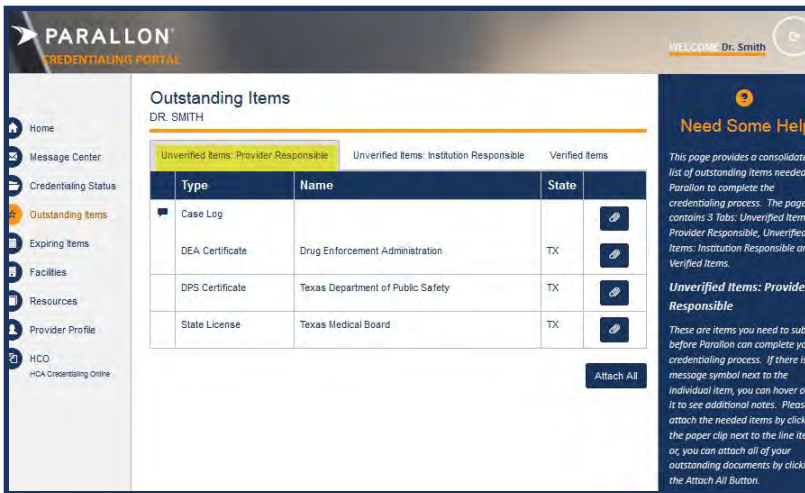
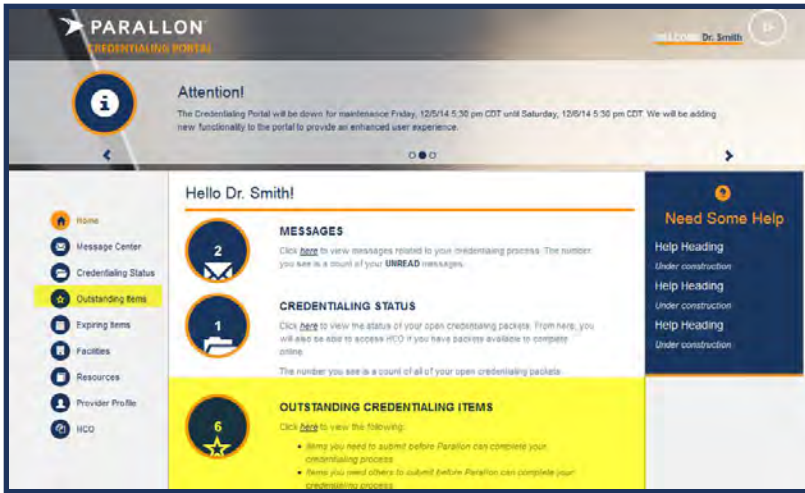


Credentialing Status

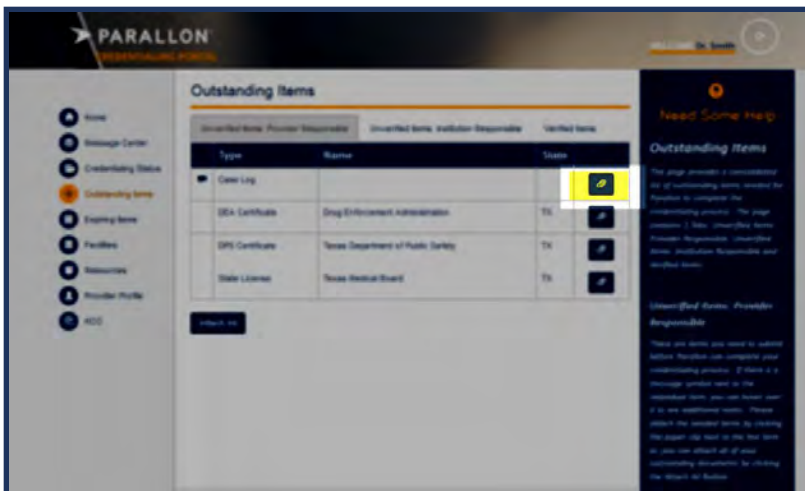
From the **Credentialing Portal** home screen, you can access the **OUTSTANDING CREDENTIALING ITEMS** from the left menu navigation or from the center page.

