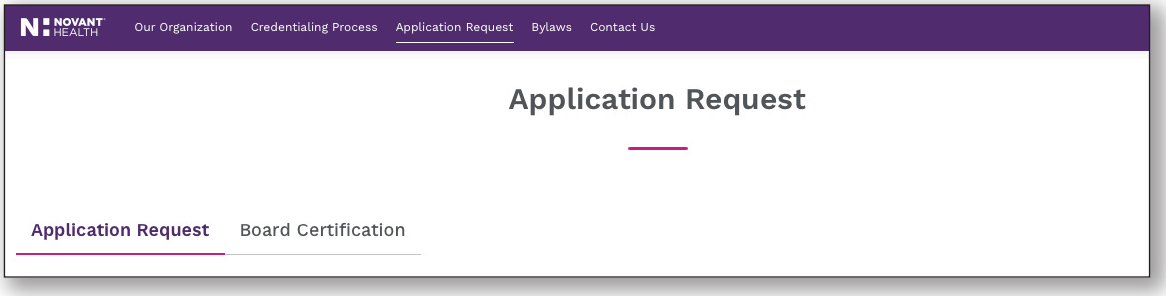
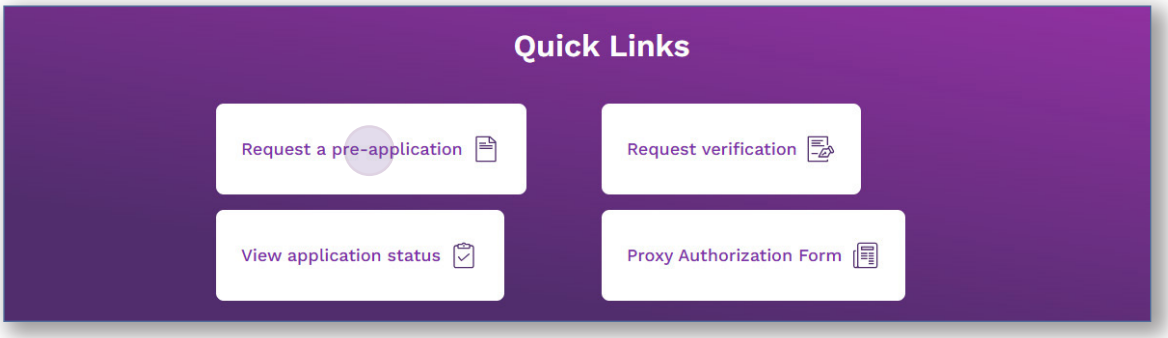
How to complete the credentialing pre-application request for not-on-staff providers

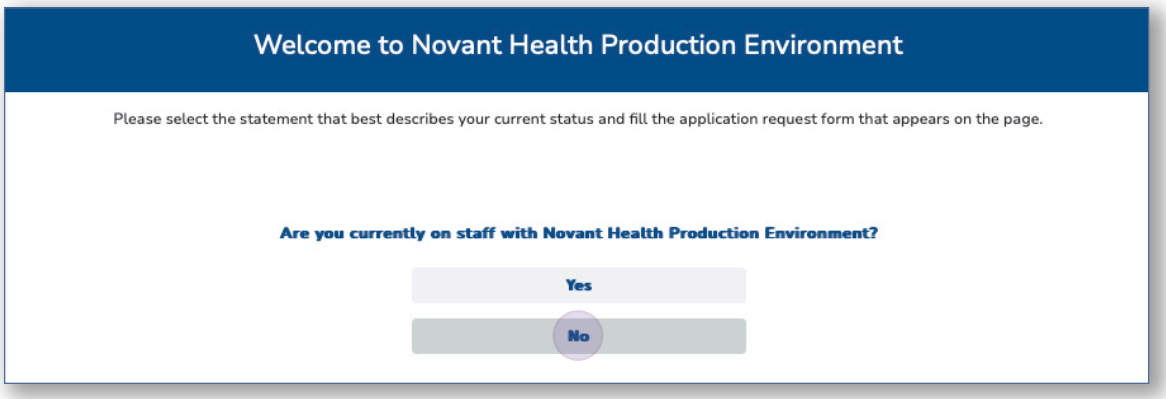
1. Navigate to the “Application Request” site (nhcredentialing.org/application-request) and scroll down the page.



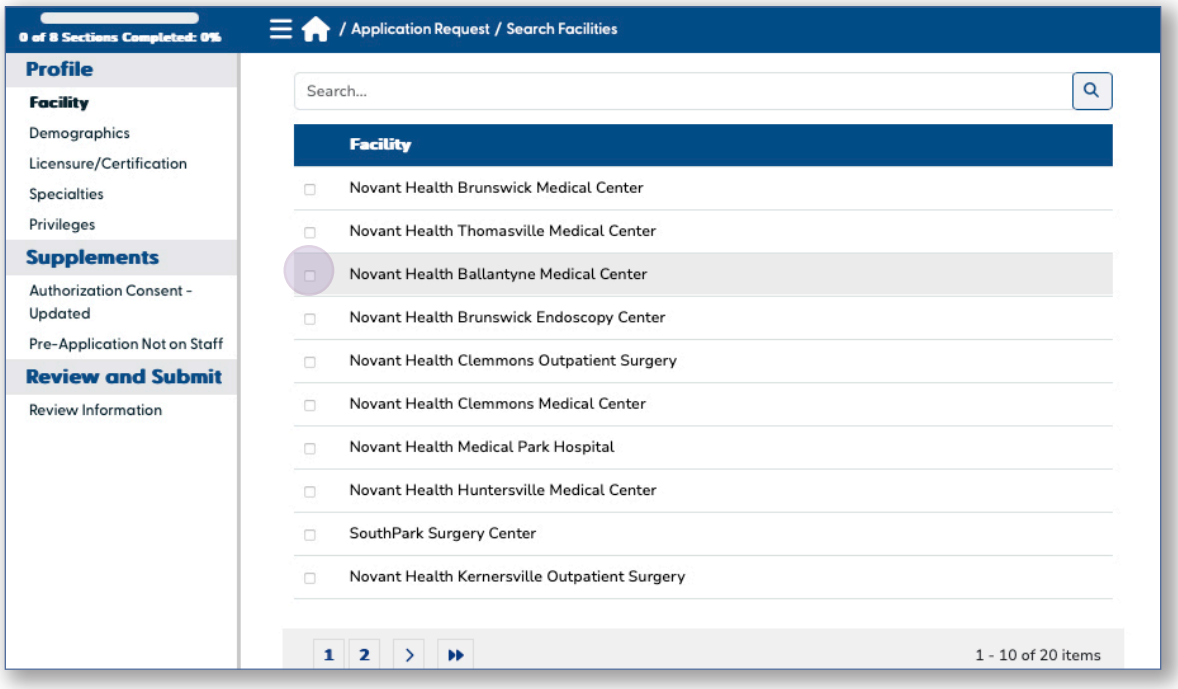
2. Click on the “Request a pre-application” button in the “Quick Links” section.



