



Carolinas HealthCare System

Thank you for choosing Carolinas HealthCare System! Below are the required documents that you will need to submit to complete the credentialing process for privileging and payer credentialing/enrollment. If at any time you are in need of assistance, please contact the Medical Staff Services office at (704) 355-2147.

Complete applications must be returned within 10 business days.

Hospital Privileges

- Professional photo taken within the last 6 months. Please scan and email to your assigned Intake Partner
- DEA with North Carolina address – includes all schedules unless otherwise specified
- Copy of current license(s) to practice medicine - include all states in which you are licensed. (Nursing license for Advanced Practice Nurses)
- Copy of current curriculum vitae (C.V.). Month/Year format, include all hospital affiliations, work history and explanation of all time gaps (greater than 30 days if applicable)
- Copy of certificate of malpractice insurance showing coverage dates and limits
- Copy of current PPD and Immunization record
- Master's Degree (for NPs, PAs and CNMs)
- National Certification certificate or letter (for NPs)
- National Commission on Certification of Physician Assistants (NCCPA)
- Form DD214 or separation papers (for military applicants)

Payer Enrollment

- Copy of CSR for all prescribing practitioners in SC
- CMEs (for MDs and PAs who are not board certified)
- Copy of Medical Degree (physicians only)
- Copy of Doctoral Degree (PhDs, PsyDs & LCSWs if applicable)
- Copy of Undergraduate Degree (RD only)
- Board Certificate or Board Approval Letter
- Residency Certificate (for physicians not board certified in their practicing specialty)
- Fellowship Certificate or Letter (required if physician is not board certified in their practicing sub-specialty)
- ECFMG (if foreign medical school graduate)
- Physician References (for physicians not board certified in their practicing specialty and who have been out of residency for more than one year)
- Board Criteria Form (for physicians only who are not board certified in their practicing specialty)
- Letters of recommendation (LPCs, LPAs, LMFTs, LPCAs, LCSWs, PhDs, PsyDs, CSACs & LCASs)
- Reference letter from referring physician (RDs only)
- NPI Login & Password
- If born outside US submit one of the following to verify you are: (1) a US citizen; (2) a permanent residence of the US; or (3) otherwise legally authorized to work in the US; US passport, I-94 Card, Green Card, Certificate of Citizenship or Proof of Employment Eligibility
- Copy of Driver's License

Physicians Only Insurance

- National Practitioner Data Bank (NPDB) Self-Query (Electronic Version)
- Loss Run Report/Claims History – Last five years of malpractice claims which can be requested from insurance carrier





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Helpful Sites

Medical Staff Services Website

<http://www.carolinashealthcare.org/for-providers/medical-staff-services>

To track your progress through the Credentialing Process:

<https://portalclient.echo-cloud.com/95033portal/credstatus/msldir.htm>

North Carolina Medical Board

<http://www.ncmedboard.org>

DEA with a NC Address

<https://www.deaiversion.usdoj.gov/>

NPI Website

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

