



Diversified Dental Services, Inc.

APPLICATION FOR RECREDENTIALING (All states except Nevada)

PERSONAL DATA

Name _____ Date of Birth _____

Social Security Number _____ Specialty _____

NPI Type 1 (Individual) # _____ NPI Type 2 (Corporate) # _____

Local Residence Address _____

Local Residence Phone _____

EDUCATION/TRAINING

DENTAL EDUCATION

Facility Name _____

Mailing Address _____

Phone _____

FAX _____

FROM: Mo/Yr _____

TO: Mo/Yr _____

Degree Earned _____

Facility Name _____

Mailing Address _____

Phone _____

FAX _____

FROM: Mo/Yr _____

TO: Mo/Yr _____

Degree Earned _____

Internship/Residency (if applicable) Type _____ (Specialty) _____

Facility Name _____

Mailing Address _____

Phone _____

FAX _____

FROM: Mo/Yr _____

TO: Mo/Yr _____

Program Director _____

OTHER POST GRADUATE EDUCATION

List in chronological order and include copies of certificates

Facility Name _____ Specialty & Degree Awarded _____

Mailing Address _____

Phone _____ FAX _____

FROM: Mo/Yr _____ TO: Mo/Yr _____ Program Director _____

Board Certifications/Recertification (Attach copies of certificate (s))

Complete this section only if the following information has changed within the past three years.

Board _____ Date of Certification _____

Expire _____ Certified in _____

Other Specialty Board _____

Date of Certification _____ Date of Recertification _____

If not certified, indicate current status _____

If you have taken a board examination in the past three (3) years, complete the following:

Examination Date: _____ Passed _____ Failed _____

If your Board certification has lapsed for any reason during the past three years, provide an explanation, including date: _____

Licensure/Registration/Billing (Return copies of the following)

Federal DEA Registration _____ Number _____ Expires _____

State Licenses: State _____ Number _____ Issue Date _____ Expiration Date _____

Professional Liability (Malpractice) Insurance

List ALL malpractice insurance carrier (s) during the previous three (3) years.

(Use additional sheet if needed.)

Carrier _____

Mailing Address _____

Telephone _____ Fax _____

Amounts of Coverage (Occurrence/Aggregate) _____

Policy Number _____ Effective Date _____ Expiration _____

PEER RECOMMENDATIONS

Criteria for peer references include: Local practitioners with your same level of licensure (e.g. MD/DO, DDS/DDS, DMD/DDS, DPM/DPM, APN/APN, PA/PA, RNFA/RNFA, etc.), personal knowledge of your current clinical abilities, ethical character and ability to work with others. Unacceptable references include relatives, current or pending professional partners/financial associates. Recommended peers: Hospital department chairs, practitioners in your specialty with whom you have worked a minimum of two of these peers should be of your same specialty. If this is not possible, please provide a written explanation.

Name _____ Specialty _____
Address _____
Telephone _____ Fax _____

Name _____ Specialty _____
Address _____
Telephone _____ Fax _____

Name _____ Specialty _____
Address _____
Telephone _____ Fax _____

HOSPITAL AND OTHER HEALTH CARE ENTITY MEMBERSHIPS

List ALL hospitals and surgical centers where you currently have or have had affiliation, membership and/or have been granted privileges. If you have withdrawn an application or you are no longer affiliated with a hospital or surgical center, provide an explanation on a separate page. If an explanation is attached, make sure the original entry is denoted. For any time period not covered by an affiliation or training, please provide a written explanation.

Hospital/Surgical Center

Affiliated With FROM: Mo/Yr TO: Mo/Yr

Person to Contact for Verification

Mailing Address

Phone Number FAX Number

Staff Category _____ () Check here if explanation is attached

PRACTITIONER QUESTIONNAIRE

If answers to any of the following questions is YES, please provide full details on a separate sheet, to include date of occurrence, description of events and current status.

A. During the past three years, has your license to practice medicine in any jurisdiction ever been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, otherwise limited or restricted, or been made subject to a program of probation, or have formal or informal proceedings, or investigations, toward any of those ends ever been commenced? YES NO

B. During the past three years, has your medical staff membership or medical staff status at any hospital or comparable acute or long term care facility or ambulatory surgery center or comparable facility, ever been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, or restricted or limited, based on patient care or professional conduct reason, or have formal or informal proceedings, or investigations, toward any of those ends ever been commenced? YES NO

