

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 CU Medicine	Must have to bill through CU Medicine	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, General information and NPI are required to save the profile	1 hour	ACE, Credentialing, Department	Must have to bill through CU Medicine	Department
Submit a Request, through Salesforce, for a CU Medicine Billing Number CU Medicine - Audit, Coding & Education (ACE) will process once they receive all required documents	LOO	3 months	Department and CU Medicine		Department
	CO Medical License	60-70 days	Hospital and ACE		Provider
	DEA	60 days	ACE		Provider
	Drivers license or passport for signature verification		ACE		Provider
	Board Certifications or Board Eligible	0 days if BE	ACE		Provider
	National Certifications for Non MD providers	test needed, 8 weeks for notification of #	ACE		Provider
	School Diploma		ACE		Provider
	NPI number	1 day	Hospital and ACE		Provider
CV		ACE		Provider	
A CU Medicine Number is issued within 2-5 business days of receiving a completed profile with all required documents. ACE will forward CU Medicine# to Medical Staff Office for processing.					
Submit a Request, through Salesforce, for HPD/CU Medicine Managed Care Credentialing	Colorado Health Care Professionals Application (CHCPA)	Average of 60 days	CU Medicine Credentialing and Primary source verification (MedAdvantage)	Credentialing process will not start	Department
Credentialing for Manged Care is complete in 68 days, on average.					

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CU Medicine 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	ACE
	Sign affidavit for CU Medicine documentation guidelines			Needed for compliance	ACE
	Sign Member Pactice Agreement (MPA)			Need MPA to bill	ACE
	Sign Medicare, Medicaid and some OOS applications			Need for billing #s	ACE
CU Medicine Billing Number will be Activated after provider attends New Provider Orientation.					
Medicare (MC)	Signed Application 855I & 855R (Signed at ACE - CU Medicine 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	ACE
	CO license				
	DEA				
	Driver license or passport for signature verification				
	Bd Certifications				
	NPI letter				
	Medical School diploma				
CO Medicaid (MK)	Signed Application	60-90 days receiving signed application	Colorado Medicaid	Claims held until # received, effective enrollment date 120 days	ACE
	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	ACE
	CO license				
	DEA				
	Bd Certifications/numbers				
	NPI letter/number				
	Medical School diploma				
	CLIA if applicable				
ACE 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 CU Medicine New Provider Orientation	Provider	Needs training for accurate documentation and billing	Provider