital Staff Privileges			
Hospital name			
Address			
			rom To
Status of privileges		% of	admissions
Additional hospital name		7	
Department	Dates of affili	iation (MMYY): Fr	rom To
Status of privileges		% of	admissions
Additional hospital name	•		
			rom To
-			admissions
	3 1		
Provider initials	Date	G.	

IV. MEDICAL SPECIALITIES

Medical Specialities		С	Certifying Board Date (Expiration Date		
Primary:						_		
If not Board certified, do you plan to take certify	ing exam?	Yes (Date:) No				
Secondary:								
If not Board certified, do you plan to take certify	ing exam?	Yes (Date:) No				
Under which specialty do you wish to be listed in the directory? Are you applying for participation as: Primary care physician Specialist Non-Physician practitioner								
V. MALPRACTICE INFORMATION								
You are required to maintain malpractice insurance for participating in a managed care organization. I List current and previous malpractice insurance ca	Please <u>attach</u> a	a copy of y	our most recent m	eflective of your sp alpractice insuran	ecialt ce bin	y as a prerequisite der.		
Carrier Name & Address	Policy Nu	•	Effective Date	Expiration Date	Am	ount of Coverage		
				<u>.</u>		2 23.32.8		
VI. FIVE YEAR WORK HISTORY (CV ca	unnot be used in li	eu of comple	ting this section)					
Name of Current/Prev	ious Employe	er(s)		Dates of Employ	ment	(MMDDYY)		
1.					to			
2.			-1		to			
3.			=		to			
4.					to			
5.					to			
Please provide an explanation of any gaps in empl	oyment							
Signature	Printed	d name _			Date			

Rubber-stamped and electronic signatures are not acceptable.

VII. BACKGROUND INFORMATION: PLEASE ANSWER THE FOLLOWING QUESTIONS

This section must be completed by the practitioner. This information will be held strictly confidential.

Managed Care Organizations must have complete liability information and written explanations to begin the credentialing process. (If you answer "Yes" to any of the questions listed below, please enclose a detailed explanation.)

1.	Do you have any pending misdemeanor or felony charges?	Yes	☐ No
2.	Have you ever been convicted of a felony?	Yes	☐ No
3.	Has your license to practice medicine in any jurisdiction ever been voluntarily or involuntarily denied, suspended, challenged, revoked, conditioned or otherwise limited?	restricted, Yes	☐ No
4.	In the past five years and up to and including the present, have you had any ongoing physical or menta condition which would make you unable, with or without reasonable accommodation, to perform the of a practitioner in your area of practice, or unable to perform those essential functions without a direct health and safety of others?	essential fu	ınctions
5.	Considering the essential functions of a practitioner in your area of practice, in the past five years and the present, have you suffered from any communicable health condition that could pose a significant hrisk to your patients?		
6.	Have you ever been publicly reprimanded or disciplined by a professional licensing agency or board?	Yes	No
7.	Has your DEA certification or state controlled drug permit ever been restricted, suspended, revoked, v relinquished or otherwise limited?	oluntarily Yes	☐ No
8.	Have any of your privileges or memberships at any hospital or institution ever been denied, suspended not renewed or otherwise limited?	, reduced, Yes	revoked,
9.	Has your participation in Medicare, Medicaid or any other government program ever been limited or or you voluntarily excluded yourself from any of these programs?	curtailed, c	or have
10.	Has your participation in an insurance company network ever been limited or terminated?	Yes	No
11.	In the past five years and up to the present, have you had a history of chemical dependency or substant affect your ability to competently and safely perform the essential functions of a practitioner in your ar		
12.	In the past five years and up to and including the present, have you had or do you have any mental or por do you take any medications that might affect your ability to competently and safely perform the essa practitioner in your area of practice?	,	
13.	Has any malpractice carrier ever made an out-of-court settlement or paid a judgment of a medical malyour behalf or are any medical malpractice suits pending against you?	practice cl Yes	aim on No
14.	Has your professional liability insurer ever placed conditions or restrictions on your coverage or ability coverage?	to obtain Yes	☐ No

VIII. AUTHORIZATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION AND ALL ITS ATTACHMENTS ARE ACCURATE, COMPLETE AND TRUE.

I understand that:

- A. Any misrepresentation, misstatement or omission of a relevant fact in connection with this application may result in denial of my application or termination of my participation in the Managed Care Organization;
- B. It is my responsibility to promptly advise the Managed Care Organization in writing within 30 days of any changes or additions to the information contained in this application;
- C. All the information contained in this application, or its attachments, is subject to the Managed Care Organization's investigation and review and;
- D. This is an application only and my submission of this application does not automatically result in participation with the Managed Care Organization.

