North Dakota Initial Credentialing Application

CREDENTIALING CONTACT INFORMATION (please provide contact information If you would like us to contact someone other than you (the provider) in the event that we have questions related to this credentialing application)						
Name Address		Phone Number Fax Number E-mail				

Instructions

The initial credentialing application and attachments should be typed, legibly printed in black ink, or electronically generated. If more space is needed than provided on the application, please attach additional sheets and reference the question being answered. Please do not use abbreviations when completing the application. Please mark all non-applicable sections with N/A.

Checklist (please complete)

Current copies of the following documents must be submitted with this application.

- Diploma (if educated outside of U.S. or Canada)
- □ Malpractice Litigation and Professional Complaints Form (if applicable)
- □ Malpractice liability insurance face sheet or certificate of insurance

In addition, please verify that you:

- Derivide complete addresses wherever indicated, including past employment, and references
- Designate dates by month and year time frames
- □ Explain all gaps of greater than three months in chronology (Page 4)
- □ Answer all of the Disclosure Questions on Pages 6 and 7 and enclosed explanations for affirmative answers
- □ Sign and date the Attestation Signature and Date statement (Page 7)
- □ Sign and date the Authorization and Release
- □ Keep a copy of your completed application for your records

All Information Must Be Printed in Black Ink, Typed or Electronically Generated

This credentialing application is accepted by Delta Dental of Minnesota.

Personal Data ٠

Name:	First	Middle Suffix	Title
Maiden/Former/Other Name(s):		Gender: 🗆 Male 🗆 Fe	emale
Date of Birth: // Soc	cial Security Number:	NPI:	
Do you speak a language other than En	glish with sufficient fluency	to treat patients who speak only that	at language? 🛛 Yes 🗆 No
If yes, specify languages:			
Primary or Pending Practice Lo	ocation		
Primary Practice Location/Clinic Name:			
Street		City/State/County	Zip Code
Office Phone Number:		Fax Number:	
Federal Tax ID Number:		E-mail Address:	
Type II (facility) NPI:			
Start date at this location:	Specialty in whi	ch care will be provided:	
Additional Practice Location(s) (If additional space	is required, attach a separ	ate sheet)
Other Practice Name:			
Address:			
Street		City/State/County	Zip Code
Office Phone Number:			
Federal Tax ID Number (if different than	primary):	E-mail Address:	
Type II (facility) NPI (if different than prin	nary):		
Start date at this location:			
Other Practice Name:			
Address:Street		City/Chata/Caught	Zip Code
		City/State/County	
Office Phone Number:		Fax Number:	
Federal Tax ID Number (if different than	primary):	E-mail Address:	
Type II (facility) NPI (if different than prin	nary):		
Start date at this location:			
Other Practice Name:			
Address:			
Street		City/State/County	Zip Code
Office Phone Number:		Fax Number:	
Federal Tax ID Number (if different than	primary):	E-mail Address:	
Type II (facility) NPI (if different than prin	nary):		
Start date at this location:	Specialty in whi	ch care will be provided:	
Page 2 of 9			October 2015

Page 2 of 9

Dental School

(Month and year required)			
	Institution Name:		
	Degree Received: DMD DDS		
	-		Country:
	Phone Number:		Fax Number:
From//	Institution Name:		
To//	Degree Received: DMD DDS	Other:	
	City:	State:	Country:
	Phone Number:		Fax Number:
	ate/ Training (If additional space	is required, attach a se	parate sheet.)
(Month and year required)			
From://	Institution Name:		
To://	Type of Program/Specialty:		
	Completed Training: Ves No	If no, expected complete	tion date:
	If	yes, degree received:	
		Certificate	□ Other, please explain
	If not successfully completed, explain	n:	
	City:	State:	Country:
Residencv/Post-Gradu	ate/ Training (If additional space	is required, attach a se	parate sheet.)
(Month and year required)			
	Institution Name:		
From:/			
From:// To://	Type of Program/Specialty:		
From:// To://	Type of Program/Specialty:	If no, expected complet	
From:// To://	Type of Program/Specialty: Completed Training:	If no, expected complet	tion date:
From:// To://	Type of Program/Specialty: Completed Training: Yes No If	If no, expected complet yes, degree received: Certificate	tion date:

Chronological Employment/Practice History (include Military Service) (Additional space is provided on the Chronological Employment/Practice History Addendum, page 9. You may make extra copies of page 9 or attach a separate sheet for additional employment.)

