

PrimeWest Health Credentialing Application
Fitness Professional
Initial
Exercise Specialist

Applicant Name: _____
Last First Middle Suffix Title

CREDENTIALING CONTACT INFORMATION	
Name _____	Phone Number _____
Address _____ _____ _____	Fax Number _____ E-mail _____

Instructions

The initial credentialing application and attachments should be electronically generated. **Please do not use abbreviations when completing the application. Please mark all non-applicable sections with N/A.**

Checklist (please complete)

Current copies of the following documents must be submitted with this application. If your application for DEA (if applicable), malpractice and/or professional liability insurance is pending, please forward application and send those documents as soon as possible.

- Malpractice Litigation and Professional Complaints Form (if applicable)
- Malpractice and/or professional liability insurance documentation (as defined on Page 5)
- If not a U.S. citizen, copy of official document(s) indicating authorization to work in the United States
- Allied Health Professionals: License/registration and/or certification (if applicable)

In addition, please verify that you have:

- Provided complete street addresses wherever indicated, including education/training, past employment, hospital affiliations & references
- Designated dates by month and year time frames
- Provided all phone and fax numbers, including education/training, past employment, hospital affiliations & references
- Explained all gaps of greater than three months in chronology (Page 5)
- Answered all of the Disclosure Questions on Pages 6 and 7 and enclosed explanations for affirmative answers
- Signed and dated the Authorization and Release (Page 8)

All Information Must Be Printed in Black Ink or Electronically Generated

Personal Data

Name: _____
Last First Middle Suffix Title

Maiden/Former/Other Name(s): _____ Spouse Name (optional): _____

Marital Status (optional): Married Single Divorced Widowed Gender: Male Female

Date of Birth: ____/____/____ Birthplace (city/state/country): _____ U.S. Citizen: Yes No

Social Security Number: _____ UPIN: _____ NPI: _____ UMPI: _____

Medicaid Number: _____ State _____ Medicare Number: _____ State _____

Current Home Address: _____
Street City/State/Country Zip Code

Local Home Address
(if different from above): _____
Street City/State/Country Zip Code

Preferred Mailing Address: Office Home Practitioner's Preferred E-mail address: _____

Pager Number: _____ Home Phone Number: _____

Do you speak a language other than English with sufficient fluency to treat patients who speak only that language? Yes No

If yes, specify languages: _____

Primary or Pending Practice Location

Primary Practice Location/Clinic Name: _____

Address: _____
Street City/State/Country Zip Code

Office Phone Number: _____ Fax Number: _____

Federal Tax ID Number: _____ E-mail Address: _____

Credentialing Contact: _____ Phone Number: _____

Currently practicing at this location? Yes No Start Date: _____

Provide a narrative description of your practice including special interests and skills:

Billing Information

Billing Name: _____ Contact Person _____

Address: _____
Street City/State/Country Zip Code

Office Phone Number: _____ Fax Number: _____

Additional Practice Location(s)

1. **Other Practice Name:** _____ Phone Number: _____

Address: _____
Street City/State/Country Zip Code

E-mail Address: _____ Fax Number: _____

Federal Tax ID Number (if different from primary): _____

Credentialing Contact: _____ Phone Number: _____

Currently practicing at this location? Yes No Start Date: _____

If yes, will you continue to practice at this location? Yes No If no, last date of employment: _____

Provide a narrative description of your practice including special interests and skills:

2. **Other Practice Name:** _____ Phone Number: _____

Address: _____
Street City/State/Country Zip Code

E-mail Address: _____ Fax Number: _____

Federal Tax ID Number (if different from primary): _____

Credentialing Contact: _____ Phone Number: _____

Currently practicing at this location? Yes No Start Date: _____

If yes, will you continue to practice at this location? Yes No If no, last date of employment: _____

Provide a narrative description of your practice including special interests and skills:

Graduate/Undergraduate/Professional Education

(Month and year required)

From ____/____/____ Institution Name: _____

To ____/____/____ Degree Received: _____

Program Director: _____

Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

From ____/____/____ Institution Name: _____

To ____/____/____ Degree Received: _____

Program Director: _____

Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

Internship/Post-Graduate/Professional Training (If applicable)

(Month and year required)

From: ___/___/___ Institution Name: _____

To: ___/___/___ Type of Program: _____

Completed Training: Yes No If no, expected completion date: _____

If not successfully completed, explain: _____

Program Director: _____

Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

Chronological Employment/Practice History (include Military Service) (Additional space is provided on the Chronological Employment/Practice History Addendum, page 11).