Note: Keep in mind the number represents how many items are currently outstanding.



Once on the **Outstanding Items** page, you will be able to see the current items that are outstanding for the Credentialing Packet. The outstanding items are separated into three areas: Unverified Items: Provider Responsible, Unverified Items – Institution Responsible, and Verified Items.

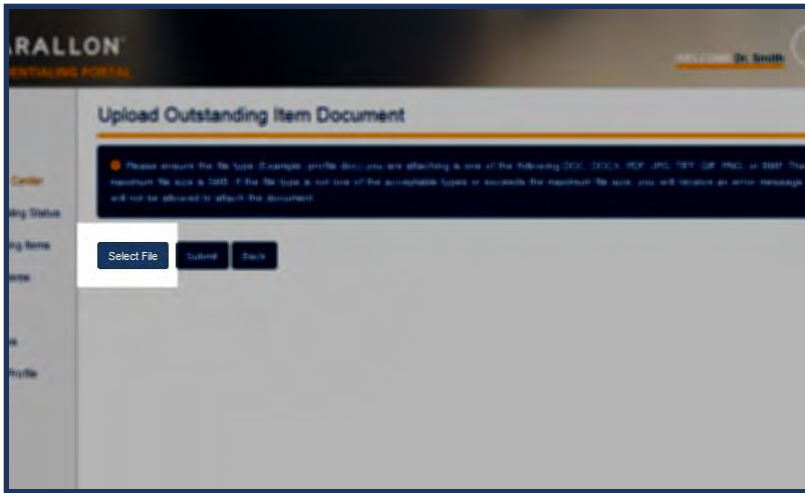
This screen is the **Unverified Items: Providers Responsible** -the provider or their delegate will be responsible for providing these documents, such as licenses, etc. can be attached from this location.



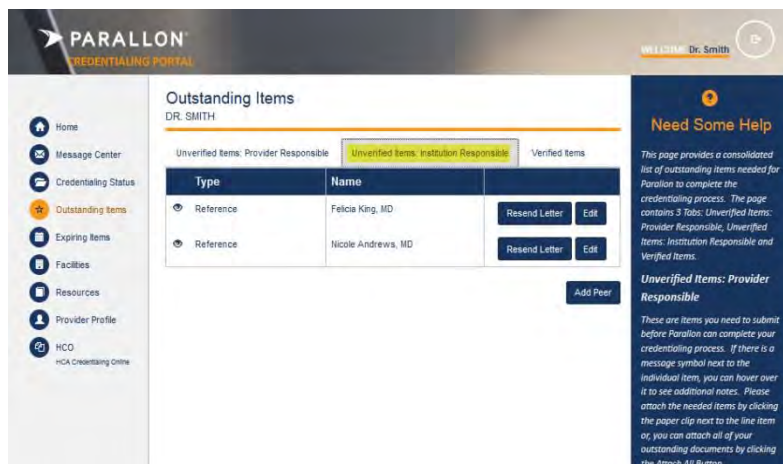
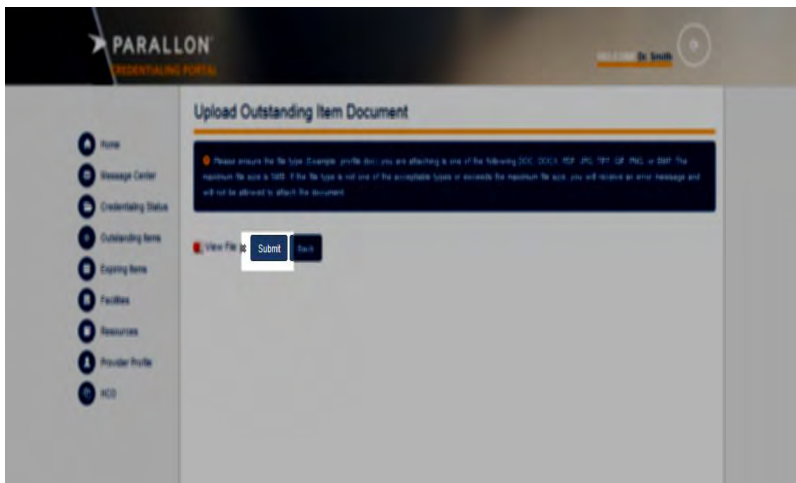
1. Click **Attach Document**.