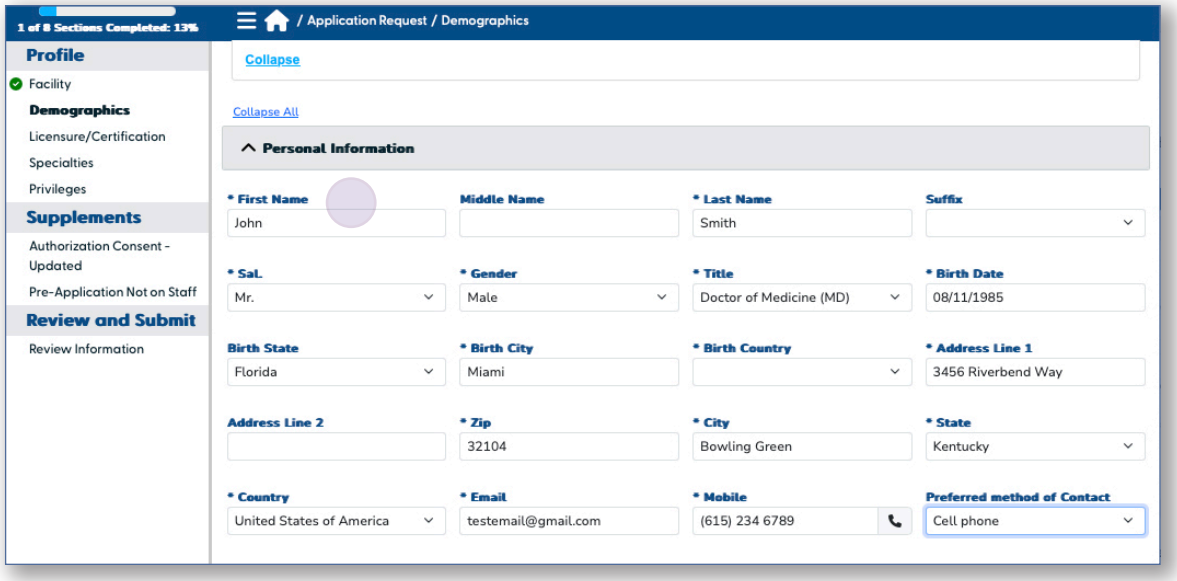
3. You will be directed to this page. Click “No.”



4. Select your facility or facilities from the menu and click the “Continue” button below.

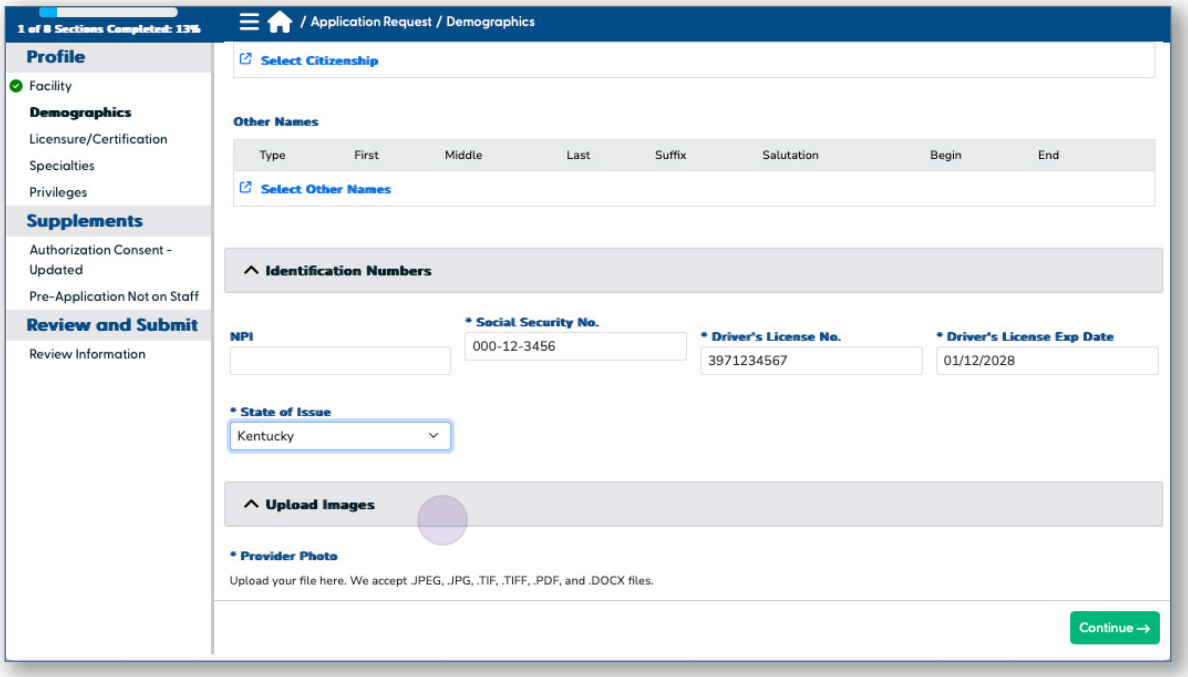


5. Enter your demographic information. Any field with an asterisk (*) is a required field and must be completed. The more details you provide in the pre-application, the easier it will be to complete the full application. Everything you enter here will be automatically entered into the full application.

