

Clinical Practice Organization

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CPO MEMBERSHIP INITIAL APPLICATION CHECKLIST

- ☐ Texas Department of Insurance Standardized Credentialing Application
These pages must contain the following information:

Page 3- Work History

- Training institutes should be on pages 1 & 2 only and on the CV
- Academic Training is NOT an explanation of a gap

Page 4-Hospital Affiliation

If you do not have admitting or privileges, how patients would be admitted?
Examples are:

- Partner will admit
- Arrangements made with hospitalist
- Patients admitted via the EM

Page-6-Practice Location

- Office Manager Information
- Credentialing Contact information
- Billing information-Should match W9
- Hours Patients are Seen
- 24 hr/7 Day phone coverage
- Accepts new patients
- Practice limits (age restrictions)

Authorization & Release Pages 11 & 12

- Signed & dated within last 30 days- (Signature stamps cannot be accepted)

- ☐ **Documentation in Response to TSCA "YES" Questions Including but Not Limited to:**

- Explanation of all gaps in work and or education include month/year*.
- ALL Malpractice Suits Paid or Pending
- NPDB Report Explanations
- State Licensing Board Actions

- ☐ CPO Addendum to the TSCA-Signed/Dates
- ☐ Curriculum Vitae
- ☐ Medical liability face sheet
- ☐ W9
- ☐ CPO Contract Opt Forms-Signed/Dates
- ☐ CPO Participation Agreement-Signature page ONLY