Credentialing Status

1. Click **Select File**.
2. Click **Browse** and select the file you wish to upload.
3. Once you locate the file, click **Upload**.

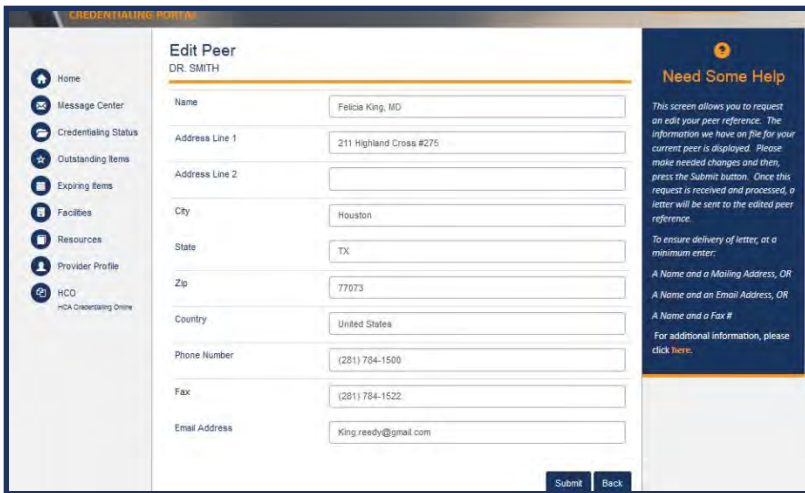


1. Once you have uploaded the document, click on **View File** to see the document that you uploaded.
2. If you do not need to view, click **Submit** to exit.



This screen is the **Unverified Items: Institution Responsible** allows the opportunity to resend a letter to the reference if it has not been received and the request will be routed to the CPC for processing.

Credentialing Status



Edit Peer
DR. SMITH

Name: Felice King, MD

Address Line 1: 211 Highland Cross #275

Address Line 2:

City: Houston

State: TX

Zip: 77073

Country: United States

Phone Number: (281) 784-1500

Fax: (281) 784-1522

Email Address: King.reedy@gmail.com

Buttons: Submit, Back

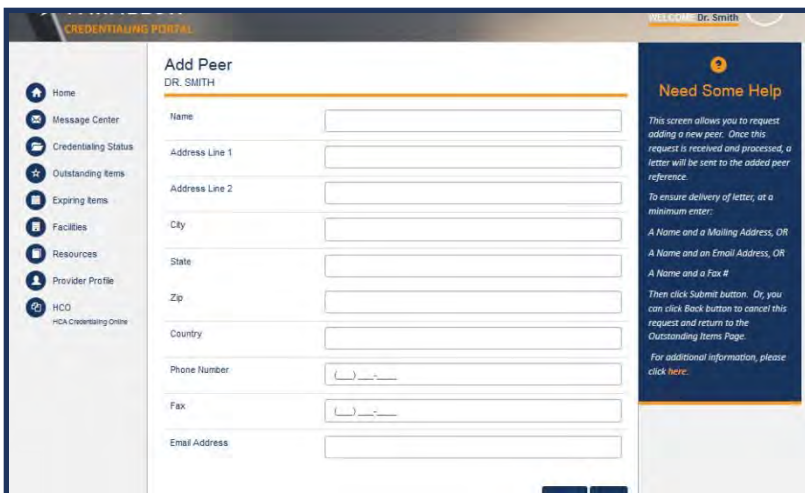
Need Some Help

This screen allows you to request an edit your peer reference. The information we have on file for your current peer is displayed. Please make needed changes and then, press the Submit button. Once this request is received and processed, a letter will be sent to the edited peer reference.