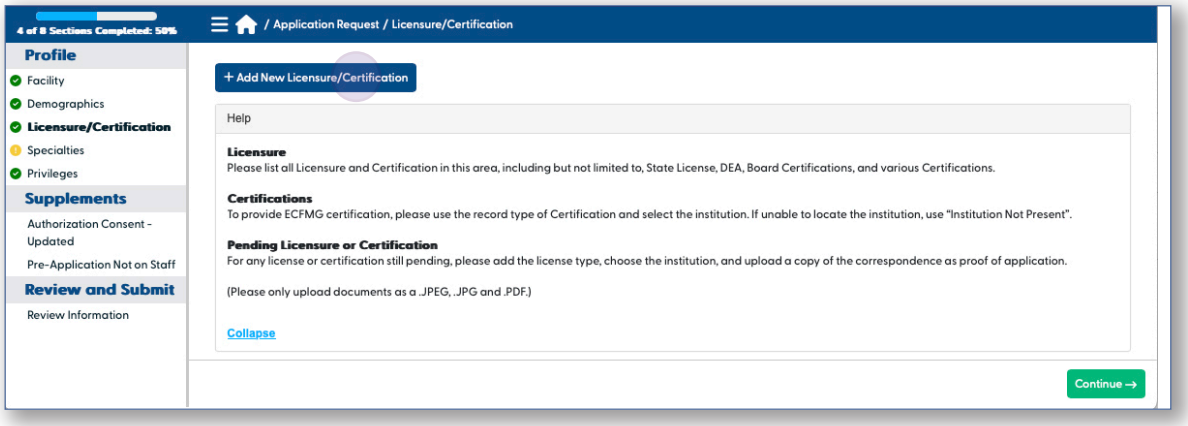


6. Be sure to click on the drop-down arrows to reveal additional sections. Please enter your "Identification Numbers."

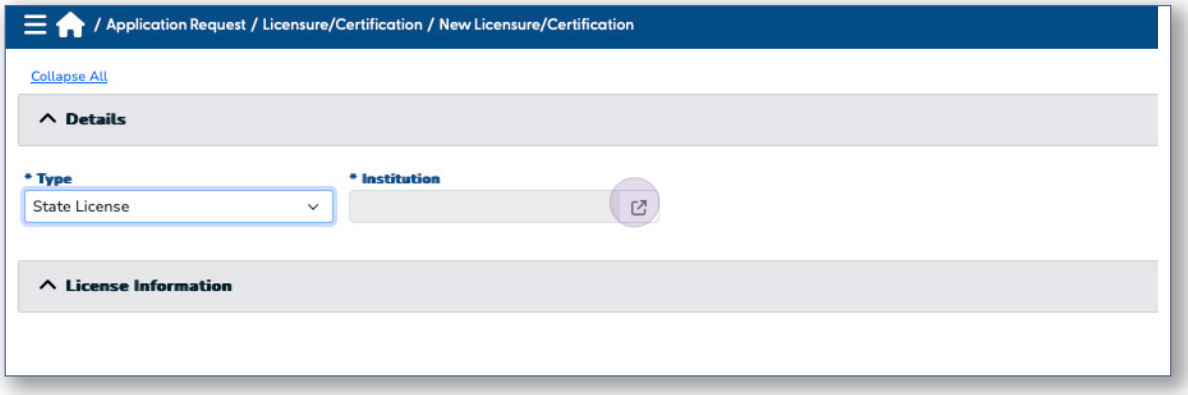
   A "Provider Photo" is required. Use a professional headshot with a plain background and good lighting. Photo files must be uploaded as a JPEG/JPG or PDF. Click "Continue" to proceed.



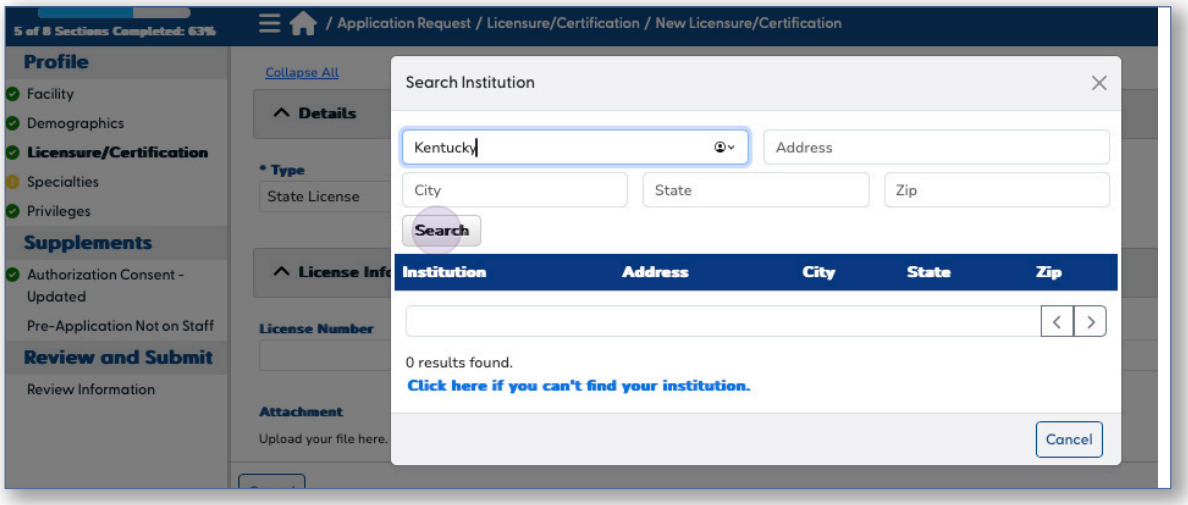
7. Click "Add New Licensure/Certification."



