

**NEW PROVIDER ONBOARDING CHECKLIST
PHYSICIAN OR PSYCHOLOGIST**

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 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 (*Medical School, undergraduate, and any other postgraduate education – please note: transcripts cannot be accepted in place of diplomas*)
- Board certification(s)
- Internship, Residency, and Fellowship certificates
- All licensure (*State, Pharmacy, and DEA*)
- Certificates of Insurance (*documentation of malpractice 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*)
- American Heart Association (AHA) BLS card
- Other applicable AHA life support certifications (*ACLS, PALS, etc.*)
- Driver license
- 2 color professional photos
- TB and Flu Vaccine proof (*within last 12 months*)
- 3 peer references with equivalent licensure (*Please note: it is suggested peer references be informed in advance to expect a request from Renown Health via email*)
- ECFMG certificate (*if applicable*)
- Visa (*if applicable*)
- Military Service DD214 (*if applicable*)