Chronological listing [month/year] of employment/practice history **since completion of your post-graduate training**. List all experience, including military service and public health, time out of profession in pursuit of other business or professional activities, sabbaticals, parenting, personal travel, personal crisis, etc. **LEAVE NO GAPS IN CHRONOLOGY**.

(Month and year required)

From: ___/___/___ Organization Name/Activity: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
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Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

From: ___/___/___ Organization Name/Activity: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
--	---

Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

From: ___/___/___ Organization Name/Activity: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
--	---

Address: _____
Street City/State/Country Zip Code

Phone Number: _____ Fax Number: _____

Check here if you have additional employment history on attached Chronological Employment/Practice History Addendum (page 11)

Time Gaps: Explain gaps/interruptions of greater than three (3) months in medical/professional practice (additional space is provided on the Chronological Employment/Practice History Addendum, page 11)

From: ____/____/____ Explain : _____

To: ____/____/____ _____

From: ____/____/____ Explain : _____

To: ____/____/____ _____

Check here if you have additional time gap information on attached Chronological Employment/Practice History Addendum (page 11)

Certification

Certifying Professional Organization/Association	Type of Certification	Date Certified	Date Recertified	Expiration Date	Cert. Pending
_____	_____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>
_____	_____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>
_____	_____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>
_____	_____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>

If not certified, please state your intent for certification and describe the status of your efforts and eligibility, including scheduled date of exam, past failures of written or oral exams, if any. _____

Licensure - List all past, current and pending professional licenses.

State	License Number	Date Issued	Expiration Date	License Status
_____	_____	____/____/____	____/____/____	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending
_____	_____	____/____/____	____/____/____	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending
_____	_____	____/____/____	____/____/____	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending

Liability Insurance - Insurance Carrier for Primary and Pending Practice Location

Enclose a copy of malpractice and/or professional liability insurance coverage (e.g., face sheet/verification of self-insurance) for **primary practice location** to include effective dates, insurance carrier, expiration date, coverage limits, and name of each provider covered.
Coverage dates:

Start: ____/____/____ Insurance Carrier Name: _____

Expire: ____/____/____ Address _____
Street City/State/Country Zip Code

Certificate Pending Name in which policy issued: _____
 Policy number: _____
 Amount of coverage (per occurrence/aggregate): _____

Life Support Certification

Do you have any current life support certifications (CPR for healthcare providers, BLS, ATLS, ACLS, etc.)? Yes No

If Yes: Type of Certification	Expiration Date(s)
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

Disclosure Questions for Initial Credentialing

Please provide a complete explanation if any of the following questions are answered in the affirmative. Use a separate sheet to continue, if necessary.

1. Yes No Has your **professional license or certification** ever been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?

2. Yes No Has your **professional license or certification** ever been investigated or is it currently being investigated and, if so, what were the results?

3. Yes No Has your **membership, participation, clinical privileges, or employment** ever been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, or not renewed by any peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization, or is there a review pending?

4. Yes No Have you ever voluntarily relinquished your **membership, participation, clinical privileges or request for privileges, employment, professional license, or registration** in lieu of disciplinary action, or prior to or during an investigation into your professional conduct or competency?

5. Yes No Have you ever involuntarily relinquished your **membership, participation, clinical privileges or request for privileges, employment, professional license or registration**?

6. Yes No Has your **membership in any professional organization** ever been voluntarily or involuntarily denied, terminated, restricted, limited, suspended or revoked?

7. Yes No Have you ever been reprimanded, censored, or otherwise disciplined by, or have you ever been subject to a corrective action agreement/plan with any licensing **board, peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization**?

8. Yes No Has your certificate or participation in any **private, federal (i.e. Medicare, Medicaid, etc.) or state health insurance program** ever been revoked or otherwise limited or restricted, or is any investigation or proceeding with respect to any such action presently underway?

9. Yes No Are there any **charges pending or are you currently charged** with or have you ever been indicted or found guilty of a felony, gross misdemeanor, misdemeanor (other than a minor traffic violation), or other offense?