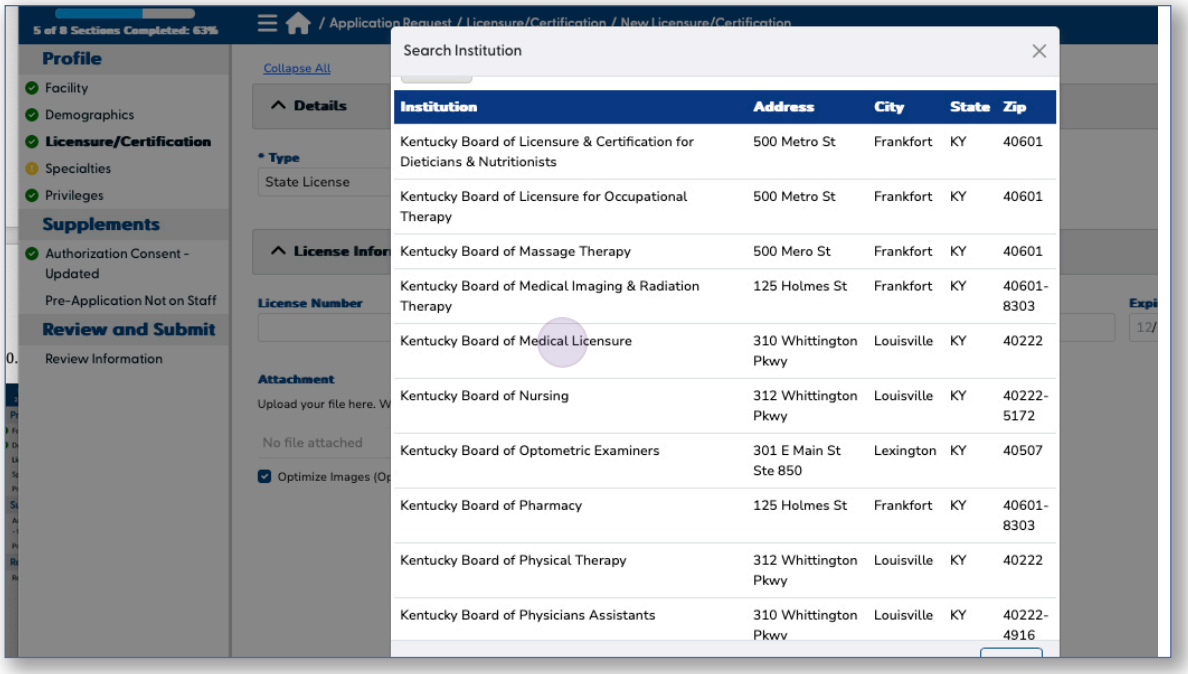
8. Select your “Type” of license from the drop-down menu. Then click on the search button next to the “*Institution” field.



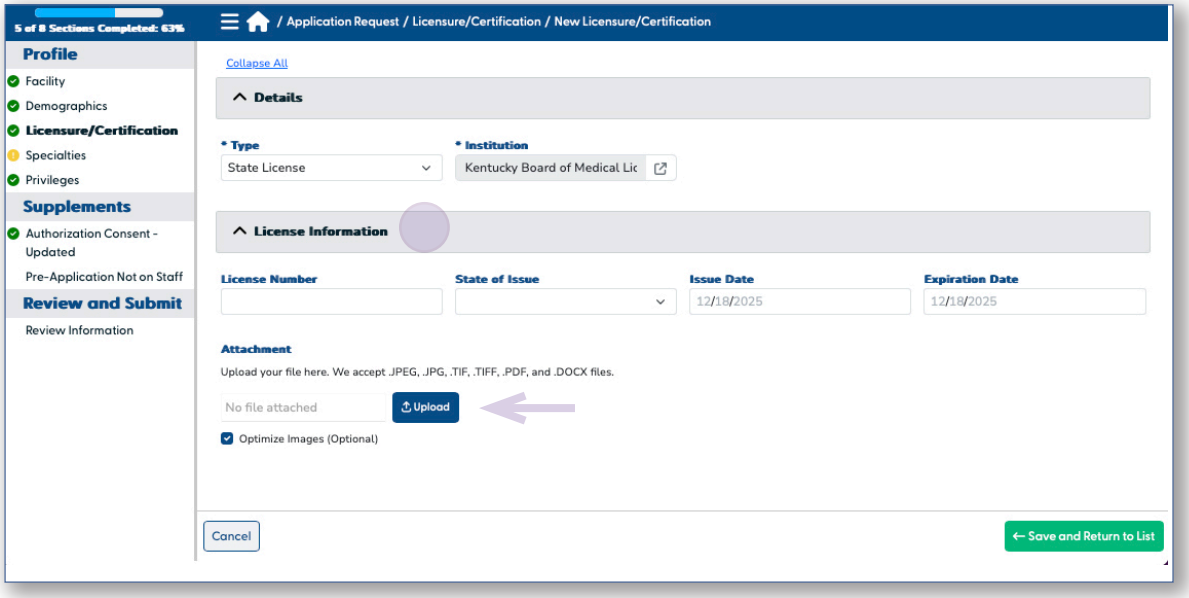
9. Enter the institution name and click “Search.”



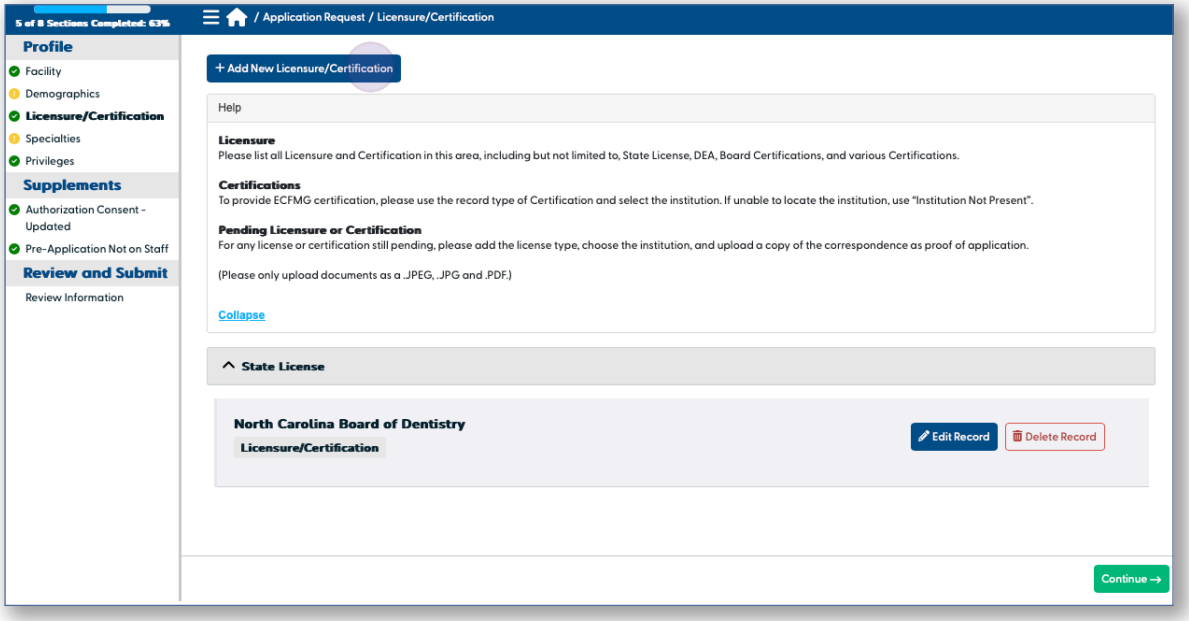
10. Click on the correct institution name.



