



reno orthopedic center

CREDENTIALING CHECKLIST

PHYSICIAN CHECKLIST

Credentialing with insurance plans, hospitals, and surgery centers involves an extensive application process that includes the submission of support documents. Below is a list of the support documents and information needed to fulfill the application requirements.

To ensure timely processing of your applications, please submit the requested information **within 14 days** of your acceptance of the employment agreement with ROC. All information can be submitted through the link provided on ROC's Provider Credentialing Portal or via the contact information provide below.

- Curriculum Vitae (CV) – **Format must reflect MM/YY begin AND end dates for employment and education. Include your new employment with ROC.**
- Current Government Issue ID – Color copy (Driver's License, State Issued ID, Passport, or Visa)
- Evidence of Education: Undergraduate diploma, Medical/professional diploma
- Postgraduate Education: Certificate of internship, Certificate of residency, Certificate of fellowship *(if you are currently in a program, please provide a letter/reference from your coordinator reflecting good standing & expected completion date.)*
- Evidence of Specialty Board Certification, Eligibility, and/or Admissibility
- Current State License(s) to practice medicine/health care
- Nevada State Pharmacy Controlled Substance License
- Current Federal DEA Registration Certificate(s)
- Certificate of Malpractice Insurance: Current coverage, Prior 10 years of coverage
- Life Support Training Certificates (e.g., CPR, ACLS, ATLS, BLS, NALS, PALS)
- TB Test *(valid within the past 12 months)*
- Flu Shot or Declination *(valid within the past 12 months)*
- COVID Vaccination or Exemption Letter
- One recent color photo – *(passport style: front-facing, from the shoulder up, plain background)*
- Case / Procedure / Activity Logs for the past 2 years - **Med Record Number, Admit and Discharge Dates, Provider and Entity Name, Procedure Description, DX. Log must be HIPPA compliant.**
- ECFMG Certification – Provide certificate (international medical graduates only)
- Military Service DD214 - (for military providers only)
- CAQH username & password - <https://proview.cagh.org/Login/Index?ReturnUrl=%2fPR>
- PECOS username & password - <https://pecos.cms.hhs.gov/pecos/login.do#headingLv1>

Contact and document submission information:
555 N Arlington Avenue
Reno, NV 89503

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