

Provider Notice

To: All Providers
Subject: Important Notice Regarding Credentialing Application Completeness
Notice Date: October, 2025

Dear Provider,

Community Care Plan (CCP) is committed to ensuring a smooth and efficient credentialing process for all providers. To avoid delays, please note that credentialing **applications will not begin processing** until all required documentation is complete and uploaded within your CAQH profile or credentialing application file.

Below are the required documents based on provider type:

Physicians

(MD – Allopathic Physician | DO – Osteopathic Physician | DPM – Podiatrist)

Required Documents:

- Current Authorization & Release Form
- Completed Practitioner Application
- Active State License
- DEA License (if applicable)
- Current Malpractice Insurance cover sheet **or** current insurance details listed in the application **or** Financial Responsibility Form (if not insured)
- Highest Level of Education (listed in the application)
- Curriculum Vitae / Work History (listed in the application)
- ECFMG Certificate (if applicable)
- Group W-9

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Allied Providers

(AP – Acupuncturist | APRN – Advanced Practice Registered Nurse | DC – Chiropractor | LMFT – Licensed Marriage and Family Therapist | LMHC – Licensed Mental Health Counselor | LCSW – Licensed Clinical Social Worker | NP – Nurse Practitioner | OP – Occupational Therapist | PA – Physician Assistant | PT – Physical Therapist | SLP – Speech-Language Pathologist | TCM – Targeted Case Manager)

Required Documents:

- Current Authorization & Release Form
- Completed Practitioner Application
- Active State License
- Current Malpractice Insurance cover sheet **or** current insurance details listed in the application
- Highest Level of Professional Education (listed in the application)
- Curriculum Vitae / Work History (listed in the application)
- DEA License (for PA and APRN, if applicable)
- Group W-9

Important Reminders:

- Incomplete applications or missing documentation will **delay processing** and may result in the application being returned for completion.
- Please verify that all information in CAQH is current and that supporting documents are uploaded before submission.
- Credentialing review will begin **only after** all required items are received and verified.

For questions or assistance with your submission, please contact the Credentialing Department at credentialingdept@ccpcares.org.

Community Care Plan