



FOR INDEPENDENT MEDICAL PROVIDERS

# Provider Credentialing and Onboarding Checklist

A complete look at what credentialing involves for independent medical examination work, from the first few items we need to get started through office requirements and required training. It is detailed on purpose. Having these ready early keeps your credentialing moving and helps prevent delays.

---

## Step 1: To get started

- Resume  
If there are any work gaps, please include a short explanation.
- Copy of your professional license
- License number
- NPI number
- Weekly availability  
Confirm the number of hours you can provide each week.

## Identity and citizenship

- Color copy of government issued photo ID  
Driver's license or passport.
- Proof of citizenship or work authorization
- Name change documentation, if applicable  
If your name differs from your current legal name, include support such as a marriage certificate, divorce decree, or court order. Your name must match across your license, NPI, and signed documentation.

## License, education, and credentials

- Copy of active, unrestricted license for every state held  
Must be current and in good standing.
- Copy of your diploma
- Current CV or resume with full dates  
Include month and year start and end dates for all education and work history.
- Work gap explanation  
Required if any gap exceeds 30 days after completion of your highest level of education.
- Proof of education  
If your name differs from your current legal name, include supporting documentation.
- ECFMG certificate, if applicable  
For internationally educated physicians.

## Insurance and business setup

- Malpractice insurance certificate  
Must list the provider's full legal name.
- W-9 and payment setup  
We handle your W-9 and payment setup for you through our secure invoicing system, so there is nothing complicated to complete.
- Business or tax setup for 1099 income  
Sole proprietor, LLC, or other, whichever fits your situation.

## Required forms

- Contractor Rules of Behavior form
- Authorization form  
Required to verify education.
- FCRA form  
Required to run the background check.
- Sign exactly as your name appears on your license and NPI  
Your name must match on all signed documentation. Note that forms are not required by every Prime.

## Office and compliance requirements

- Compliant evaluation space**  
Your office must meet accessibility and safety standards. Additional documentation may be requested.
- Office photos**  
Some Primes require current office photos and some do not, and they are not needed for per diem locations. Be ready to provide them either way. What you see is what you photograph. See the photo list on the next page.

## Required office photos

- Front of building, full view**
- Parking area with handicap spaces visible**
- Accessible entrance**  
Include a ramp if applicable.
- Elevator**  
If the office is not on the ground floor.
- Office entrance door with signage or suite number**
- Waiting area with seating and reception desk**
- Accessible restroom doorway**
- Restroom interior with securely installed grab bars**
- Accessible hallways**
- Fire extinguisher with a visible, current inspection tag**
- Emergency exit and evacuation plan**
- Exam room doorway**
- Exam room interior**  
Showing the provider workspace, seating for the provider and the Veteran, and the exam table lying flat. For General Medicine, disposable paper must be visible.

## Training

- Required Prime and VA training**  
Once your forms are received, your training account is set up and login instructions are provided.

This is a guide to what is generally needed for credentialing. Depending on the Prime, you may be asked for less or for additional information. A quick note: it can feel like a lot at first, and that is normal. Gathering these items

early puts you ahead. We are here to help and happy to answer any questions along the way. This checklist is general guidance, not legal or tax advice. Specific requirements vary by specialty, location, and contract.

## Questions, or ready to get started?

Tell us about your specialty and availability and we will walk you through credentialing step by step. Visit [onestoppeoplesolutions.com](https://onestoppeoplesolutions.com) or call (919) 801-8974.