To ensure delivery of letter, at a minimum enter:
A Name and a Mailing Address, OR
A Name and an Email Address, OR
A Name and a Fax #

For additional information, please click [here](#).

Clicking on the Edit icon will open the **Edit Peer** window for updates to be entered and it will route to CPC for further processing. Once the change has been made please click submit to complete the request.



Add Peer
DR. SMITH

Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

Phone Number: () - -

Fax: () - -

Email Address:

Need Some Help

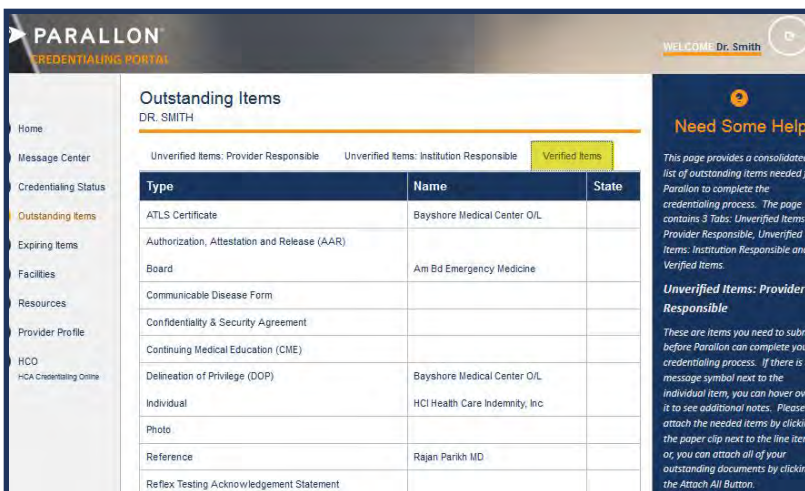
This screen allows you to request adding a new peer. Once this request is received and processed, a letter will be sent to the added peer reference.

To ensure delivery of letter, at a minimum enter:
A Name and a Mailing Address, OR
A Name and an Email Address, OR
A Name and a Fax #

Then click Submit button. Or, you can click Back button to cancel this request and return to the Outstanding Items Page.

For additional information, please click [here](#).

If you click on **Add Peer**, it will open the Add Peer screen which will allow entry of the new peer that the CPC can reach out to for a reference.



Outstanding Items
DR. SMITH

Unverified Items: Provider Responsible | Unverified Items: Institution Responsible | **Verified Items**

Type	Name	State
ATLS Certificate	Bayshore Medical Center OIL	
Authorization, Attestation and Release (AAR)		
Board	Am Bd Emergency Medicine	
Communicable Disease Form		
Confidentiality & Security Agreement		
Continuing Medical Education (CME)		
Delineation of Privilege (DOP)	Bayshore Medical Center OIL	
Individual	HCI Health Care Indemnity, Inc	
Photo		
Reference	Rajan Parikh MD	
Reflex Testing Acknowledgement Statement		

Need Some Help

This page provides a consolidated list of outstanding items needed for Parallon to complete the credentialing process. The page contains 3 Tabs: Unverified Items: Provider Responsible, Unverified Items: Institution Responsible and Verified Items.

Unverified Items: Provider Responsible

These are items you need to submit before Parallon can complete your credentialing process. If there is a message symbol next to the individual item, you can hover over it to see additional notes. Please attach the needed items by clicking the paper clip next to the line item or, you can attach all of your outstanding documents by clicking the Attach All Button.

This screen is the **Verified Items** allows the opportunity to view of all verified items.