

Dentist Credentialing Checklist

For dentists, associates and group practices · curecloudmed.com

Identity and licensure

- ☐ **State dental license** — current and unexpired
- ☐ **DEA registration** — address must match the practice exactly
- ☐ **NPI type 1** confirmation letter, with dental taxonomy
- ☐ **NPI type 2** confirmation letter for the practice entity
- ☐ **Radiology permit** and **sedation permit** — where your state issues them
- ☐ **Practice or facility license**

Education and history

- ☐ **Dental school diploma** or official transcript
- ☐ **Residency or specialty certificates**, where held
- ☐ **CV with month and year dates** — no year-only ranges
- ☐ **Written explanation for any gap over 30 days**
- ☐ **Board certification** certificate, where you hold one

Insurance and business

- ☐ **Malpractice certificate** showing limits and effective dates
- ☐ **W-9** in the exact legal name registered to the tax ID
- ☐ **Ownership documents** for a purchase or entity change
- ☐ **Current fee schedule**, so offers can be compared against it
- ☐ **Every practice location** you want contracted

CAQH or ADA Credentialing Service

- ☐ **CAQH ProView or ADA Credentialing Service profile** complete — every section
- ☐ **Attested** within the last 120 days

- ☐ **Each payer authorized** to access the profile — completing it is not the same as granting access
- ☐ **All uploaded documents unexpired**

The 120-day rule. CAQH re-attestation is due every 120 days. If it lapses while an application is in review, the file stalls and nobody notifies you. Put the date in a calendar the day you attest.

Before you file

- ☐ **Decide your tier** — Delta Dental PPO and Premier pay very differently
- ☐ **Read the leasing clause** — one signature can put you in several other plans' networks
- ☐ **Model the fee schedule** against your top 25 CDT codes by production
- ☐ **Associates: start 90 to 120 days before their first day**, and check whether the payer links or re-credentials
- ☐ **Oral surgery or sleep appliances?** You will also need medical payer enrollment

Questions, or want us to run the applications for you?

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curecloudmed.com/credentialing/dental-credentialing-services.html