

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

Initial Credentialing

Re-credentialing

APPLICATION INSTRUCTIONS

- ALL fields must be completed unless otherwise directed
- Additional instructions are **bolded** in *italics* on the application
- Submit completed application along with **all** required documentation

APPLICATION NOTES

- For the purposes of this application, "facility" is defined as a hospital; home health agency; skilled nursing facility; ambulatory surgery center; and inpatient, residential, and ambulatory behavior health facility
- As required by the facility contract and accrediting agencies, a completed application is required at the time of contracting and at least every 3 years thereafter
- Failure to complete this application in its entirety, including submission of required documentation may delay or suspend network participation
- The Minnesota Uniform Facility Credentialing Application may be used by other organizations

ATTACHMENTS

THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF ALL REQUIRED INFORMATION IS NOT SUBMITTED

	Copy of all current State and/or local licenses required to operate as a health care facility
	State / local license not required [Explanation Needed]
	Signed copy Medicare certification documents from CMS
	Copy of facility's current Commercial General Liability insurance certificate (not required by HealthPartners and UCare)
	Current copy of facility's Professional liability insurance certificate covering <u>all</u> facility employees (not required by HealthPartners and UCare)
	Copy of current accreditation letter or certificate
	Current copy of your onsite governmental licensing agency survey including facility's corrective action plan if deficiencies were cited, OR cover letter/e-mail from licensing agency stating facility is in substantial compliance with licensing standards

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

Submitting Instructions

- **Modification to the wording or format of this application will invalidate the application.**
- **Complete the application in its entirety and E-Mail application to the applicable Health Plan**

BlueCross Blue Shield: credentialing@bluecrossmn.com

Hennepin Health: HHCredentialing@hennepin.us

HealthPartners: qualityrecredentialing@healthpartners.com

Medica: www.medica.com/providers/join-our-provider-network/join-the-network
Or contact the Provider Service Center at 1 800-458-5512

PreferredOne: credentialing@preferredone.com

UCare: credentialinginfo@ucare.org

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

1. FACILITY IDENTIFICATION

CORPORATE IDENTIFICATION INFORMATION

FACILITY INFORMATION

FACILITY DOING BUSINESS AS NAME (as reflected on W-9)

STREET ADDRESS:		CITY:	STATE:	ZIP CODE:
COUNTY:	PHONE:	FAX:	WEBSITE:	

OFFICE ADMINISTRATOR (Name, Title, Email, Phone, Fax)

APPLICATION CONTACT PERSON (Name, Title, Email, Phone, Fax)

MAILING/CORRESPONDENCE ADDRESS

Check here if all correspondence can be directed to the facility location directly above.
Otherwise, complete the section below.

NAME

EMAIL

COUNTY

OFFICE ADMINISTRATOR (Name, Title, Email, Phone, Fax)

APPLICATION CONTACT PERSON (*Name, Title, Email, Phone, Fax*)

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

2. MEDICAL DIRECTOR OR EQUIVALENT

A Medical Director or equivalent must clearly be identified and must be licensed in good standing.

Name: MD DO Specialty:

License Number: NPI Number:

Phone Number: Email Address:

3. FACILITY TYPE

One box must be checked based on licensure status. If your provider type is not listed below, do NOT complete this application

MEDICAL

Ambulatory Surgery Center - Free Standing

Home Health Care Agency - Providing skilled nursing services

Hospital - All Types including Psychiatric (# of Medicare certified beds:)

Skilled Nursing Facility / Nursing Home (# of Medicare certified beds:)

BEHAVIORAL HEALTH

Adult Licensed Residential Crisis

Children's Residential Facility - Mental Health Treatment

Children's Residential Facility - Substance Abuse Treatment

Eating Disorders Residential Facility

Mental Health Residential Treatment, IRTS, or Residential Crisis

Partial Psych/Partial Hospitalization - Free standing only

Substance Abuse Treatment - Outpatient and / or Residential / Inpatient

Outpatient Treatment Program

FOR HOSPITALS ONLY

Does your Facility provide any of the following services?