Chronological listing [month/year] of employment/practice history for the most recent 10 years or from your post-graduate training if that is less than 10 years. List all experience, including military service and public health, time out of dental practice in pursuit of other business or professional activities, sabbaticals, parenting, personal travel, personal crisis, etc. LEAVE NO GAPS IN CHRONOLOGY.

(Month ar	nd year r	equired)			
From:	/	_/	Organization Name/Activity:		
То:	/	_/	Reason for Leaving:		
			City:	State:	Country:
			Phone Number:		-
From:	/	/	Organization Name/Activity:		
То:	/	_/	Reason for Leaving:		
			City:	State:	Country:
			Phone Number:		_
From:	/	/	Organization Name/Activity:		
То:	/	_/	Reason for Leaving:		
			City:	State:	Country:
			Phone Number:		_
From:	/	/	Organization Name/Activity:		
То:	/	_/	Reason for Leaving:		
			City:	State:	Country:
			Phone Number:		_
Explain g attach a s			s of <u>greater than three (3) months</u>	to practice of dental/pro	fessional practice (if additional space is required,
From:	/	_/	Explain :		
From:	/	_/	Explain :		
То:	/	_/			

Liability Insurance - Insurance Carrier for Primary and Pending Practice Location

Attach a copy of professional liability insurance coverage (e.g., face sheet/verification of self-insurance) for **primary practice location** It must include effective dates, insurance carrier, expiration date, coverage limits, and name of each provider covered.

Certificate Pending

Licensure - List all past, current and pending professional licenses.

State	License Num	ber	Date Issued	,	Expiration [e Status	
				_/		/			 Pending Pending
			/	_/	//	/	Act		□ Pending
									U
_		ministration Registrat	ion						
_	licable to prac rtificate pendi	ctice ing; date application submitte	ed to DEA:	_//_					
DEA Number:_			State:_				Expira	tion Date:/	/
NOTE: Addre	ss on DEA c	ertificate must be in state	where you wil	l be practi	cing as a	pplicable	to this app	lication	
o - 1/ /o									
		y Certification							
L I do not	hold specialty	y/subspecialty certification							
Certifying Board		Specialty/Subspecia	ty	Date Certifi		Date Recei		Expiration Date	Cert. Pending
								//	
				/	/	/	/	//	
Primary Hos	spital Affili	iation (pertinent to Pr	imary or Pe	nding Pr	actice	Locatio	n listed o	n page 2)	
	_								
(Month and yea									
From:/_		Facility Name:							
		City:		_State:					
Application	Pending	Admitting Privileges Q Yes	□ NO						
Other Curre	ent Hospita	al Affiliations							
(Month and yea	ar required)								
From:/	/	Facility Name:						If hospital char current name	nged name, list and address
To:/_	/	City:		_State:					
Application	Pending	Admitting Privileges	□ No						
								If hospital cha	anged name, list
From:/_	/	Facility Name:						current name	and address
To:/_	/	City:		_State:					
Application	Pending	Admitting Privileges	□ No						
	,							If hospital cha	anged name, list
From:/_		-						current name	and address
		City:		_State:					
Application	Pending	Admitting Privileges Ves	□ No						

Disclosure Questions for Initial Credentialing

Please provide a complete explanation if any of the following questions are answered in the affirmative. Use a separate sheet to continue, if necessary.

