

# New Provider Notice to Patients



In 2018 the Virginia General Assembly passed a law, 382-3407.10:1, which requires physicians applying to be in your health insurance network to provide you with this notice. This process is known as credentialing and physicians are known as “new provider applicants.”

A physician must complete this process for every health insurance plan they accept, regardless of already being licensed and certified to practice medicine in Virginia.

You have the option to be seen by and receive health care services from a new provider applicant or from a physician who has completed the process and is credentialed by your health insurance carrier.

If you elect to be seen by or receive care from a “new provider applicant” this notice must be provided to you in advance of treatment. This notice confirms the provider has submitted a credentialing application to your health insurance plan and the health plan is has started the credentialing process pursuant to Virginia laws and regulations.

Once the credentialing process is complete, claims for services rendered after receipt of this notice will be filed to your health plan and you will be responsible for any co-pays or deductibles.

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## Notice of Provider Credentialing and Re-Credentialing

Your health insurance carrier is required to establish and maintain a comprehensive credentialing verification program to ensure that its physicians meet the minimum standards of professional licensure or certification. Written supporting documentation for physicians who have completed their residency or fellowship requirements for their specialty area more than 12 months prior to the credentialing decision shall include:

1. Current valid license and history of licensure or certification;
2. Status of hospital privileges, if applicable;
3. Valid U.S. Drug Enforcement Administration certificate, if applicable;
4. Information from the National Practitioner Data Bank, as available;
5. Education and training, including postgraduate training, if applicable;
6. Specialty board certification status, if applicable;
7. Practice or work history covering at least the past five years; and
8. Current, adequate malpractice insurance and malpractice history covering at least the past five years.

Your health insurance carrier is in the process of obtaining and verifying the above information in order to determine if your physician will be credentialed or not.

Patient/Representative ..... Date .....