



Credentialing Check-List

Whether you are applying for a DCPG provider network for the first time or completing the re-credentialing process required of every network dentist, we want to make it easy to keep track of the documentation we need:

- Complete the standard provider application (mandated in Ohio and Kentucky).
 - If using the complete form, focus on pages 1 through 3 and 7, as well as pages 16 through 18. **Sign the original and return.**
 - To download the digital form highlighting only those section applicable to dentists, go to www.dentalcareplus.com, select the "dentists" page and click on provider application under "Helpful Links." **Complete on your PC, print, sign and return.**
- Other required documents:
 - current dental license,
 - professional liability/malpractice insurance information,
 - copy of your DEA certificate,
 - completed W-9 tax form. If you need a copy of the form, go to www.dentalcareplus.com, select the "dentists" page and click on W-9 Form under "Helpful Links."
- Return by mail or by fax:
The Dental Care Plus Group
100 Crowne Point Place
Cincinnati, OH 45241
FAX: 513-618-3881

Helpful Tips

- If you complete a hard copy provider application, make a copy for your records. The next time you go through a credentialing process with DCPG or any other carrier, you have the completed form prepared to submit or to use as a reference if some information has changed.
- If you complete the digital provider application, keep a copy in your computer files to use when you go through the next re-credentialing process.
- When completing the W-9 tax form, be sure that the information is accurate and that the W-9 forms you complete for various carriers are consistent with one another and with the information you submit to the Internal Revenue Service. Inaccurate and inconsistent W-9s cause confusion for all parties involved and invite unwelcome IRS attention.
- To simplify the process of submitting accurate, consistent W-9s, ask your accountant to complete one W-9, make several copies of the correct form, and make sure that all credentialing/network applications or other requests for W-9s are fulfilled with a correct version.