10. Yes No Have you ever been found liable, guilty or responsible for **sexual impropriety** or misconduct or sexual harassment with a patient, co-worker, or other?
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-
11. Yes No Have you ever had any **professional liability claims or lawsuits** brought against you, including pending claims or lawsuits, dismissed or dropped claims or lawsuits, settlements or final judgments? **If yes, please complete the enclosed Malpractice Litigation and Professional Complaints Addendum.** You may be asked for additional information by individual organizations.
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-
12. Yes No Has your **professional liability carrier** ever refused or canceled your coverage or excluded you from performing any specific privileges within your specialty?
-
-
13. Yes No Have you ever practiced within your profession without **professional liability insurance**?
-
-
14. Yes No Do you have a physical or mental condition that would affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions of a practitioner in your area of practice without posing a health or safety risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?
-
-
15. Yes No Does your use (or have you been told that your use) of alcohol or drugs affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions in your area of practice without posing a health risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?
-
-
16. Yes No Are you currently using illegal drugs? ("Currently" means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice medicine or provide health care. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. sec. 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances.)
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Notice of Applicant's Rights

You may review your application and information from publicly available documents at any time during the verification process. This does not include documents protected by hospital policy and/or applicable Minnesota state laws. If there are discrepancies in the information received during the process, you will be notified and allowed an opportunity to add information to your application.

Attestation Signature and Date

I hereby certify that all the information on this application form is complete, true and accurate. I further agree to update this information as necessary so that it remains complete, true and accurate while my application is being processed.

Signature _____ Date _____

Name _____

(please print or type)

Authorization and Release

(Please read carefully before signing)

I understand and acknowledge that, as an applicant for membership, participation and/or clinical privileges (hereinafter, referred to as "Participation") at **PrimeWest Health** (hereafter referred to as Entity), it is my responsibility to provide sufficient information upon which a proper evaluation can be undertaken of my current licensure, relevant training and/or experience, current competence, health status, character, ethics and any other criteria adopted by the Entity for Participation.

I further acknowledge that I am responsible for knowing the contents of the applicable bylaws, rules and regulations, and requirements of the Entity and its professional/medical staff/network, and agree to be bound by them in the application process and if granted Participation.

I further understand and acknowledge that the Entity, its designated agent(s) and/or other authorized representatives, including, without limitation, the Entity's designated professional credentials verification organization (CVO), collectively referred to as "Agents", will investigate the information in this Application. By submitting this Application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the Entity and its Agents as follows:

1. **Authorization of Investigation and Release of Information Concerning Application for Participation.** I authorize the Entity and its Agents to consult with any third party who may have information bearing on my professional qualifications, credentials, clinical competence, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation and authorize such third parties to release such information to the Entity and its Agents.
2. **Authorization of Release and Exchange of Disciplinary Information.** I hereby further authorize any health care organization at which I have applied for, currently have or had Participation or employment to release Disciplinary Information about any disciplinary action taken against me to the Entity and/or its Agents, including, without limitation, the CVO, and as otherwise may be required by law. I hereby further authorize the CVO to release Disciplinary Information about any disciplinary action taken against me to its participating entities at which I have Participation, and as otherwise may be required by law. As used herein, Disciplinary Information means information concerning (i) any action taken by such health care organizations, their administrators or their medical or other committees to revoke, deny, suspend, restrict or condition my Participation or impose a corrective action plan; (ii) any other disciplinary actions involving me including but not limited to discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges but after I have knowledge that such formal charges are contemplated and/or in preparation.
3. **Release from Liability.** I hereby further release from liability the Entity and its Agents, state licensing board(s), health care organizations, including, without limitation, hospitals, clinics, and third party payers, medical malpractice insurance carrier(s), and any staff, and all individuals, institutions and entities providing information in accordance with this authorization, for their acts performed in good faith and without malice in connection with the gathering and release and exchange of information as consented to above. This release shall be in addition to any other applicable immunities provided by law for peer review activities.

I understand that communication regarding my application may occur via email.

I understand and agree that this Authorization and Release is irrevocable for any period during which I am an applicant for Participation at the Entity, or I am a member of Entity's medical or health care staff, or a participating provider of the Entity. I agree to execute another consent if law or regulation limits the application of this irrevocable authorization. Failure to promptly provide another consent may be grounds for termination or discipline of the Participant by the Entity in accordance with the applicable bylaws, rules and regulations, and requirements of the Entity.

I acknowledge that the investigation of information in this Application and the release and exchange of Disciplinary Information by the Entity and its Agents are done to achieve, maintain and improve quality patient care.

All information provided by me in the Application is true to the best of my knowledge and belief. I understand and agree that any material misstatement in or omission from the Application may constitute grounds for denial or revocation of Participation. I understand and acknowledge that the Entity shall be solely responsible for all decisions concerning the granting of Participation.

I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original.

Signature _____ **Date** _____

Name (please print or type) _____

Application Addendum To Initial and Reappointment Applications

Medicare/Medicaid and Other Government Reimbursement Programs Penalty Statement: This statement is required by Medicare/Medicaid and other government reimbursement programs.

