

# Credentialing 101

Learn more at  
[pharmacy.uky.edu/appkc](http://pharmacy.uky.edu/appkc)

What is it?

Process of documenting credentials so health plans know services are being provided by properly trained and licensed health care providers

How do I do it?

The process varies by payor and practice setting with some practice sites having departments to credential, others the provider has to go through the process individually

Commonly Required Elements

- Basic Personal Information
- Education and Training
- License Number and NPI
- Board Certifications
- Practice Location Information
- Practice Location Tax ID
- Malpractice History
- Liability Insurance Information
- Personal References