

**SOUTH CAROLINA UNIFORM MANAGED CARE PRACTITIONER  
CREDENTIALS UPDATE FORM**

(Note: The following information will be held strictly confidential.)

**I. DEMOGRAPHIC DATA**

A. Name in Full: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

B. Practice Name: \_\_\_\_\_

Primary Care Physician:  Yes  No Specialty: \_\_\_\_\_

C. Social Security Number: \_\_\_\_\_ NPI: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Group NPI: \_\_\_\_\_

D. Address: \_\_\_\_\_

Office (appointment) Phone #: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

Office Credentialing Contact Person: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

E. Primary Admitting Facility: \_\_\_\_\_

Are your hospital privileges active and in good standing?  Yes  No

If you do not admit, please list your admitting plan or the physician that covers your hospitalized patients:

\_\_\_\_\_

Do you speak any foreign languages?  Yes  No If so, please specify: \_\_\_\_\_

Are you accepting new patients?  Yes  No Do you currently accept Medicaid?  Yes  No

Describe any limitations (other than gender listed below): \_\_\_\_\_

Male Only  Female Only  Both/No Restrictions

**PLEASE ENCLOSE A COPY OF YOUR CURRENT MALPRACTICE COVERAGE.**

Carrier Name: \_\_\_\_\_ Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

F. Office Email Address (required): \_\_\_\_\_

G. Practice Website Address (if any): \_\_\_\_\_

**II. CERTIFICATION EDUCATION UPDATE**

A. Are you currently board certified?  Yes  No Certified by American Board of: \_\_\_\_\_

Specialty: \_\_\_\_\_ Date Certified: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Secondary Board Certification: \_\_\_\_\_ Date Certified: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

B. Medical School: \_\_\_\_\_ Month/Year of Graduation: \_\_\_\_\_

C. Professional License Number Where Currently in Practice: \_\_\_\_\_

**III. PLEASE ANSWER THE FOLLOWING QUESTIONS** (This section must be completed by the practitioner.):

Managed Care Organizations must have updated liability information and written explanations to begin the recredentialing process. (If you answer "Yes" to any of the questions listed below, please enclose a detailed explanation.)

1. Do you have any pending misdemeanor or felony charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. In the past three years have you been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. In the past three years has your license to practice medicine in any jurisdiction been voluntarily or involuntarily denied, restricted, suspended, challenged, revoked, conditioned or otherwise limited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. In the past three years and up to and including the present, have you had any ongoing physical or mental impairment or condition which would make you unable, with or without reasonable accommodations, to perform the essential functions of a practitioner in your areas of practice, or unable to perform those essential functions without a direct threat to the health and safety of others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Considering the essential functions of a practitioner in your area of practice, in the past three years and up to and including the present, have you suffered from any communicable health condition that could pose a significant health and safety risk to your patients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. In the past three years have you been publicly reprimanded or disciplined by a professional licensing agency or board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. In the past three years has your DEA certification or state-controlled drug permit been restricted, suspended, revoked, voluntarily relinquished or otherwise limited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. In the past three years have any of your privileges or memberships at any hospital or institution been denied, suspended, reduced, revoked, not renewed or otherwise limited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. In the past three years has your participation in Medicare, Medicaid or any other government program been limited or curtailed, or have you voluntarily excluded yourself from any of these programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. In the past three years has your participation in an Insurance Company network been limited or terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. In the past three years and up to the present, have you had a history of chemical dependency or substance abuse that might affect your ability to competently and safely perform the essential functions of a practitioner in your area of practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. In the past three years and up to and including the present, have you had or do you have any mental or physical condition or do you take any medications that might affect your ability to competently and safely perform the essential functions of a practitioner in your area of practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. In the past three years has any malpractice carrier made an out-of-court settlement or paid a judgment of a medical malpractice claim on your behalf, or are any medical malpractice suits pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. In the past three years has your professional liability insurer placed conditions or restrictions on your coverage or ability to get coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**(THE ABOVE INFORMATION WILL BE HELD STRICTLY CONFIDENTIAL)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*Must be signed in ink.*

*EACH SUBMISSION REQUIRES AN ORIGINAL SIGNATURE AND CURRENT DATE.*

*Rubber Stamped and Electronic Signatures Are Not Acceptable.*

**Practitioners have the right to review information obtained to evaluate their credentialing and recredentialing applications.**

**IV. AUTHORIZATION:**

**I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS CREDENTIALS UPDATE FORM AND ALL ITS ATTACHMENTS ARE ACCURATE, COMPLETE AND TRUE.**

I understand that:

- A. Any misrepresentation, misstatement or omission of a relevant fact in connection with this application may result in denial of my application or termination of my participation in the Managed Care Organization.
- B. It is my responsibility to promptly advise the Managed Care Organization in writing within 30 days of any changes or additions to the information contained in this application.
- C. All the information contained in this application or attachments is subject to the Managed Care Organization's investigation and review.

