



90-DAY CREDENTIALING & CAQH CHECKLIST

A one-page tracker for independent acupuncturists, massage therapists and integrative practices

DAYS 1-15 | FOUNDATION + CAQH

■ Type 1 NPI: _____	■ Type 2 NPI: _____
■ Taxonomy code(s): _____	■ Tax ID / EIN confirmed
■ NPI taxonomy matches state license	■ CAQH ProView profile complete
■ State license PDF uploaded	■ Malpractice declaration uploaded
■ IRS Form W-9 uploaded	■ 5-year work history complete / gaps explained
■ Payers authorized to access CAQH	■ CAQH last attested: _____ Next due: _____

DAYS 16-45 | PANEL APPLICATIONS

- Confirm whether payer credentials directly or through a specialty network / ASH
- Submit appropriate commercial payer applications
- Save every application / tracking reference number
- Record submission date and provider-enrollment contact

PAYER / NETWORK	SUBMITTED	REF #	CONTACT / STATUS
Aetna	_____	_____	_____
UnitedHealthcare	_____	_____	_____
Cigna	_____	_____	_____
BCBS / Anthem / Regional	_____	_____	_____
ASH / Other carve-out	_____	_____	_____

DAYS 46-75 | 30-DAY FOLLOW-UP

- Application assigned to a credentialing coordinator?
- Payer successfully pulled active CAQH profile?
- Any missing documents or application flags?
- Credentialing Committee review pending / scheduled?

DATE	PAYER	REP / TICKET #	NEXT ACTION / FOLLOW-UP DATE
_____	_____	_____	_____
_____	_____	_____	_____

DAYS 76-90+ | CONTRACT + GO LIVE

- Credentialing approval received
- Participation agreement reviewed
- Fee schedule reviewed before signing
- Official effective date: _____
- Countersigned contract received
- Do NOT treat as in-network before effective date
- EDI 837 claim routing activated
- ERA 835 remittance routing activated

DO NOT MISS	CAQH requires re-attestation every 120 days . Keep the next date on your calendar while applications are under review.
FINAL CHECK	Approval is not the same as an effective date. Confirm the official contract effective date before treating patients as in-network.

Holbie Credentialing Tracker | Keep this page with your enrollment records and update it after every payer contact.