

Thank you for choosing Atrium Health! 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 wallet card from the NCMB is required)
- Copy of current curriculum vitae (C.V.). Month/Year format, include **all** hospital affiliations, work history and written explanation of all time gaps (greater than 30 days if applicable)
- Copy of current certificate of malpractice insurance showing coverage dates and limits (non-Atrium employed providers only)
- Copy of current PPD, Flu Vaccine (in season) and Immunization record
- National Certification certificate or letter (for NPs)
- National Commission on Certification of Physician Assistants (NCCPA)
- Form DD214 or separation papers (for military applicants)
- Procedure case logs; documentation of current clinical competence within your primary and/or sub-specialty.

Payer Enrollment

- Copy of the following documentation (when applicable):
 - South Carolina Controlled Substance Registration (for providers practicing in South Carolina)
 - CMEs for all PA's (and MD's/DO's that are not board certified)
 - Medical Degree (physicians only)
 - Doctoral Degree (PhDs, PsyDs & LCSWs if applicable)
 - Master's Degree (NPs, PAs, CNMs)
 - 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)
 - Two Physician References (for physicians not board certified in their practicing specialty and who have been out of residency for more than one year) – references must be in the same specialty
 - Please submit the name and email address of your current supervising physician, or if you are a new graduate your Program Director so we may obtain the necessary evaluation (NP, PA, CNM)
 - NPI Login & Password – website is included on the next page
 - Copy of Driver's License – name listed must match regulatory items (Social Security card, state licensure, Federal DEA and National Provider Identifier (NPI))

Malpractice Insurance: Atrium Health Employed Physicians Only

- National Practitioner Data Bank (NPDB) Self-Query (Electronic Version) – website is included on the next page
- Loss Run Report/Claims History – Last five years of malpractice claims which can be requested from your current malpractice insurance carrier and/or Risk Management Department
- Copy of all Certificate of Insurance Policies from the last five years

Helpful Sites

Medical Staff Services Website:

<https://atriumhealth.org/for-employees/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>

North Carolina Board of Nursing:

<https://www.ncbon.com/>

Drug Enforcement Administration:

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

NPI Website:

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

National Provider Data Bank:

<https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>

Start Dates & Privilege Dates

MSS Routing Deadline (Internal Process)

*Application process begins ten to eight (10-8) weeks prior to start date

Revised: July 15, 2021