

CRNA credentialing and enrollment checklist

Gather the documents first. Most delays come from a missing certificate or an out-of-date CAQH profile.

Documents to gather

- ☐ State RN and APRN or CRNA licences
- ☐ NBCRNA certification
- ☐ DEA registration and any state controlled substance licence
- ☐ Malpractice certificate of insurance
- ☐ CV with no unexplained gaps
- ☐ Diplomas and education history
- ☐ Government ID and Social Security number (stored securely)

Identifiers and profiles

- ☐ Individual NPI confirmed with the right taxonomy
- ☐ CAQH profile complete, attested and shared with payers
- ☐ PECOS account for Medicare enrollment

Medicare

- ☐ Individual enrollment submitted
- ☐ Reassignment of benefits to the group submitted
- ☐ Effective date confirmed before billing

Medicaid and commercial

- ☐ State Medicaid enrollment
- ☐ Each Medicaid managed care plan
- ☐ Each commercial payer the facilities' patients use
- ☐ Approval letters and effective dates saved

Facility privileges

- ☐ Privileges or credentialing at every facility
- ☐ Facility-specific requirements done (training, health records)

Keep it current

- ☐ Licence and certification expiry dates on a calendar
- ☐ Medicare revalidation date tracked
- ☐ CAQH re-attested on schedule

Notes

General information, not billing, legal or tax advice. Rules vary by payer and state; check current guidance. Want a second pair of eyes? Free billing review: titraterevenue.com/contact.html · hello@titraterevenue.com