Penalty statement according to the Federal Register dated August 31, 1984 and effective October 1, 1984.

**“NOTICE TO ALL PRACTITIONERS RECEIVING MEDICARE/MEDICAID AND OTHER GOVERNMENT
REIMBURSEMENT PROGRAM PAYMENTS”**

Medicare payment to hospitals is based in part on each patient’s principal and secondary diagnoses and the major procedures performed on the patient as attested to by the patient’s attending physician by virtue of his or her signature on the medical record. Anyone who misrepresents, falsifies, or conceals essential information required for payment of federal funds, may be subject to fine, imprisonment, or civil penalty under applicable federal laws.

Signature: _____ Date: _____

Name: _____

(please print or type)

Continuing Education Attestation

Please read the following attestation carefully before signing and dating the statement.

I hereby certify that I have a sufficient number of CE credits to meet the certification/licensure requirements and attest that an appropriate percentage relate to my specialty. I understand that these credits may be audited by an individual facility based on their individual requirements.

Signature: _____ Date: _____

Name: _____

(please print or type)

Malpractice Litigation and Professional Complaints Addendum

Confidential Information

If you answered yes to disclosure question #12 on Current Disclosure question page, please complete the following form. For each lawsuit or complaint, please furnish the following and attach a copy of the complaint including your response to the complaint and level of participation. It is your responsibility to provide external verification (i.e., statement from an attorney, court records, etc.) of your response. You may choose to have your attorney complete this form. Please make additional copies of this form if needed.

Month/Year of incident: _____/_____ Reported to National Practitioner Data Bank (NPDB): Yes No

Where incident occurred: Facility Name _____

Address _____ City _____ State _____ Zip _____

Describe the nature of incident (Complaint, Allegation) - Do Not Include Patient Name or Identifiers:

Provide a narrative description of your participation/level of care:

Outcome of incident:

<u>CONCLUDED WITH NO PAYMENTS:</u> (month/year)	<u>CONCLUDED WITH PAYMENTS:</u> (month/year)
<input type="checkbox"/> Dropped/Closed Date: _____/_____	<input type="checkbox"/> Verdict for plaintiff Date: _____/_____
<input type="checkbox"/> Verdict for you Date: _____/_____	<input type="checkbox"/> Settled Date: _____/_____
<input type="checkbox"/> Dismissed with prejudice*? Date: _____/_____	<u>PENDING:</u>
<input type="checkbox"/> Dismissed without prejudice**? Date: _____/_____	<input type="checkbox"/> Date of filing Date: _____/_____

**Dismissed with prejudice – set aside the lawsuit and deny the right to file another suit on that same claim*
***Dismissed without prejudice – set aside the lawsuit but leave open the possibility of another suit on the same claim*

Represented by Legal Counsel for this claim/malpractice lawsuit? Yes No If yes, give the name and address of counsel.

Name: _____

Address: _____

Phone Number: _____

Insurance company or employer that provided coverage for this claim:

Name: _____

Address: _____

Phone Number: _____ Policy Number: _____

Applicant Signature _____ Date _____

Print Name _____ Phone Number _____

Chronological Employment/Practice History Addendum

Credentialing Application

(Month and year required)

From: ____/____/____ Organization Name: _____

To: ____/____/____ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ____/____/____ Organization Name: _____

To: ____/____/____ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ____/____/____ Organization Name: _____

To: ____/____/____ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ____/____/____ Organization Name: _____

To: ____/____/____ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

Time Gaps: Explain gaps/interruptions of greater than three (3) months in medical/professional practice

From: ____/____/____ Explain : _____

To: ____/____/____ _____

From: ____/____/____ Explain : _____

To: ____/____/____ _____

From: ____/____/____ Explain : _____

To: ____/____/____ _____

Chronological Employment/Practice History Addendum

Credentialing Application

(Month and year required)

From: ___/___/___ Organization Name: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ___/___/___ Organization Name: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ___/___/___ Organization Name: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

From: ___/___/___ Organization Name: _____

To: ___/___/___ Reason for Leaving: _____

Employment Contact Name _____

Facility Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach sheet listing address and phone number of someone who can verify your time there.
---	---

Address: _____
Street
City/State/Country
Zip Code

Phone Number: _____ Fax Number: _____

Time Gaps: Explain gaps/interruptions of greater than three (3) months in medical/professional practice

From: ___/___/___ Explain : _____

To: ___/___/___ _____

From: ___/___/___ Explain : _____

To: ___/___/___ _____

From: ___/___/___ Explain : _____

To: ___/___/___ _____