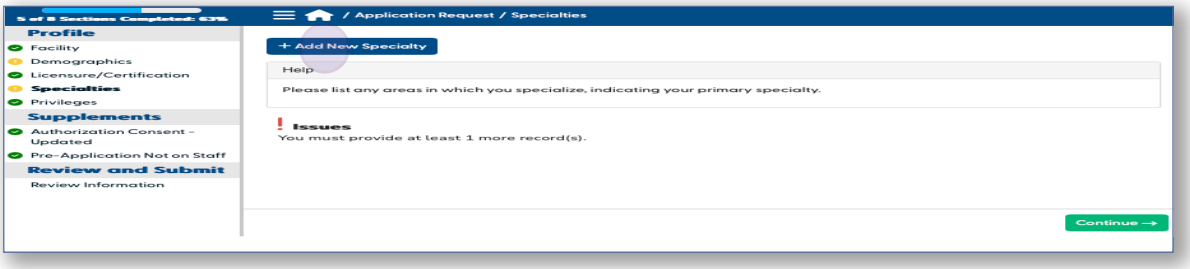
11. Enter your “License Number,” “State of Issue,” “Issue Date” and “Expiration Date.” Then “Upload” your attachment. Only upload documents as a JPEG/JPG or PDF. Click “Save and Return to List.”



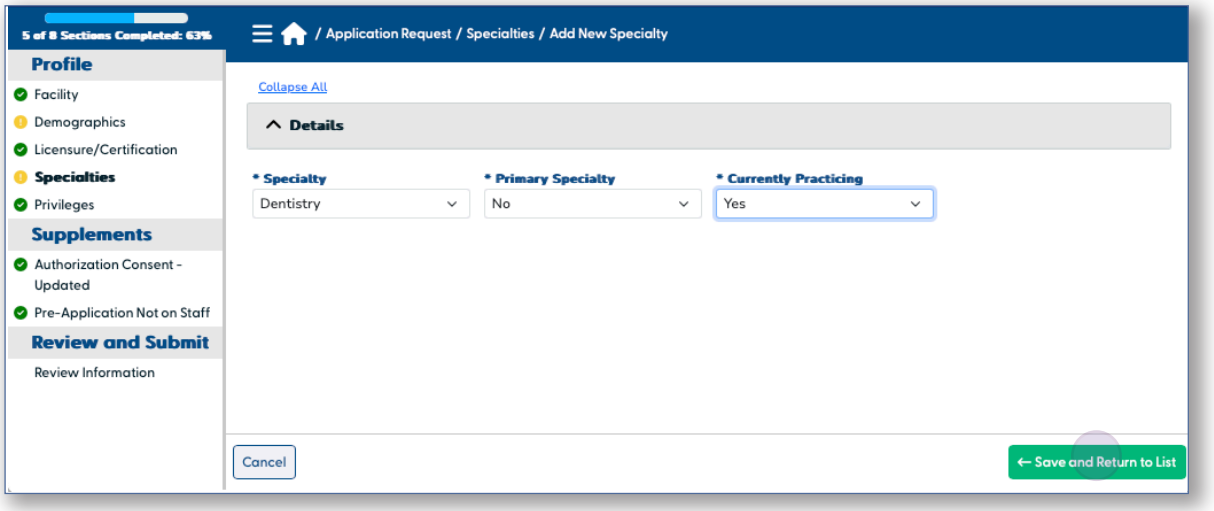
12. Continue to “Add New Licensure/Certifications” for your other records. Click “Continue.”



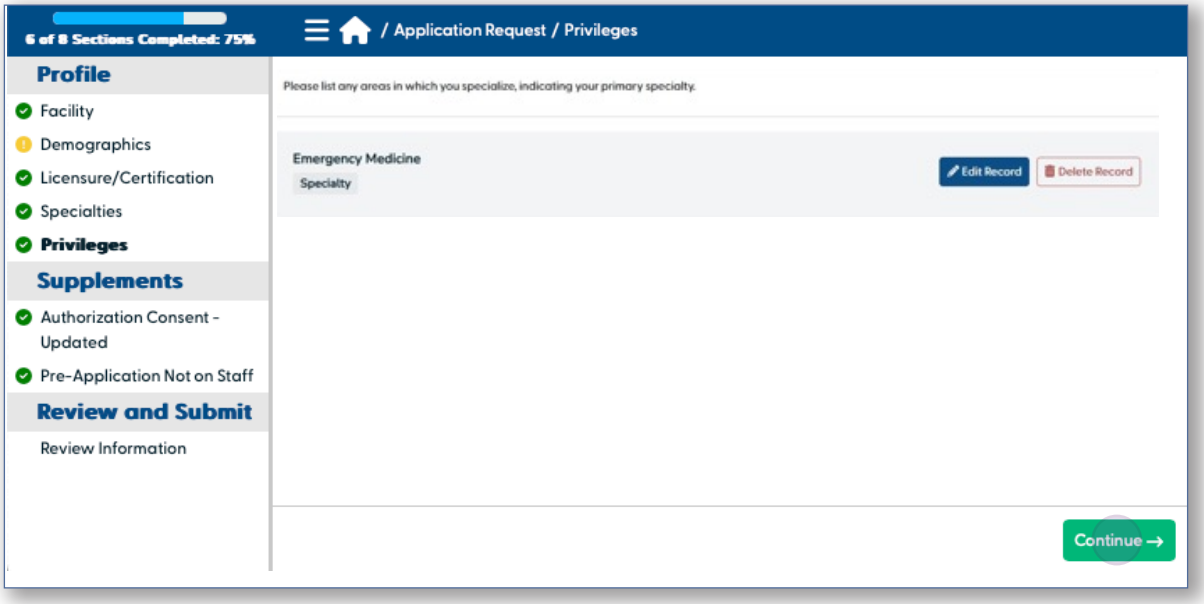
13. Click on “+ Add New Specialty” to add your specialty. Note: At least one specialty is required.



