

## SALESFORCE PHYSICIAN SUBMISSION FULL-TIME PHYSICIANS

<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). Full-time faculty must update their NPI to list Shanna Smith as the contact person.
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. The provider will attend CU Medicine Provider Orientation where he/she will sign paperwork. After this is completed his/her CU Medicine billing number will be activated.

\* Salesforce help:

Becca Morgan  
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.