1.	□ Ye	s [] No	Has your professional license or registration ever been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?
2.	□ Ye	s [] No	Has your professional license or registration ever been investigated or is it currently being investigated and, if so, what were the results?
3.	□ Ye	s [] No	Has your DEA registration ever been revoked, suspended, limited, or conditioned in any way, or have you voluntarily relinquished your DEA registration, or is there a review pending?
4.	□ Ye	es [] No	Has your membership , participation , clinical privileges , or employment ever been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, or not renewed by any peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization, or is there a review pending?
5.	□ Ye	es [] No	Have you ever voluntarily relinquished your membership, participation, clinical privileges or request for privileges, employment, professional license, or registration in lieu of disciplinary action, or prior to or during an investigation into your professional conduct or competency?
6.	□ Ye	s [] No	Have you ever involuntarily relinquished your membership, participation, clinical privileges or request for privileges, employment, professional license or registration?
7.	□ Ye	es [∃ No	Has your membership or fellowship in any professional organization or your specialty board certification ever been voluntarily or involuntarily denied, terminated, restricted, limited, suspended or revoked?
8.	□ Ye	es [] No	Have you ever been reprimanded, censored, or otherwise disciplined by, or have you ever been subject to a corrective action agreement/plan with any licensing board , peer review organization , third party payer , clinic , hospital , medical staff , or any health-related agency or organization ?
9.	□ Ye	s [] No	Has your certificate or participation in any private, federal (i.e. Medicare, Medicaid, etc.) or state health insurance program ever been revoked or otherwise limited or restricted, or is any investigation or proceeding with respect to any such action presently underway?
10.	□ Ye	s [] No	Are there any charges pending or are you currently charged with or have you ever been indicted or found guilty of a felony, gross misdemeanor, misdemeanor (other than a minor traffic violation), or other offense?

11.	🗆 Yes 🗌 No	Have you ever been found liable, guilty or responsible for sexual impropriety or misconduct or sexual harassment \ with a patient, co-worker, or other?
12.	🗆 Yes 🗌 No	Have you ever had any professional liability claims or lawsuits brought against you, including pending claims or lawsuits, dismissed or dropped claims or lawsuits, settlements or final judgments? If yes, please complete the enclosed Malpractice Litigation and Professional Complaints Addendum. You may be asked for additional information by individual organizations.
13	🗆 Yes 🗌 No	Has your professional liability carrier ever refused or canceled your coverage or excluded you from performing any specific privileges within your specialty?
14.	🗌 Yes 🗌 No	Have you ever practiced within your profession without professional liability insurance?
15.	🗆 Yes 🗌 No	Do you have a physical or mental condition that would affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions of a practitioner in your area of practice without posing a health or safety risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?
16.	🗆 Yes 🗌 No	Does your use (or have you been told that your use) of alcohol or drugs affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions in your area of practice without posing a health risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?
17.	□ Yes □ No	Are you currently using illegal drugs? ("Currently" means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice dentistry. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. sec. 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances.)

Attestation Signature and Date

I hereby certify that all the information on this application form is complete, true and accurate. I further agree to update this information as necessary so that it remains complete, true and accurate while my application is being processed.

Signature _____

Date _____

Name ____

(please print or type)

Notice of Applicant's Rights

You may review or request the status of your application and information from publicly available documents at any time during the verification process. This does not include documents protected by applicable state or federal laws. If there are discrepancies in the information received during the process, you will be notified and allowed an opportunity to correct erroneous information submitted by another party. This includes information submitted by an outside source such as state license boards, malpractice insurance carriers, hospitals, and the National Practitioner Data Bank.

Malpractice Litigation and Professional Complaints Addendum

Confidential Information

If you answered yes to disclosure question #12 on Current Disclosure question page, please complete the following form. For each lawsuit or complaint, please furnish the following and attach a copy of the complaint including your response to the complaint and level of participation. It is your responsibility to provide external verification (i.e., statement from an attorney, court records, etc.) of your response. You may choose to have your attorney complete this form. Please make additional copies of this form if needed.

Month/Year of incident:	/ Керо	rted to the NPDB:	
Where incident occurred	d:		
		Address:	
City:	State:		ZIP:
Describe the nature of i	ncident (Complaint, Allegat	ion) - Do Not Incl	lude Patient Name or Identifiers
Provide a narrative desc	cription of your participation	n/level of care	
	Outoo	me of incident	
	Outco		
CONCLUDED WITH NO PAYN		CONCLUDED WITH	PAYMENTS ONLY:
Dropped/Closed	Date:/	Verdict for plaintiff	
Vordict for you	Dete: /	□ Settled	Date: Amount:
Verdict for you	Date:/	PENDING	
		□ Pending	Date:/
 Dismissed with prejudice? Dismissed without prejudice? 	Date:/		(date of occurrence)
Dismissed without prejudice?	[′] Date:/	I	
Represented by Legal Counsel	for this claim/malpractice lawsuit?	🗆 Yes 🗆 No	If yes, give the name and address of counsel.
Name:	·		
Phone Number:			
	er that provided coverage for this cla	im:	
Phone Number:		_ Policy Number:	
Signature		Πa	ite
orginaturo		Da	
Print Name		Ph	none Number

