

Hiring Manager Checklist

To initiate Credentialing/Enrollment Process

(The Credentialing Application Request (CAR form) cannot be submitted without the following information)

1.	Send CV to Credentialing/Enrollment Liaison (CEL). <ul style="list-style-type: none"> - Ensure the CV is in month year format to include Education\training and practice history. Credentialing cannot be initiated if not in this format. - Letter of Offer or Letter of Academic Title (LAT)
2.	Identify Practice Entity: a. UNMH b. UNMMG
3.	Determine practice location(s):
4.	Document Applicant Information (if not already on the CV): Date of Birth: _____ Primary Specialty and Sub Specialties: _____ Email Address: _____ Current Contact Phone Number: _____
5.	Submit completed Photo ID form whenever possible
6.	Clearly define who the applicant will be employed/not employed by: a. UNM SOM b. UNM HR c. UNMH d. UNMMG e. UNM GME f. Contract/PSA g. Community Provider h. Pure Volunteer
7.	Is billing packet needed? If YES: a. Are they a PCP, Specialist, or Behavioral Health provider? b. Who will assist with the billing packet? c. Determine/Provide Billing areas. d. Any Special Instructions for Provider Directory?
8.	Set 60 - 90 Day expectation to complete the credentialing process - or longer if not yet licensed. List the anticipated date of hire/practice start date: _____

Note this does not address the pre-provisioning needs