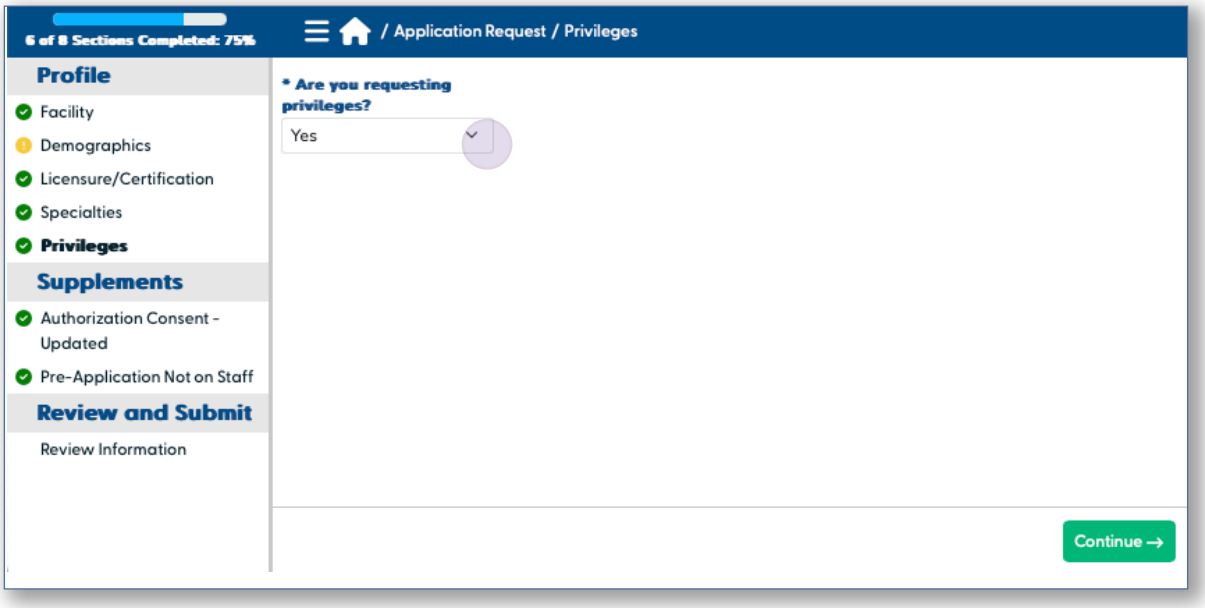
14. Enter the “Specialty” type, “Primary Status” and whether you are “Currently Practicing.” Then click “Save and Return to List.”



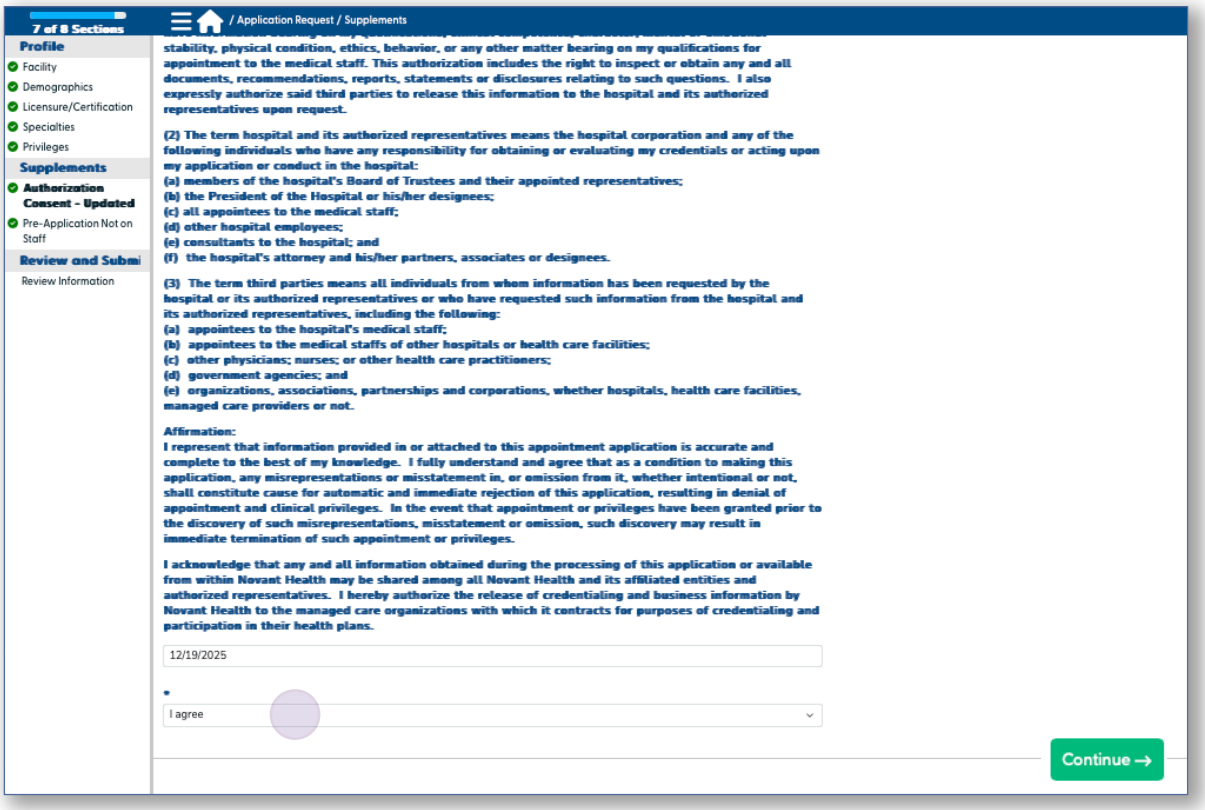
15. Click “Continue.”