**NOTICE:** The National Practitioner Data Bank may be queried. If you are not recredentialed for reasons relating to professional conduct or professional competence, which reasons include misrepresenting, misstating or omitting a relevant fact in connection with your credentials, the rejection may be reported to The National Practitioner Data Bank.

I authorize the Managed Care Organization to consult with administrators and members of the medical staffs of hospitals or institutions with which I have been or am currently associated, and with others, including, without limit, past and present malpractice carriers, who may have information bearing on my professional competence, character and ethical qualifications. I further consent to the inspection by agents, employees, contractors, affiliates or other representatives of the Managed Care Organization of all documents that may be material to an evaluation of my professional competence, character and ethical qualifications. A PHOTOCOPY OF THIS DOCUMENT SHALL BE EFFECTIVE.

I release from liability the Managed Care Organization and all representatives of the Managed Care Organization for their acts performed in good faith and without malice or negligence in connection with evaluating my application and my credentials and qualifications, and I release from any liability any and all individuals and organizations who provide information to the Managed Care Organization in good faith and without malice or negligence concerning my professional competence, character and ethics. I consent to the release and exchange of information as allowed by law relating to any application, investigation, disciplinary action, suspension or curtailment or participating status, membership and/or privileges of any type to or from the Managed Care Organization.

If I am recredentialed by the Managed Care Organization, I consent to the Managed Care Organization's inspection of my patient records as allowed by law, necessary for its peer and utilization review and quality assessment purposes and agree to be bound by the Managed Care Organization's participation agreement, credentialing plan, policies, procedures and provider manual.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EACH SUBMISSION REQUIRES AN ORIGINAL SIGNATURE AND CURRENT DATE.  
ELECTRONIC AND RUBBER STAMPED SIGNATURES ARE NOT ACCEPTABLE.**

**V. ADDITIONAL SATELLITE OFFICE INFORMATION**

Satellite Office #1 Address: _____ _____	Office #1 Phone: _____ Office #1 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	
Satellite Office #2 Address: _____ _____	Office #2 Phone: _____ Office #2 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	
Satellite Office #3 Address: _____ _____	Office #3 Phone: _____ Office #3 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	
Satellite Office #4 Address: _____ _____	Office #4 Phone: _____ Office #4 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	
Satellite Office #5 Address: _____ _____	Office #5 Phone: _____ Office #5 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	
Satellite Office #6 Address: _____ _____	Office #6 Phone: _____ Office #6 Fax: _____ Tax ID (if different): _____
Office Contact Person: _____	

## Attestation of Hospital Privileges

### I. HOSPITAL STAFF PRIVILEGES

HOSPITAL NAME	CITY/STATE	STATUTE OF PRIVILEGES: (Active, Courtesy, Consulting, etc.) <i>"Pending" or "Applied for"</i> <i>Are Not Acceptable</i>	% OF INPATIENT ADMISSIONS

Are your hospital privileges active and in good standing?  Yes  No

If you do not admit, please describe arrangements to provide hospital care: \_\_\_\_\_

### II. AUTHORIZATION

**I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS ATTESTATION IS ACCURATE, COMPLETE AND TRUE.**

I understand that:

- a. Any misrepresentation, misstatement or omission of a relevant fact in connection with this attestation may result in denial of my application or termination of my participation in the network.
- b. It is my responsibility to promptly advise BlueCross BlueShield of South Carolina and BlueChoice HealthPlan in writing within 30 days of any changes or additions to the information contained in this attestation.
- c. All the information contained in this attestation is subject to BlueCross BlueShield of South Carolina's and BlueChoice HealthPlan's investigation and review.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EACH SUBMISSION REQUIRES AN ORIGINAL SIGNATURE AND CURRENT DATE.

Rubber Stamped Signatures Are Not Acceptable.

BlueCross BlueShield of South Carolina and BlueChoice HealthPlan are independent licensees of the Blue Cross and Blue Shield Association.