Chronological Employment/Practice History Addendum (Please make as many extra copies as necessary) (This is an extra copy for your use if needed)

(Month a	nd year	required)				
From:	/	/	Organization Name/Activity:			
То:	/	/	Reason for Leaving:			
			City:	State:	County:	
			Phone Number:		_	
From:	/	/	Organization Name/Activity:			
То:	/	/	Reason for Leaving:			
			City:	State:	County:	
			Phone Number:		-	
From:	/	/	Organization Name/Activity:			
То:	/	_/	Reason for Leaving:			
			City:	State:	County:	
			Phone Number:		_	
From:	/	/	Organization Name/Activity:			
То:	/	_/	Reason for Leaving:			
			City:	State:	County:	
			Phone Number:		_	

Delta Dental of Minnesota

PROVIDER AUTHORIZATION AND RELEASE

By completing this Minnesota Uniform Dental Initial Credentialing Application (the "Application") to become a participating provider with Delta Dental of Minnesota (DDMN) or any DDMN affiliate or a network administered by DDMN, I fully understand that any misstatement in, or omission from, my Application may constitute cause for denial of my Application or the subsequent termination of my participating provider contract if my Application is accepted. I understand and agree that this consent is irrevocable for any period during which I am a participating provider with DDMN, and that DDMN reserves the right to base acceptance into any individual network based on criteria established by DDMN.

I understand that my Application may require DDMN to review information related to me on file with other entities, including but not limited to, state licensing boards, specialty boards, professional societies, malpractice carriers, and the National Practitioner Data Bank administered by the U.S. Government.

I authorize release from liability all representatives of DDMN, including any agent of DDMN, my state licensing board, clinics, other institutions, professional societies, professional malpractice insurance carrier(s), and any staff, for their acts performed in good faith and without malice in connection with gathering and exchange of information as consented above or to release information as required by State or Federal laws, rules, or regulations.

I understand and agree that I have the responsibility of producing adequate information for proper evaluation of my continued professional competence, ethics and other qualifications and for resolving any doubts about such qualifications. I further understand and agree that I have a continuing affirmative duty to immediately inform DDMN of any future restrictions or revocation of my professional license, any disciplinary action, suspension or voluntary/involuntary limitation, denial of my clinical or other privileges, any change in my malpractice insurance coverage (including changes in the insurance carrier or policy number) or any other event which may adversely reflect upon my professional competence, ethics and other qualifications as a participating provider. Additionally, I hereby certify that my office protocols for infection control are in compliance with current Centers for Disease Control and Occupational Safety and Health Administration guidelines.

Signature _____ Date _____

Name _____

(Please print or type)



Delta Dental of Minnesota

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Additional Information Required for Delta Dental's Online Find a Dentist

Name		
Languages Spoken	Last First	MI
Clinic Hours for Primary Location	Please enter start and end times (i.e. 8:00-4:3	30)
	Mon:	Fri:
	Tues:	Sat:
	Wed:	Sun:
	Thurs:	
Is the Primary Clinic Accessible by Public Transportation?	Yes No	
Is the Primary Clinic Handicap Accessible?	Yes No	
Second Clinic Name (if applicable)		
Clinic Hours for Second Location (if applicable)	Please enter start and end times (i.e. 8:00-4:3	30)
(ii applicable)	Mon:	Fri:
	Tues:	Sat:
	Wed:	Sun:
	Thurs:	
Is the Secondary Clinic Location Accessible by Public Transportation?	Yes No	
Is the Secondary Clinic Handicap Accessible?	Yes No	
Do You Treat Children With Disabilities?	Yes No	

Additional Information Required for Delta Dental's Online Find a Dentist, Page 2

Do You Treat Adults With Disabilities? Are You Accepting New Patients All Networks?	Yes No (If no, see next section)	
If You Are Not Accepting Patients in All Networks, Please Indicate Which	Accepting New Patients?	
Network(s) You Are Accepting New Patients	PPO	Yes No
	Premier	Yes No
	MN Select Dental	Yes No
	Delta Dental Medicare Advantage	Yes No
	ND Premier (CHIPS)	Yes No
	State Dental Plan	Yes No
Have you opted out of Medicare?	Yes No	