

Tasks	Required Documents	Time	Who Needs	Impact	Owner
Recruitment process	Advertisement, interview check references	External 6-12 months Internal 2 months			Chair of Department
Letter of Offer Extended/Accepted	LOO, and Non-Compete Agreement	3 months	Department and UPI	Must have to bill through UPI	Department
Hospital Privileges	State approved application, CO license, TB test, Military affidavit	3.25 months	Hospital	Must have to see patients	Medical Staff Office TCH/UCH
Create a Provider Profile in Salesforce	Last Name, Type, Genera and NPI are required to save the profile	1 hour	QCAE, Credentialing, Department	Must have to bill through UPI	Department
Submit a Request, through Salesforce, for a UPI Billing Number <i>UPI - Quality, Coding Audit & Education (QCAE) will process once they receive all required documents</i>	LOO	3 months	Department and UPI		Department
	CO license	60-70 days	Hospital and QCAE		Provider
	DEA	60 days	QCAE		Provider
	Drivers license or passport for signature verification		QCAE		Provider
	Board Certifications or Board Eligible	0 days if BE	QCAE		Provider
	National Certifications for Non MD providers	test needed, 8 weeks for notification of #	QCAE		Provider
	School Diploma		QCAE		Provider
	NPI number	1 day	Hospital and QCAE		Provider
CV		QCAE		Provider	
A UPI Number is issued within 2-5 business days of receiving a completed profile with all required documents. QCAE will forward UPI# to Medical Staff Office for processing.					
Submit a Request, through Salesforce, for HPD/UPI Managed Care Credentialing - including Tricare	Notification form	send as soon as signed LOO	UPI Credentialing and Primary source verification (MedAdvantage)	Credentialing process will not start	Department
	Colorado Health Care Professionals Application (CHCPA)	Average 5-30 days		Credentialing process will not start	Provider
	Mobility form for TriCare	Average 5-30 days		Credentialing process will not start	Provider
Credentialing for Manged Care is complete in 68 days, on average. For TriCare an additional 45 days; and for Private Healthcare Systems an additional 90 days					

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UPI Provider Orientation: Attendance is Required	Attendance is required	1-2 days to schedule for a group session	Provider	Needs training for accurate documentation and billing	QCAE
	Sign affidavit for UPI documentation guidelines			Needed for compliance	QCAE
	Sign Member Pactice Agreement (MPA)			Need MPA to bill	QCAE
	Sign Medicare, Medicaid and some OOS applications			Need for billing #s	QCAE
UPI Billing Number will be Activated after provider attends New Provider Orientation.					
Medicare (MC)	Signed Application 855I & 855R (Signed at QCAE UPI New Provider Orientation)	60-90 days after receiving signed application	Medicare Intermediary (Novitas Solutions)	Claims held until # received, need to get application to MC within 30 days of signature	QCAE
	CO license				
	DEA				
	Driver license or passport for signature verification				
	Bd Certifications				
	NPI letter				
	Medical School diploma				
CO Medicaid (MK)	Signed Application	4-6 wks after receiving signed application	Colorado Medicaid	Claims held until # received, effective enrollment date 120 days	QCAE
	CO license				
	DEA				
	Bd Certifications/numbers				
	NPI letter/number				
	Medical School diploma				
Out of State MK OOS	Most need signed application	3-9 months	Out of State Medicaid Carrier	Claims held until # received Timely filing DOS to 1 year	QCAE
	CO license				
	DEA				
	Bd Certifications/numbers				
	NPI letter/number				
	Medical School diploma				
	CLIA if applicable				
QCAE will apply for Medicare and Medicaid Billing Numbers for providers. Providers may treat patients as-needed prior to receiving billing numbers.					

Tasks	Required Documents	Time	Who Needs	Impact	Owner
Complete Skillsoft E/M training if applicable		Within 3 months following UPI New Provider Orientation	Provider	Needs training for accurate documentation and billing	Provider