

# Idaho Practitioner Credentials Verification Application

## To use the Idaho Practitioner Application (IPA), follow these instructions

- ❖ Complete the application in its entirety using black or blue ink. **Keep an unsigned and undated copy of the application on file for future requests.** When a request is received, send a copy of the completed application, making sure that all information is complete, current and accurate. Please sign and date pages 9 and 11. Please document any YES responses on the Attestation Question page.
- ❖ **Prior to submitting this application to any health care related organization, inquire with the organization, as you may need authorization (through a pre-application process) before the application is accepted.** Identify the health care related organization(s) to which this application is being submitted in the space provided below.
- ❖ Attach copies of requested documents each time the application is submitted.
- ❖ If changes must be made to the completed application, strike out the information and write in the modification, initial and date.
- ❖ If a section does not apply to you, please check the provided box at the top of the section.
- ❖ Expect addendums from the requesting organizations for information not included on the IPA.

This application is submitted to
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<b>I. INSTRUCTIONS</b>	<p>This form should be <b>typed or legibly printed in black or blue ink</b>. If more space is needed than provided, attach additional sheets and reference the question being answered. <i>Please do not use abbreviations</i>. <b>Current copies of the following documents must be submitted with this application</b> (all are required for MDs, DOs; as applicable for other health practitioners). If not available, indicate why.</p> <ul style="list-style-type: none"> <li>State Professional License(s)</li> <li>DEA Certificate w/ Idaho address</li> <li>ECFMG (if applicable)</li> <li>ISBP Certificate</li> </ul> <ul style="list-style-type: none"> <li>Passport photo (for hospitals only)</li> <li>Face Sheet of Professional Liability Policy or Certificate</li> <li>Curriculum Vitae (Not an acceptable substitute for completing the application.)</li> </ul> <p style="text-align: center; color: red; font-weight: bold;">** All sections must be completed in their entirety.**</p>
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<b>II. PRACTITIONER INFORMATION</b>	Last name (include suffix; Jr., Sr., III)		First (do not abbreviate)		Middle (do not abbreviate)	
	Other name(s) under which you have been known by reference, licensing and or educational institutions?				Degree(s)	
	Home telephone number		Pager number		Cell number	E-mail address
	Home mailing address		City		State	Zip code
	Birth date	Birth place (city, state, country)		Social security number		Citizenship
	Languages spoken by practitioner		Type of Provider <input type="checkbox"/> PCP <input type="checkbox"/> Urgent Care <input type="checkbox"/> Specialist			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	NPI	Medicare UPIN		Medicare number (ID)		Medicaid number(s)
	Other professional interests in practice, research, etc.		Taxonomy (10-digit code identifying specialty or subspecialty)			Subspecialties

<b>III. PRACTICE INFORMATION</b>	<b>Effective Date at Primary Practice location</b> _____					
	Name of practice, affiliation or clinic name				Department name (if hospital based)	
	Primary office street address		City		State	Zip code
	Patient appointment telephone number		Fax number		Name affiliated with tax ID number	Federal tax ID number
	Mailing address (if different from above)		City		State	Zip code

<b>III. PRACTICE INFORMATION (CONTINUED)</b>	Billing address (if different from above)		City	State	Zip code
	Office manager / Administrator name		Administration telephone number	Fax number	E-mail address
	Credentialing contact (if different from above)		Credentialing telephone number	Fax number	E-mail address
	<b>Effective Date at Secondary Practice location</b> _____				
	Name of secondary practice, affiliation or clinic name			Department name (if hospital based)	
	Secondary office street address		City	State	Zip code
	Patient appointment telephone number		Fax number	Name affiliated with tax ID number	Federal tax ID number
	Mailing address (if different from above)		City	State	Zip code
	Billing address (if different from above)		City	State	Zip code
	Office manager / Administrator name		Administration telephone number	Fax number	E-mail address
Credentialing contact (if different from above)		Credentialing telephone number	Fax number	E-mail address	

