

## SALESFORCE PHYSICIAN SUBMISSION CONTRACT PROVIDER

<https://login.salesforce.com/>

*The following information is specific to what Audit, Compliance & Education needs in order to assign a CU Medicine billing number.*

1. Department will create/update a Physician record within Salesforce\* and attach the following documents:
  - A. Copy of signed letter of offer or FRF (required)
  - B. Copy of medical school diploma
  - C. Copy of Certificate of Residency completion \*\*
  - D. Copy of board certification (includes number and start/end dates)
  - E. Copy of DEA (if applicable)
  - F. Copy of driver's license
  - G. Copy of current Colorado license (DORA)
  - H. Copy of CV
  - I. Copy of Social Security Card
2. All providers must have a National Provider Identifier (NPI). If a provider does not have an NPI one must be applied for and issued prior to submitting this request.
3. Once the Salesforce record is complete it will first be submitted to the DFA for review and approval before being submitted to ACE for review and approval.
4. **Documentation training is by mail.** The UPI billing number will remain inactive until all required information is returned.

\* Salesforce help:

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303-493-8341 direct  
303-968-9312 cell phone  
[Rebecca.Morgan@cumedicine.us](mailto:Rebecca.Morgan@cumedicine.us)

\*\* If residency has not been completed more than one month prior to provider's start date please send the packet without the certificate of completion but send it to us as soon as the provider receives it.

\*\*\* For packet and instructions on how to obtain hospital privileges, please contact the Medical Staff Offices at Children's Hospital Colorado or University of Colorado hospital.