

Physician Application Instructions and Checklist

This package contains application documents you will need for applying for membership in the Humboldt IPA. All forms must be completed, signed, and submitted with the requested supporting documentation. Please refer to the checklist below, provided to guide you in preparing a complete application package.

- Signed Application for Membership
- HMO Physician Service Agreement
- PPO Physician Service Agreement
- EFT Enrollment Form
- W-9

Credentialing Application

- \$500.00 application fee (please make check payable to Humboldt IPA)
- California Participating Practitioner Application, including Addendum A and B (**DO NOT leave blank spaces; note "None" or "N/A" where appropriate. Incomplete applications will be returned.**)
- Primary Care Physician Scope of Services Agreement (**PCPs only**, complete, sign, and date)
- Curriculum Vitae including work history for the previous five years with written explanations for gaps of greater than two months
- Copy of current Medical Board of California Physician and Surgeon License
- Copy of current Specialty Board Certification (if applicable)
- Copy of current DEA license (**with California address**)
- Copy of current Professional Liability Certificate of Insurance
- Copy of diploma of graduation from an accredited institution
- Copy of current ECFMG certificate (if a foreign medical school graduate)

Credentialing for the IPA is conducted by the Humboldt IPA. As an applicant for participation in the IPA, you have the right to review information submitted in support of your credentialing application. This review shall be completed on the premises of the Humboldt IPA. While no original paperwork may be removed from the file, the applicant may request copies of specific documentation in writing. If you would like to obtain a copy of the Humboldt IPA Credentialing/Recredentialing Policy and Procedure, please contact Genia Garibaldi, Credentialing Manager, 707-443- 4563 ext. 29, or go to IPA's website at www.humboldtipa.com.

Humboldt Independent Practice Association

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