**List other office locations with above information on a separate sheet.**

<b>IV. PROFESSIONAL LICENSURE</b>	Idaho State professional license/registration/certificate number			Status <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Temporary	
	Issue date	Expiration date	<b>Name of sponsor if required by licensure, (i.e. Physician's Assistant).</b>		
	Drug Enforcement Administration (DEA) registration number		Issue date	Expiration date	
	State controlled substance certificate number		Issue date	Expiration date	
	ECFMG number (applicable to foreign medical graduates)			Date issued	

<b>V. ALL OTHER PROFESSIONAL LICENSES</b>	State	License/registration/certificate number	Date issued	
	Expiration date	Year relinquished	Reason	
	State	License/registration/certificate number	Date issued	
	Expiration date	Year relinquished	Reason	
	State	License/registration/certificate number	Date issued	
	Expiration date	Year relinquished	Reason	

<b>VI. UNDER-GRADUATE EDUCATION</b>	Name of college or university				Does Not Apply <input type="checkbox"/>
	Degree received		Graduation date		
	Mailing address		City	State	Zip code
	Name of college or university				
	Degree received		Graduation date		
	Mailing address		City	State	Zip code

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>VII. MEDICAL/PROFESSIONAL EDUCATION</b>	Medical/Professional school						
	Start date		Graduation date		Degree received		
	Mailing address			City		State	Zip code
				Phone		Fax	
	Medical/Professional School						
	Start date		Graduation date		Degree received		
	Mailing address			City		State	Zip code
				Phone		Fax	

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>VIII. GRADUATE EDUCATION</b>	Institution				Does Not Apply <input type="checkbox"/>		
	Program or course of study			Faculty director			
	Mailing address			City		State	Zip code
	Dates attended (     /     ) - (     /     )			Phone		Fax	

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>IX. INTERNSHIP/PGYI</b>	Institution				Does Not Apply <input type="checkbox"/>		
	Program director						
	Mailing address			City		State	Zip code
	Start date		Completion date		Phone		Fax
	Type of internship			Specialty			
	Did you successfully complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", please explain on separate sheet.)						

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>X. RESIDENCIES</b>	Institution				Does Not Apply <input type="checkbox"/>		
	Program director						
	Mailing address			City		State	Zip code
	Start date		Completion date		Phone		Fax
	Type of residency			Specialty			
	Did you successfully complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", please explain on separate sheet.)						
	Did you successfully complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", please explain on separate sheet.)						

**(Do not abbreviate) (Attach additional sheet if necessary)**

XI. FELLOWSHIPS	Institution <span style="float: right;">Does Not Apply <input type="checkbox"/></span>					
	Program director					
	Mailing address			City	State	Zip code
	Start date		Completion date	Phone	Fax	
	Course of study					
	Did you successfully complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", please explain on separate sheet.)					
	Institution <span style="float: right;">Does Not Apply <input type="checkbox"/></span>					
	Program director					
	Mailing address			City	State	Zip code
	Start date		Completion date	Phone	Fax	
Course of study						
Did you successfully complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", please explain on separate sheet.)						

**(Do not abbreviate) (Attach additional sheet if necessary)**

XII. PRECEPTORSHIP	Institution <span style="float: right;">Does Not Apply <input type="checkbox"/></span>					
	Department chairman					
	Mailing address			City	State	Zip code
	Start date		Completion date	Phone	Fax	
	Training					

**(Do not abbreviate) (Attach additional sheet if necessary)**

XIII. FACULTY APPOINTMENT	Institution <span style="float: right;">Does Not Apply <input type="checkbox"/></span>					
	Faculty director					
	Mailing address			City	State	Zip code
	Start date		Completion date	Phone	Fax	
	Position					

**(Do not abbreviate) (Attach additional sheet if necessary)**

XIV. BOARD CERTIFICATION	Are you board or otherwise professionally certified? <span style="float: right;">Does Not Apply <input type="checkbox"/></span>					
	<input type="checkbox"/> Yes If "Yes", please complete below			<input type="checkbox"/> No If "No", describe your intent for certification, if any, and dates of testing for Certification on separate sheet.		
	Issuing Board/Entity	State Issued	Specialty	Date Certified	Date Recertified	Expiration Date (if any)
	Have you applied for certification other than those indicated above? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, list certification and date						
If you participate in a specialty which does not have board certification, please indicate specialty						

