

## CCPA APPLICATION PACKET INSTRUCTIONS AND CHECKLIST

- Review CCPA's *Amended By-laws* and keep it for your records.
  
- Review CCPA's *Physician Master Agreement* then complete, sign and date the *Physician Master Agreement Execution Page*. The Execution Page should be returned with your application materials. CCPA's Executive Director will also sign it and we will keep it on file for you. Please keep the *Physician Master Agreement* for your records.
  
- Complete EACH page of the “**STATE OF ILLINOIS Health Care Professional Credentialing and Business Data Gathering Form.**” Please ensure that all gaps in educational training and/or work history that are greater than 30 days, are explained in a separate attachment and included with your application. Please also ensure that your dated signature on page 2 of the application is current at the time your application is submitted to CCPA. **CCPA will not accept an application that has been dated 30 days or more prior to the date the application is submitted to CCPA.**
  
- All references on page 18 of your application must be physicians. References may not belong to your current practice group. If you are not a part of or joining a current CCPA practice, at least one of your references must be a member of CCPA and/or on staff at Ann & Robert H. Lurie Children's Hospital of Chicago (please contact CCPA if you are unable to provide a reference that meets this requirement). CCPA will contact all three references listed on your application and request a letter of recommendation from each individual on your behalf. To avoid delays, please contact your references *before* listing them on your application to ensure that they are willing to provide CCPA with a letter of recommendation for you. **Please be sure that all reference contact information listed on your application is accurate and complete.**

*Please see the cover page of the State of Illinois application for more detailed instructions regarding completing your State of Illinois Healthcare Professional Credentialing and Business Data Gathering Form*

### **Enclose a copy of each of the following documents:**

- All Current Professional License(s) [i.e. State Medical License(s), etc.]
- Current Federal D.E.A. Certificate
- Current State Controlled Substance Certificate(s)
- Current Certificate of Insurance
- ECFMG Certificate (if applicable)
- Copies of Diploma(s), Residency Certificate(s), Fellowship Certificate(s) as applicable
- Current C.V.

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### For your application to CCPA, the following additional items are required:

- CCPA Attestation and Consent for Release of Information/Release from Liability  
(CCPA will not accept your application if this form has been dated 30 days or more prior to the date the application is received by CCPA)
- CCPA Acknowledgement of Confidentiality
- Signed Physician Master Agreement Execution Page
- CCPA Managed Care Participation and Response Forms
- CCPA Supplemental Questions form
- CCPA Special Interest and Media Survey
- Enclose the appropriate application fee made payable to CCPA: \$500.00 for each primary care pediatrician and \$1,000.00 for each pediatric specialist. (Note: if you do not successfully meet the criteria for membership into CCPA, this application fee will be refunded, less \$100.00 for processing/credentialing costs.)

### If you are a new practice to CCPA, please also submit the following:

- Signed CCPA Business Associate Agreement
- CCPA Billing Information form
- W-9 form

### Additional Information to Note:

In order to become a member of CCPA, a physician practicing in Illinois must first be appointed to the Ann & Robert H. Lurie Children's Hospital of Chicago Medical and Dental Staff. To request an application for appointment, send an email to [ccpa@luriechildrens.org](mailto:ccpa@luriechildrens.org). Include in the email your Illinois professional and controlled substance license numbers and attach your curriculum vitae. If you do not have your Illinois licenses, please list the date that you've applied for them and whether you applied by mail or online. CCPA will accept applications from physicians not yet on the Medical Staff; however, **final approval for CCPA membership will not be granted until Medical Staff status becomes effective.**

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You will be notified by CCPA of any discrepancies in the information you supply on the CCPA application and/or the results of CCPA's Credentialing Verification Organization. You will be allowed the opportunity to review the information submitted in support of your credentialing application and correct and/or supply additional information to address the discrepancy.

Aside from privileged and confidential information (e.g. letters of reference), you will have the right to view information obtained from any outside source (e.g. malpractice insurance carriers, state licensing boards, etc.) used by CCPA or CCPA's CVO to supplement the application. Requests for this information must be made in writing and submitted to CCPA. Requests can only be made after your application has been submitted to CCPA and before the date on which your application is presented to CCPA's Credentialing Committee for approval.

You may also, at any time, be informed of the status of your application upon request. Please call Micaela Andres at 312.227.7567 or email [mandres@luriechildrens.org](mailto:mandres@luriechildrens.org) for status updates.

If you have any questions regarding completing your CCPA application, please contact Micaela Andres. For questions regarding your hospital application or appointment, please call the Lurie Children's Medical Staff office at 312.227.4250. Thank you!