NOTICE: The National Practitioner Data Bank will be queried if you apply. If your application is rejected for reasons relating to professional conduct or professional competence, which reasons include misrepresenting, misstating, or omitting a relevant fact in connection with your application, the rejection may be reported to The National Practitioner Data Bank.

I authorize the Managed Care Organization to consult with administrators and members of the medical staffs of hospitals or institutions with which I have been or am currently associated, and with others, including without limit past and present malpractice carriers, who may have information bearing on my professional competence, character and ethical qualifications. I further consent to the inspection by agents, employees, contractors, affiliates or other representatives of the Managed Care Organization of all documents that may be material to an evaluation of my professional competence, character and ethical qualifications.

I release from liability the Managed Care Organization and all representatives of the Managed Care Organization for their acts performed in good faith and without malice or negligence in connection with evaluating my application and my credentials and qualifications, and I release from any liability any and all individuals and organizations who provide information to the Managed Care Organization in good faith and without malice or negligence concerning my professional competence, character and ethics. I consent to the release and exchange of information as allowed by law relating to any application, investigation, disciplinary action, suspension, or curtailment of participation status, membership and/or privileges of any type to or from the Managed Care Organization.

Signature of applicant	Date
Name of applicant (print or type)	

Must be signed in ink

EACH SUBMISSION REQUIRES AN ORIGINAL SIGNATURE AND CURRENT DATE.

Rubber-stamped and electronic signatures are not acceptable.

Practitioners have the right to review information obtained to evaluate their credentialing and recredentialing applications.

SC Uniform Managed Care Provider Office Information

I. GENERAL INFORMATION A. Do you accept Medicaid patients? Yes (Medicaid ID # ______) No Have you signed an agreement to participate with Medicare in the past twelve months? _____ Yes (Medicare Group ID # _______) No Yes Are you accepting new patients? No Are there any age limitations? Yes (Minimum age ______ Maximum age _____) Are there gender restrictions? Males only Females only Both/no restrictions Please describe any other patient limitations: II. OFFICE INFORMATION Office address (physical) 1. Practice name ______ EIN # 2. Street _____ City ____ County ____ State ____ Zip ____ 3. Appointment phone ______ Fax _____ 4. Office contact person ______ 5. Credentialing contact phone _____ 6. List all practitioners (including physician extenders) who are at this location. Indicate their status as (P) for Participating or (A) for Applying by each name. If you need more room, attach a separate sheet. Status Practitioner Practitioner

	Practitioner		Status	Practitioner		
İ						
		ii				
Do you c	offer 24-hour/7-day coverage?	Yes	☐ No	Describe:		
/		ت دود				
List phys	sicians who are not a part of your p	ractice with whom	you share calls:			

9. What hours are you available to see patients in this office?

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	From- To							
	10. After-	Hours phone nun	nber(s)					
	11. Is you	office equipped	with telecommu	nications devices f	or the deaf (TDD)	? Yes	☐ No	
	12. Is sign	language assistar	nce available?	Yes	☐ No			
	13. List la	nguages spoken b	y office staff:					
	14. Is you	office handicap	accessible?	Yes	☐ No			
В.	Billing add	dress (if different))					
	1. Name c	laims payable to						
	2. Street/P	O Box		City		State	Zip	
	3. Phone			Fax				
C.	Mailing a	ddress (if differen	nt)					
	1. Street/P	O Box		City	13	State	Zip	8
	2. Phone			Fax				
D.	Office e-n	nail address (if an	ny)					
Е.	Practice V	Vebsite address (i	f any)					

