Contracting and Credentialing Checklist
For Long Term Care Providers - Facilities

To initiate the contracting and credentialing process, please complete our online Provider Profile Form, located at www.phs.org/providers/centennial-care/Pages/contracting.aspx. Completing the Provider Profile will help accelerate the contracting and credentialing process while HSD reviews our contracts. For your convenience, this checklist specifies the information you will need to have available and the documents that you will need to upload before you submit your profile. Please note that you must provide all of the requested information before you can submit the profile. If you have any questions about completing the Provider Profile, please contact Danielle Baca at (505) 923-8584 or dbaca15@phs.org.

Please have the following information ready when you complete the online Provider Profile:

__ Practice/Group/Facility Name
__ National Provider Identifier (NPI)
__ Provider Type
__ Specialty
__ Overview of Services Performed
__ Federal Tax ID Number
__ Medicaid Number
__ Unique Physician Identification Number (UPIN)/Medicare Number
__ State Professional License/Certification Number
__ Office Manager, Phone Number and Email
__ Physical Address
__ Mailing Address
__ Billing Address
__ Office Telephone Number
__ Fax Number
__ Email Address
__ Foreign Languages
__ Other Practice Locations

Please upload and submit the following documents along with the online Provider Profile:

__ Proof of Good Standing with Federal and State Regulatory Bodies
__ State Operator’s License and Expiration Date
__ Accreditation Documentation
__ W-9
__ CRS-1 Form (Gross Receipts/Compensating/Withholding Tax)
__ Ownership and Controlling Interest Form
__ Malpractice Insurance Certificate
__ State Pharmacy Registration
__ DEA Certificate
__ As applicable, information about any of the following:
  • Sanctions
  • Malpractice history and explanation
  • License actions