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>XV. OTHER CERTIFICATIONS</b>	<b>ACLS, BLS, ATLS, PALS, NRP, NALS</b> (i.e., Fluoroscopy, Radiography, etc. – Attach certificate if applicable)		<b>Does Not Apply</b> <input type="checkbox"/>
	Type	Number	Expiration date
	Type	Number	Expiration date
	Type	Number	Expiration date

<b>XVI. HOSPITAL AND OTHER INSTITUTIONAL AFFILIATIONS</b>	<b>Does Not Apply</b> <input type="checkbox"/>
	Please list in <b>reverse chronological order (with the current affiliation(s) first)</b> all institutions where you (A) have current affiliations, (B) applications in process, (C) have had previous affiliations or, if no current affiliation, (D) have a current coverage plan. This includes hospitals, surgery centers, institutions, corporations, military assignments, or government agencies. If more space is needed, attach additional sheet(s). List only affiliations here, list employment in section XVII, Work History.

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>A. CURRENT AFFILIATIONS</b>	Name of primary facility (Do you have admitting privileges? <input type="checkbox"/> Yes <input type="checkbox"/> No)				
	Department	Department / Clinical Chair	Status (active, provisional, courtesy, temporary, etc.)		
	Mailing address		City	State	Zip code
	Phone number	Fax number	Appointment date		
	Name of secondary facility (Do you have admitting privileges? <input type="checkbox"/> Yes <input type="checkbox"/> No)				
	Department	Department / Clinical Chair	Status (active, provisional, courtesy, temporary, etc.)		
	Mailing address		City	State	Zip code
	Phone number	Fax number	Appointment date		
	Name of other facility (Do you have admitting privileges? <input type="checkbox"/> Yes <input type="checkbox"/> No)				
	Department	Department / Clinical Chair	Status (active, provisional, courtesy, temporary, etc.)		
	Mailing address		City	State	Zip code
	Phone number	Fax number	Appointment date		

**(Do not abbreviate) (Attach additional sheet if necessary)**

<b>B. APPLICATIONS IN PROCESS</b>	Hospital/Institution				
	Mailing address		City	State	Zip code
	Phone number	Fax number	Date application submitted		
	Hospital/Institution				
	Mailing address		City	State	Zip code
	Phone number	Fax number	Date application submitted		

**(Do not abbreviate) (Attach additional sheet if necessary)**

C. PREVIOUS AFFILIATIONS	Name of facility <span style="float: right;">Does Not Apply <input type="checkbox"/></span>				
	Department		Department / Clinical Chair		
	Mailing address		City	State	Zip code
	Phone number	Fax number	Previous status (active, provisional, courtesy, temporary, etc.)		
	Reason for leaving			Appointment date (from– to)	
	Name of facility				
	Department		Department / Clinical Chair		
	Mailing address		City	State	Zip code
	Phone number	Fax number	Previous status (active, provisional, courtesy, temporary, etc.)		
	Reason for leaving			Appointment date (from– to)	
	Name of other facility				
	Department		Department / Clinical Chair		
Mailing address		City	State	Zip code	
Phone number	Fax number	Previous status (active, provisional, courtesy, temporary, etc.)			
Reason for leaving			Appointment date (from– to)		

**(for those without admitting privileges)**

D. INPATIENT COVERAGE PLAN	<b>Please attach signed letter of agreement from the physician or group representative that admits and manages the inpatient care for your patients.</b> <span style="float: right;">Does Not Apply <input type="checkbox"/></span>	
	Name of admitting physician/practice/clinic/group	Hospital where privileged