16. Select from the drop-down menu to answer: “Are you requesting privileges?” Then click “Continue.”



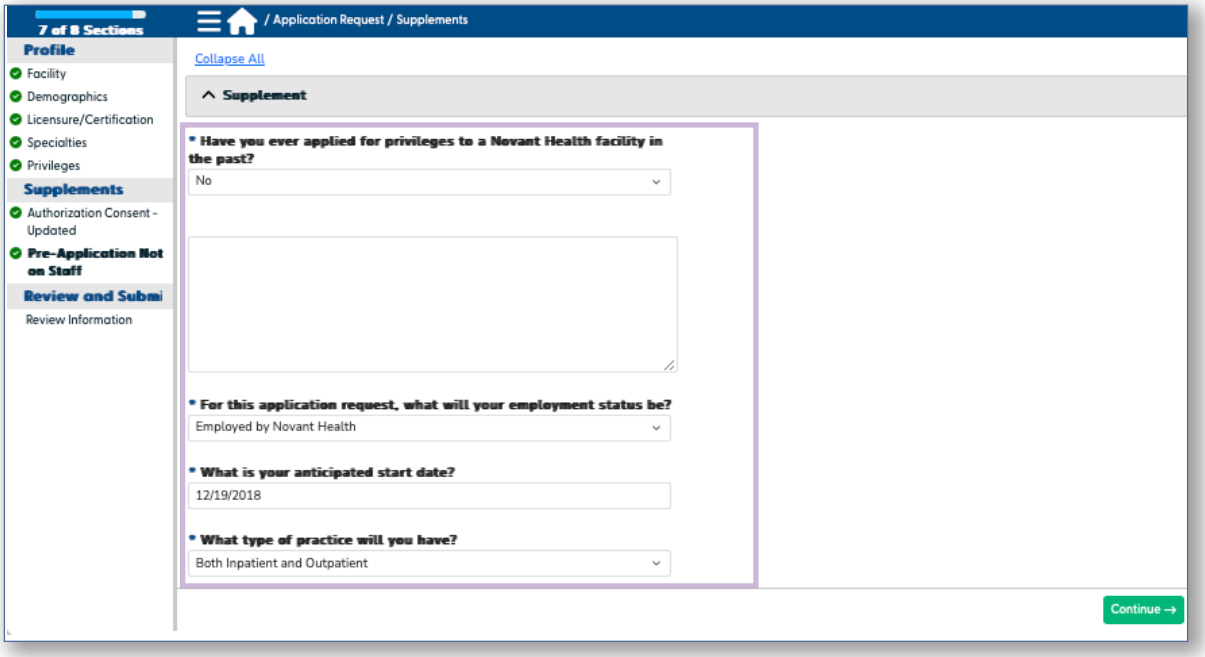
17. Review all of the “Application Request/Supplements” details. Click in the date field to enter today’s date. Then select the “I agree” option. Click “Continue.”



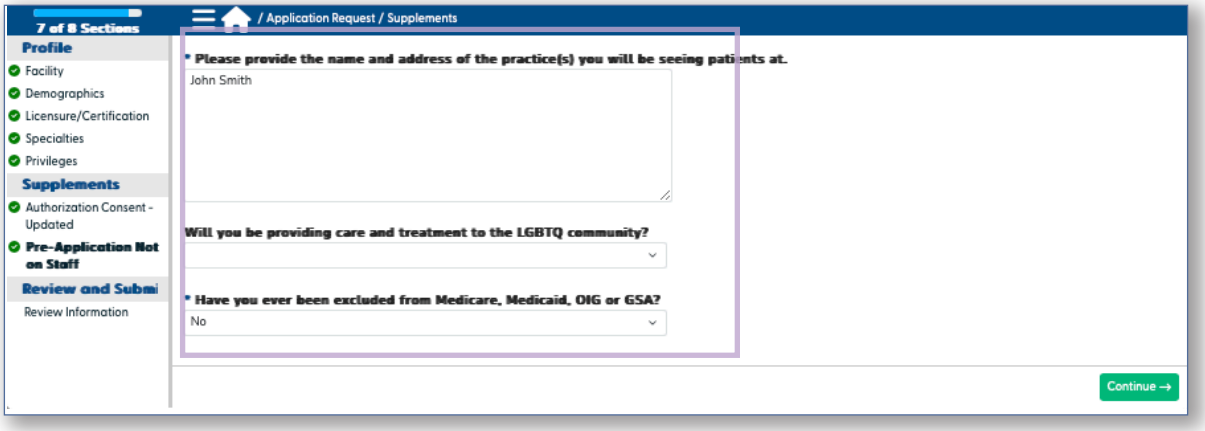
18. Select from the drop-down choices to answer the question: “Have you ever applied for privileges at a Novant Health facility in the past?”

Choose your “employment status” from the drop-down list. Enter your anticipated “start date.”

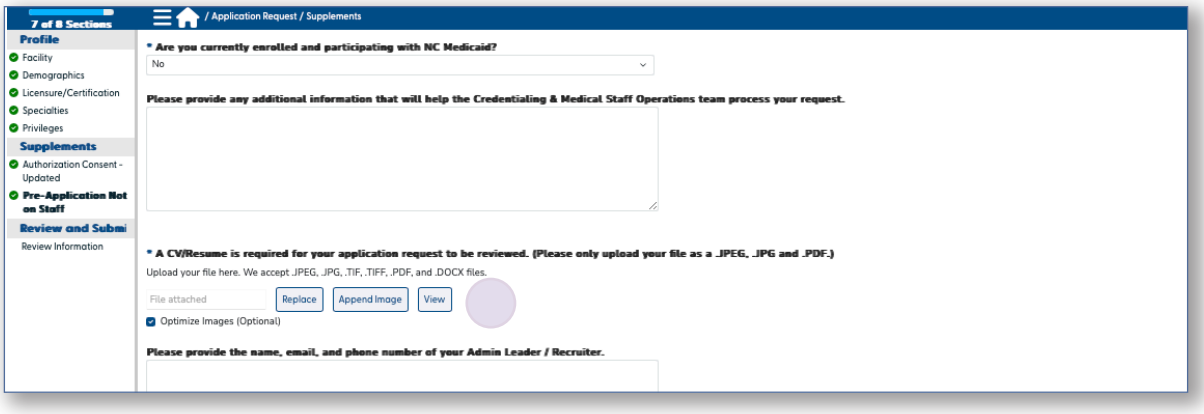
Select the correct response from the drop-down menu for the “type of practice you will have.”



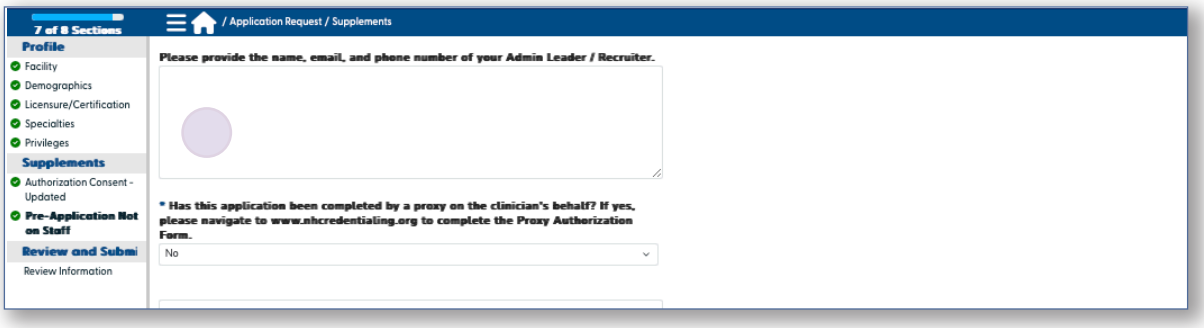
19. Provide the name and address of the practice(s) where you will see patients.
Select your response to “Will you be providing care and treatment to the LGBTQ community?”
Select your response to “Have you ever been excluded from Medicare, Medicaid, OIG or GSA?”