Critical Access Hospital	Yes	No	Cardiac Surgery Program	Yes	No
Outpatient Dialysis	Yes	No	Physical Therapy	Yes	No
Critical Care Services - Intensive Care Unit (ICU)	Yes	No	Occupational Therapy	Yes	No
Diagnostic Radiology	Yes	No	Outpatient Infusion / Chemotherapy	Yes	No
Mammography	Yes	No	Speech Therapy	Yes	No
Genetic Counseling and Testing	Yes	No	Laboratory Services	Yes	No
Cardiac Catheterization Services	Yes	No			

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

4. FACILITY LICENSURE

Attach a copy of each Facility license for this facility. Do not submit Practitioner licenses. Residential Behavioral Health facilities must submit State license and Board & Lodging/Supervised Living license.

Licensing Agency	License Number	Effective date	Expiration Date

5. MEDICARE STATUS

Is this facility/program/agency Medicare certified? YES NO

If Yes: Medicare number: Date of initial Certification:

Check here if facility is not eligible for Medicare certification.

6. ACCREDITATION

The Facility being credentialed must be listed in the accreditation

AAAASF - American Association for Accreditation of Ambulatory Surgery Facilities
AAAHC - Accreditation Association for Ambulatory Health Care
ACHC - Accreditation Commission for Health Care
CARF - Commission on Accreditation of Rehabilitation Facilities
CCAC - Continuing Care Accreditation Commission
CHAP - Community Health Accreditation Program
COA - Council on Accreditation
DNV / NIAHO - Det Norske Veritas/National Integrated Accreditation for Healthcare Organizations
HFAP - Healthcare Facilities Accreditation Program
TJC - The Joint Commission (Formerly known as JCAHO)

1. Date of last full site survey by accrediting body:

2. Site survey is scheduled:

3. Effective date of accreditation: through

Facility is not currently accredited. Complete Non Accredited Facility Section below.

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

7. NON ACCREDITED FACILITY

Complete this section if facility is not accredited.

Medical Facility: Has your State completed an onsite licensing review or has CMS certification survey within the past 36 months?

YES - Date of most recent onsite survey:

Attach copy of the most recent onsite licensing/certification survey along with your Corrective Action Plan (CAP), if deficiencies were cited; OR attach a letter or email from the licensing/certification agency stating that the facility is in substantial compliance with the most recent survey standards.

NO - Successful completion of a health plan onsite visit will be required to complete re/ credentialing. You will be contacted by health plan to schedule the visit.

If your State has not had a Services Site survey within the past 36 months, please note when your next site survey is scheduled:

Behavioral Health Facility: Has your State completed an onsite licensing site review within the past 36 months?

YES- Date of most recent onsite survey:

Attach copy of the most recent onsite licensing/certification survey along with your Corrective Action Plan (CAP), if deficiencies were cited; OR attach a letter or email from the licensing/certification agency stating that the facility is in substantial compliance with the most recent survey standards.

NO – Successful completion of a health plan onsite visit will be required to complete re/credentialing. You will be contacted by health plan to schedule the visit.

If you have not had a State site survey within the past 36 months, please note when your next site survey is scheduled:

8. HEALTH PLAN SITE VISIT:

Does your branch or satellite location(s) follow the same policies and procedures as your main facility?

Yes - Fill out the attached Policy and Procedure Attestation on the page 7.

No - When the health plan contacts you to schedule the health plan site visit, it will be determined if site visits are required for the branch/satellite locations.

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

POLICY ATTESTATION

Please list any other facilities under the same name and/or tax id number as name of facility, specialty and location listed on this application.

If your facility follows the same policies and procedures as your main facility, the **Health Plan** may limit a site visit to the main facility so long as the policies and procedure are the same.

Attestation:

I, the undersigned authorized agent, hereby attest and certify that (name of facility, specialty and location) shares the same policies and procedures as: (list all facilities, specialty and locations)

Facility Name	Specialty	Location	TIN	NPI

Signature of Authorized Representative

_____/_____/_____
Date Signed

Printed Name

Title

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

9. CREDENTIALING PROGRAM

Indicate how credentialing is ensured for all health care professionals employed or contracted at the facility:

Credentialing procedures are performed internally

Credentialing procedures are outsourced/delegated to:

Name : _____ Phone Number: _____

10. INSURANCE COVERAGE (This information is not needed for approval for the following HealthPartners and UCare)

1. This facility is covered by **Commercial General** liability insurance in the minimum amount of

\$ per occurrence and \$ aggregate? (Excess liability/Umbrella coverage can count toward the
\$ aggregate amount.)