III. SATELLITE OFFICE INFORMATION (Duplicate this page for each satellite office location)

A.	Satellite office address (physical)											
	1. Practice name					EIN#						
	2. Street			City	County	County		Zip				
	3. Appoin	ntment phone			Fax							
	4. Office of	4. Office contact person 5. Credentialing contact phone										
		5. List all practitioners (including physician extenders) who are billing at this location. Indicate their status as (P) for Participating or (A) for Applying by each name. If you need more room, attach a separate sheet.										
	Status		Practitioner		Status Practitioner							
								, , , , , , , , , , , , , , , , , , , ,				
						-						
	7. Do you	offer 24-hour/7-0	day coverage?	Yes	No No	Describe:	3					
	8. List physicians who are not a part of your practice with whom you share calls:											
	o. Elst pil	ysicians who are i	iot a part or your	practice with wife	oni you share cans							
	9. What h	ours are you avail	able to see paties	nts in this office?								
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
	From- To											
	10. After-Hours phone number(s)											
	11. Is your office equipped with telecommunications devices for the deaf (TDD)? Yes No											
	12. Is sign language assistance available?			Yes	No No							
	13. List languages spoken by office staff:											
	14. Is you	r office handicap	accessible?	Yes	☐ No							
В.	Billing address (if different)											
	Name claims payable to											
	2. Street/PO Box											
	3. Phone						1 —					
C.												
	1. Street/PO Box			City		State _	Zip					
				Fax								
D.												
E.												

Molina Healthcare of South Carolina ATTESTATION AND RELEASE OF INFORMATION FORM

Modifications Will Not Be Accepted

By submitting this authorization and release of information form in conjunction with the Standardized Credentialing form, I understand and agree as follows:

- I understand and acknowledge that, as an applicant for participating status with Molina Healthcare of South Carolina indicated on the Practitioner Application for initial credentialing or recredentialing, I have the burden of producing adequate information for proper evaluation of my competence, character, ethics, mental and physical health status, and or other qualifications in a timely manner. I understand that the application will not be processed until the application is deemed complete by Molina Healthcare of South Carolina.
- I further understand and acknowledge that Molina Healthcare of South Carolina or a designated agent will investigate the information in this application. By submitting this application, I agree to such investigation and to information exchange activities of Molina Healthcare of South Carolina as part of the verification and credentialing process.
- 3) I authorize all individuals, institutions and entities or organizations with which I am currently or have been associated and all professional liability insurers with which I have had or currently have professional liability insurance, who may have information bearing on my professional qualifications, ethical standing, competence, and mental and physical health status to release the aforementioned information Molina Healthcare of South Carolina, their staffs and agents.
- I consent to the inspection of records and documents that may be material to an evaluation of qualifications and my ability to carry out the clinical privileges or provide services I request. I authorize each and every individual and organization in custody of such records and documents to permit such inspection and copying. I am willing to make myself available for interviews if required or requested.
- I release from any liability, to the fullest extent permitted by law, all persons for their acts performed in a reasonable manner in conjunction with providing information, investigating and evaluating my application and qualifications, and I waive all legal claims against any representative of Molina Healthcare of South Carolina or their respective agent(s) who act in good faith and without malice in connection with the investigation of this application.
- I acknowledge that I have been informed of, and hereby agree to abide by, the bylaws, rules, regulations, contractual agreements, and policies of Molina Healthcare of South Carolina.
- I acknowledge that I am responsible for notifying Molina Healthcare of South Carolina of any changes/challenges to licensure, DEA, malpractice claims, criminal convictions, hospital privileges or other disciplinary actions.
- I agree to exhaust all available procedures and remedies as outlined in the bylaws, rules, regulations, and policies, and/or contractual agreements of Molina Healthcare of South Carolina where I have participation status before initiating judicial action.
- I understand that completion and submission of the Authorization and Release does not automatically grant me membership or participating status with Molina Healthcare of South Carolina.
- I hereby further authorize and consent to the release of information and/or reporting by Molina Healthcare of South Carolina to medical associations, licensing boards, the National Practitioner Data Bank, the Healthcare Integrity and Protection Data Bank, and other similar organizations regarding any pertinent information which Molina Healthcare of South Carolina may have concerning me as long as such release of information and/or reporting is done in good faith and without malice, and I hereby release from liability Molina Healthcare of South Carolina and its staff and representatives for so doing.
- I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as

	C		itutes my written authorization and request to communicate any relevant information and to release any ar lication/attestation.
a) Have y	ou ever been	convicted o	of, pled guilty to, or pled nolo contender to any felony?
	☐ YES	□ NO	(If yes, please provide a statement below explaining your answer.)
b) Are yo	ou currently e	ngaged in il	llegal drug use?
	☐ YES	□ NO	(If yes, please provide a statement below explaining your answer.)
from this applicati	ions constitute c	ause for denia	n is complete, accurate, and current. I acknowledge that any misstatements in or omissions l or summary dismissal. A photocopy of this application has the same force and effect as the the most recent date listed below.
	Print Name l	Here:	
	Signature:	_	
		(Stam	ped signature is not acceptable)

Date: