

**NEW PROVIDER CREDENTIALING CHECKLIST:
Psychologist PhD or Behavioral Health Therapist**

Welcome! We want to ensure you have a smooth and engaging onboarding experience. Before you begin your new role with Renown Health, you will complete a comprehensive onboarding process, including several applications for licensure, credentialing, and employment.

Please also review the checklist included in the application for your NV State license to obtain the appropriate documents required by the Board.

Below is a **list of required supporting documents** for the Renown credentialing application process. We recommend you gather these items as soon as possible to ensure timely processing of your application.

- CV (*include start and end dates in mm/yyyy format for education and work history*)
- Diplomas (*Undergraduate, and any other postgraduate education – please note: transcripts cannot be accepted in place of diplomas*)
- Board certification (only when applicable)
- State licensure
- Certificates of Insurance (*documentation of professional liability coverage for past 10 years*)
- Case/procedure/activity logs (***Supporting documentation for the requested privileges as outlined in the DOP or SOP. Logs should include: provider and entity name, dates (covering at least the past 2 years), CPT codes, and activity/procedure descriptions. Logs must be HIPAA compliant.***)
- PECOS username & password
- CAQH username & password (*please ensure your CAQH profile is updated*)
- NPI number (*if you do not have an NPI, please apply ASAP*)
- American Heart Association (AHA) BLS card
- Driver license
- 1 photo (*plain, white background; front-facing, from the shoulders, up*)
- TB and Flu Vaccine proof (*within last 12 months*)
- 3 Peer References

PhD: 3 physician (MD/DO/PhD) peer references (any combination acceptable)

LCSW or MFT or other: 3 MD/DO/PhD or 2 MD/DO/PhD peer references and 1 equivalent (LCSW or MFT) peer reference.

(Please note: it is suggested peer references be informed in advance to expect a request from Renown Health via email; RN peer references will not be accepted)

- Visa (*if applicable*)
- Military Service DD214 (*if applicable*)