YES - ***Attach copy of insurance certificate.*** We prefer the Acord® Certificate of Liability Coverage form.

NO - Please obtain the required amount of coverage before submitting this application.

Facility is covered by Government insurance. – ***Attach documentation detailing coverage.***

2. Is this facility covered by **Professional** liability insurance in the minimum amount of \$1 million per occurrence and \$3 million aggregate? Policy must state it covers all facility employees.
(Excess liability/Umbrella coverage can count toward the \$3 million aggregate amount.)

YES - ***Attach copy of insurance certificate.*** We prefer the Acord® Certificate of Liability Coverage form.

NO - Please obtain the required amount of coverage before submitting this application.

Facility is covered by Government insurance. - ***Attach documentation detailing coverage.***

NOTE: Hospitals may require additional insurance coverage amounts if the hospital has over 100 beds (\$5 million occurrence/\$5 million aggregate).

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

FACILITY CREDENTIALING APPLICATION LANGUAGES

- *Check all languages spoken by facility/agency/program staff fluently enough to treat patients/clients who speak only that language.*
- *Indicate if Sign Language and/or an Interpreter Service is available at your facility*

	AFRIKAANS	HILIGAYNON	OROMO
	AKAN	HINDI	PAKASTANI
	ARABIC	HINDU	PERSIAN
	ARABIC NORTH LEVAN	HMONG	POLISH
	ARMENIAN	IBO OF NEGERIA	PORTUGUESE
	ASSAMESE	ICELANDIC	ROMANIAN
	BENGA	INDONESIAN	RUSSIAN
	BENGALI	IOLCANO	SERBIAN
	BOSNIAN	ITALIAN	SINDHI
	BULGARIAN	KANNADA	SINHALA
	BURMESE	KAREN	SLAVIC
	CAMBODIAN	KASHMIRI	SLOVENIAN
	CANTONESE	KISII	SOMALI
	CHILEAN	KISWAHILI	SPANISH
	CHINESE	KONKANI	SWAHILI
	CHINESE MANDARIN	KOREAN	SWEDISH
	CROATIAN	KUNIAN	TAGALOG
	CZECH	KURDISH	TAIWANESE
	DANISH	LATIAN	TAMIL
	DUTCH	LAOTIAN	TELUGU
	EGYPTIAN	LATVIAN	THAI
	ESAN	LIINGALA	TIGRIGNA
	EATONIAN	LITHUANIAN	TSWANA
	FARSI	LUGANDA	TURKISH
	FILIPINO	LUO	TURKMEN
	FINNISH	MALAY	UKRANIAN
	FLEMISH	MALATALAM	URDU
	FRENCH	MANDARI	VIETNAMESE
	GERMAN	MANDINKA	WELSH
	GREEK	MARATHI	WOLOF
	GUJARATI	NEPALI	YIDDISH
	HAITIAN CREOLE FRENCH	NORWEGIAN	YORUBA
OTHER:			
	AMERICAN SIGN LANGUAGE		INTERPRETER SERVICE UTILIZED BY FACILITY

MINNESOTA UNIFORM FACILITY CREDENTIALING APPLICATION

11. NON -MEDICARE CERTIFIED HOME CARE AGENCY SECTION

Complete this section ONLY if the facility is a Home Care Agency that is not Medicare (CMS) certified. Answer ALL questions.

1. Indicate the age range of clients accepted. _____ to _____

2. Number of agency employees in each category:

- Registered Nurses (RN):
- Licensed Practical Nurses (LPN):
- Home Health Aide:
- Other

3. Give reason(s) this home care agency has not pursued/been granted Medicare certification.

12. PROVIDER INTEGRITY ATTESTATION OR ELECTRONIC SIGNATURE

I, the undersigned authorized agent, hereby attest and certify that all statements on this entire Application are true, accurate and complete to the best of my knowledge. I fully understand that any falsification of information or omissions from this Application may be grounds for denial of this Application as a participating provider.

I further understand, as an authorized agent of the applicant, that I and the organization have the burden of producing adequate information for the proper evaluation of the organization's competence, character, and ethics in resolving doubts about such qualifications.

I warrant that I have the authority to sign this application on behalf of the entity for which I am signing in a representative capacity.

Signature of Authorized Representative

Printed Name of Authorized Representative

Date Signed

Authorized Representative's Title