**(Do not abbreviate) (Attach additional sheet if necessary)**

XVII. WORK HISTORY	<b>Chronologically list all work history activities since completion of professional training (use extra sheets if necessary). This information must be complete. A curriculum vitae is <u>not</u> sufficient.</b>				
	Name of current practice/employer				
	Contact name	Telephone number	Fax number	From	To
	Mailing address		City	State	Zip code
	Name of practice/employer				
	Contact name	Telephone number	Fax number	From	To
Mailing address		City	State	Zip code	
Reason for leaving					

<b>XVII. WORK HISTORY (CONTINUED)</b>	Name of practice/employer				
	Contact name	Telephone number	Fax number	From	To
	Mailing address		City	State	Zip code
	Reason for leaving				
	<b>Please account for all gaps in time between date of medical / professional school graduation to present not covered elsewhere within this application. Include dates, activity and names where applicable.</b>				
	Activity / Name		From	To	

*(Do not abbreviate)*

<b>XVIII. PROFESSIONAL AFFILIATIONS</b>	Please list membership in all professional societies. Complete Name of Society		Date Joined	Current Member	
				Yes	No

<b>XIX. PEER REFERENCES</b>	<b>List three professional references, from your specialty area, not including relatives, who have worked with you in the past two years. References must be from individuals who through recent observation, are directly familiar with your work and can attest to your clinical competence in your specialty area. One reference must be from same discipline.</b>				
	Name of reference		Title and specialty		
	Mailing address		City	State	Zip code
	E-mail address	Telephone number	Fax number	Cell phone number (optional)	
	Name of reference		Title and specialty		
	Mailing address		City	State	Zip code
	E-mail address	Telephone number	Fax number	Cell phone number (optional)	
	Name of reference		Title and specialty		
	Mailing address		City	State	Zip code
	E-mail address	Telephone number	Fax number	Cell phone number (optional)	

(Do not abbreviate)

<b>XX. PROFESSIONAL LIABILITY</b>	Current insurance carrier		Policy number			
	Mailing address		City	State	Zip code	
	Phone number		Fax number		Origination (retroactive) date	
	Per claim amount	Aggregate amount		Effective date	Expiration date	
	<b>Please list ALL professional liability carriers within the past ten years</b>					
	Name of carrier			Policy number		
	Mailing address		City	State	Zip code	
	Phone number		Fax number		From	To
	Name of carrier			Policy number		
	Mailing address		City	State	Zip code	
	Phone number		Fax number		From	To
	Name of carrier			Policy number		
	Mailing Address		City	State	Zip code	
Phone number		Fax number		From	To	

<b>XXI. PROFESSIONAL LIABILITY ACTION DETAIL – CONFIDENTIAL</b>	Practitioner name(print or type)		<b>Does Not Apply</b> <input type="checkbox"/>
	Please list any past or current professional liability claim(s) or lawsuit(s), in which allegations of professional negligence were made against you, whether or not you were individually named in the claim or lawsuit. Please do not include patient names or other HIPAA protected health information (PHI). Photocopy this page as needed and submit a separate page for EACH claim/event. A legible signed practitioner narrative that addresses all of the following details is an acceptable alternative.		
	Date and clinical details of the incident, with preceding events		
	Date	Details	
	Your role and specific responsibility in the incident		
	Subsequent events, including patient's clinical outcome		
	Date suit or claim was filed		
	Name and Address of Insurance Carrier that handled the claim		
	Your status in the legal action (primary defendant, co-defendant, other)		
	Current status of suit or other action		
	Date of settlement, judgment, or dismissal		
	If case was settled out-of-court, or with a judgment, settlement amount attributed to you? \$		

**IDAHO PRACTITIONER ATTESTATION QUESTIONS - To be completed by the practitioner**

Please answer all of the following questions. If your answer to any of the following questions is "Yes", provide details as specified on a separate sheet. *If you attach additional sheets, sign and date each sheet.*