20. Use the drop-down menu to select an option for “Are you currently enrolled and participating with NC Medicaid?”
Provide any additional details in the free text area.
Click “Upload” to add your “CV/Resume.” Documents must be a JPEG/JPG or PDF.

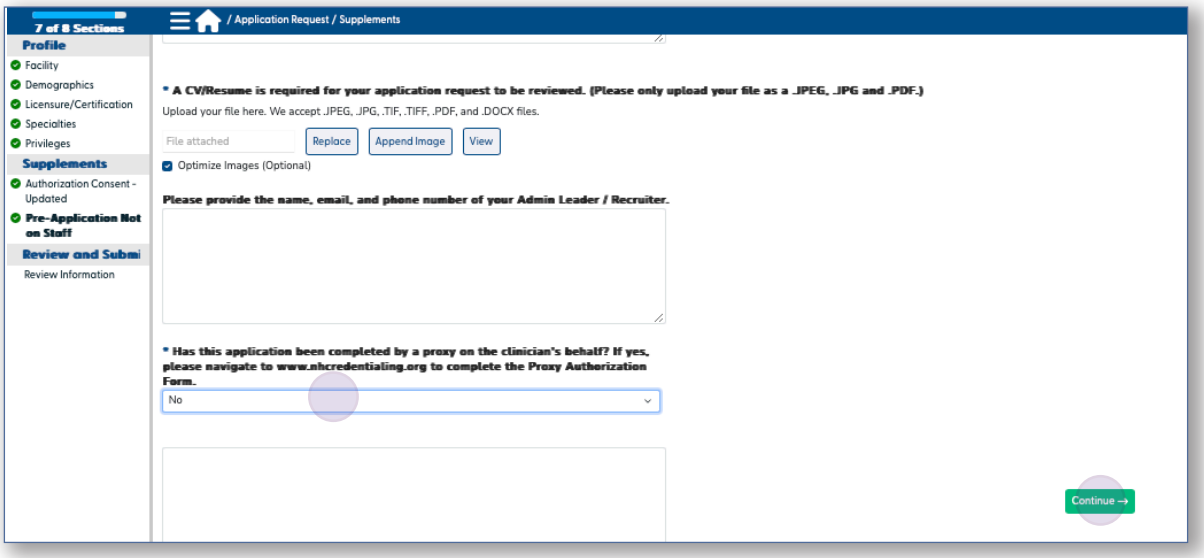


21. Enter details in the free text field for you “Admin Leader/Recruiter.”

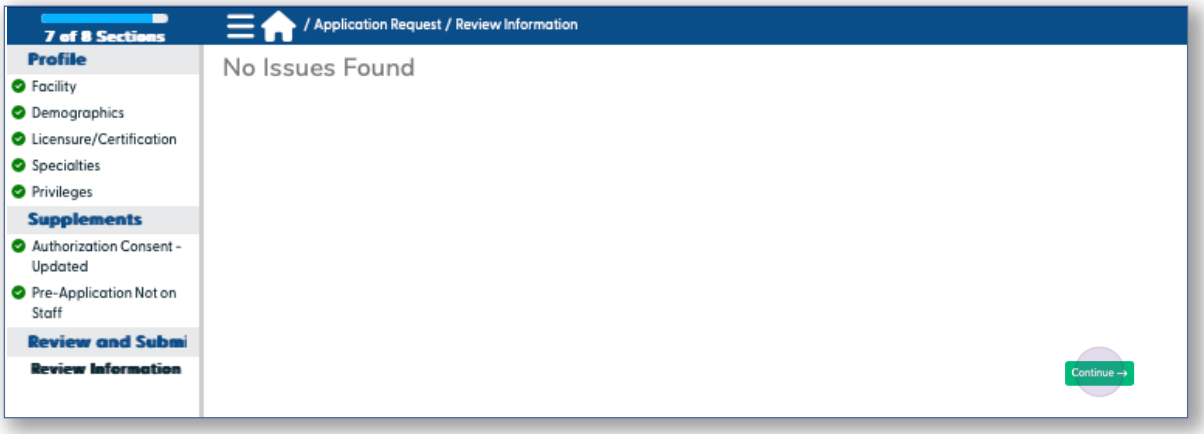


22. Select the correct option to answer to the question: “Has the application been completed by a proxy on the clinician’s behalf?” Note: If the answer is “yes,” the proxy needs to complete the “Proxy Authorization Form” on the Application Request website: https://forms.office.com/pages/responsepage.

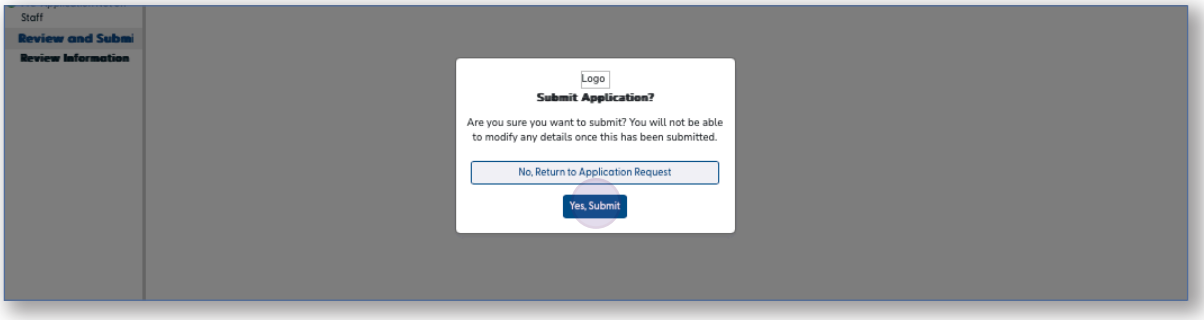
Then click “Continue.”



23. Click “Continue” at the bottom of the page.



24. Click “Yes, Submit” in the white box to submit your application request.



25. Once you’ve successfully submitted your pre-application request, you’ll see this “Application Submitted” confirmation.