<b>A. PROFESSIONAL SANCTIONS</b>		<b>Yes</b>	<b>No</b>
①	Have you ever been, or are you now in the process of being denied, revoked, terminated, suspended, restricted, reduced, limited, sanctioned, placed on probation, monitored, or not renewed for any of the following? Or have you voluntarily or involuntarily relinquished, withdrawn, or failed to proceed with an application for any of the following in order to avoid an adverse action or to preclude an investigation or while under investigation relating to professional competence or conduct?		
		<b>Yes</b>	<b>No</b>
a.	License to practice any profession in any jurisdiction		
b.	Other professional registration or certification in any jurisdiction		
c.	Specialty or subspecialty board certification		
d.	Membership on any hospital medical staff		
e.	Clinical privileges at any facility, including hospitals, ambulatory surgical centers, skilled nursing facilities, etc.		
f.	Medicare, Medicaid, FDA, governmental, national or international regulatory agency or any public program		
g.	Professional society membership or fellowship		
h.	Participation/membership in an HMO, PPO, IPA, PHO or other entity		
i.	Academic Appointment		
j.	Authority to prescribe controlled substances (DEA or other authority)		
②	Have you ever been subject to review, challenges, and/or disciplinary action, formal or informal, by an ethics committee, licensing board, medical disciplinary board, professional association or education/training institution?		
③	Have you been found by a state professional disciplinary board to have committed unprofessional conduct as defined in applicable state provisions?		
④	Have you ever been the subject of any reports to a state, federal, national data bank, or state licensing or disciplinary entity?		
<b>B. CRIMINAL HISTORY</b>		<b>Yes</b>	<b>No</b>
①	Have you ever been charged with a criminal violation (felony or misdemeanor) resulting in either a plea bargain, conviction on the original or lesser charge, or payment of a fine, suspended sentence, community service or other obligation?		
a.	Do you have notice of any such anticipated charges?		
b.	Are you currently under governmental investigation?		
<b>C. AFFIRMATION OF ABILITIES</b>		<b>Yes</b>	<b>No</b>
①	Do you presently use any drugs illegally?		
②	Do you have, or have you ever had, any physical condition, mental health condition, or chemical dependency condition (alcohol or other substance) that affects or could affect your current ability to practice with or without reasonable accommodation? If reasonable accommodation is required, specify the accommodations required. <u>If the answer to this question is yes</u> , please identify and describe any rehabilitation program in which you are or were enrolled which assures your ability to adhere to prevailing standards of professional performance.		
③	Are you unable to perform any of the services/clinical privileges required by the applicable participating practitioner agreement/hospital agreement, with or without reasonable accommodation, according to accepted standards of professional performance?		
<b>D. LITIGATION AND MALPRACTICE COVERAGE HISTORY (If you answer "Yes" to any of the questions in this section, please document in Section XXI. PROFESSIONAL LIABILITY ACTION DETAIL of this application.)</b>			
①	Have allegations or claims of professional negligence been made against you at any time, whether or not you were individually named in the claim or lawsuit?		
②	Have you or your insurance carrier(s) ever paid any money on your behalf to settle/resolve a professional malpractice claim (not necessarily a lawsuit) and/or to satisfy a judgement (court-ordered damage award) in a professional lawsuit?		
③	Are there any such claims being asserted against you now?		
④	Have you ever been denied professional liability coverage or has your coverage ever been terminated, not renewed, restricted, or modified (e.g. reduced limits, restricted coverage, surcharged)?		
⑤	Are any of the privileges that you are requesting <u>not</u> covered by your current malpractice coverage?		
<b>E. ATTESTATION</b>			
I warrant that all the statements made on this form and on any attached information sheets are complete, accurate, and current. I understand that any material misstatements in, or omissions from, this statement constitute cause for denial of membership or cause for summary dismissal from the entity to which this statement has been submitted.			
_____		_____	_____
Typed or printed name		Signature	Date

**XXII. ATTESTATION**

I certify the information in this entire application is complete, accurate, and current. I acknowledge that any misstatements in or omissions from this application constitute cause for denial of membership or cause for summary dismissal from the entity to which this statement has been made. A photocopy of this application has the same force and effect as the original. I have reviewed this information as of the most recent date listed below.

Print Name Here \_\_\_\_\_

Signature \_\_\_\_\_  
(Stamped signature is not acceptable)

Date \_\_\_\_\_

**Review dates and initials**

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