- C. During the past three years, have your admitting or clinical privilege (s) at any other hospital, or at any comparable acute or long term care facility, or ambulatory surgery center or comparable facility, ever been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, or restricted or limited, based on patient care or professional conduct reasons, or have formal or informal proceedings, or investigations, toward any of those ends ever been commenced? YES NO
- D. During the past three years, have you ever voluntarily or involuntarily terminated, relinquished medical staff membership or status, admitting or clinical privileges, withdrawn an application for membership or privileges at any hospital or comparable acute or long term care facility, or ambulatory surgery center or comparable facility, after notification of the actual or imminent commencement of a formal or informal review, or investigation of your practice, credentials or professional conduct? YES NO
- E. During the past three years, has your membership, participation, privileges, contractual affiliation or other status with any health maintenance organization, medical group, ambulatory or outpatient care center, clinic, independent practice association, preferred provider organization, or any other comparable health care entity ever been denied, revoked, voluntarily or involuntarily terminated, suspended, restricted or limited based upon patient care or professional conduct grounds, or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- F. During the past three years, have you ever voluntarily or involuntarily relinquished membership, participation, privileges, a contractual affiliation or other comparable status with any health maintenance organization, medical group, ambulatory or outpatient care center, clinic, independent practice association, preferred provider organization, or any other comparable health care entity after notification of the actual or imminent commencement of a formal or informal review or investigation, of your practice or professional conduct? YES NO
- G. During the past three years, has membership or status in any state or local professional society or other comparable medical organization ever been denied, revoked, voluntarily or involuntarily terminated, suspended or restricted based upon patient care or professional conduct concerns, or have formal or informal proceedings or investigations toward any of those ends ever been commenced? YES NO
- H. During the past three years, has your status as a participating provider in the Medicare, Medicaid, or Tricare (formerly Champus) programs ever been sanctioned, denied, suspended, voluntarily or involuntarily terminated, limited or revoked, or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- I. During the past three years, has a letter of concern or reprimand ever been issued to you? YES NO
- J. During the past three years, have you ever been denied professional liability insurance or has your policy ever been canceled? YES NO
- K. (1) During the past three years, have you ever been named in a complaint based on allegations or professional negligence or professional misconduct or have you ever received notice of an intent to commence litigation of that type? Note: Make copies of the attached Malpractice Claim Information Worksheet and complete for each case. YES NO
- (2) With regard to any suit, has it resulted in a judgement, a settlement, or other final disposition, or is it still pending? Note: Make copies of the attached Malpractice Claim Information Worksheet and complete for each case. YES NO
- L. Does your professional liability (malpractice) coverage exclude you from performing any specific procedure (s) or practicing portions of your specialty for which you are requesting privileges? YES NO
- M. During the past three years, has your specialty board certification or eligibility ever been denied, revoked, voluntarily or involuntarily terminated, suspended, or have formal or informal proceedings, or investigation toward any of those ends ever been commenced? YES NO

- N. During the past three years, has your Drug Enforcement Agency or other controlled substances authorization ever been denied, revoked, voluntarily or involuntarily terminated, suspended, or restricted or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- O. During the past three years, have you ever been convicted of a criminal offense other than a minor traffic violation? YES NO
- P. During the past three years, are you now or have you ever been addicted to a controlled substance or alcohol? If the answer to this question is yes, please provide the name, address and a full description of any rehabilitation program in which you are now participating or in which you have participated as well as the name and title of the individual who can describe your care and participation in that program. An organization may require that you complete a Health Status Form which provides the name and title of the individual/organization (counselor/diversion program/treating provider) who can advocate on behalf of your sobriety status. YES NO
- Q. Do you currently use illegal drugs? YES NO
- R. Do you have any mental or physical condition that may significantly affect your ability to practice medicine or to exercise the particular privileges that you have requested? If so, do you believe that, with reasonable accommodation, you will be able to provide care meeting the standards controlling the award of privileges and status that you seek? YES NO
- S. Would you require an accommodation in order for you to exercise medical staff duties or the privileges requested safely and completely? YES NO

Required: Please explain any “no” answers to questions below.

- T. Does your office utilize proper infection control and barrier techniques? YES NO
- U. Does your office comply with OSHA requirements? YES NO

Question Explanation– Use this space to explain any “yes” answers to questions A-S and any “no” answers to questions T-U. (Attach additional sheet (s) if necessary)

MALPRACTICE CLAIM INFORMATION WORKSHEET

Please duplicate this form and complete for EACH case. Also, for each case that has been settled or dismissed, supply court documentation.

Practitioner Name _____

1. Patient Name _____

2. Diagnosis _____

3. Your involvement in the case (attending, consulting, etc.) _____

4. Allegation(s) _____

5. Clinical Case Summary (include additional pages or inserts if necessary)

6. Patient Outcome _____

7. Other Pertinent Details _____

8. Date of Incident _____ Date Filed _____ Date Closed _____

9. Resolution of Case (dismissed, settled out of court, litigated, other)

NOTE: All cases litigated must include legal documentation.

10. Settlement amount paid on you behalf, if any

11. Professional liability insurer involved:

A. Name of Insurer _____ B. Policy # _____

B. Address of Insurer

Name: _____

Signature: _____ **Date:** _____

No claims to Report

Regardless of whether you have had any claims, this form must be signed and dated.

Authorization and Releases - Required

I authorize Diversified Dental Services (DDS) and its clients to obtain information from others including state licensing authorities, certification boards, professional liability insurance carriers (including claim histories and loss reports), hospitals, substance-abuse programs, and healthcare-related employers, about my qualifications, including without limitation, my professional competence and conduct. I further authorize, DDS and its clients, to release information on this form to their parent organizations, affiliates, subsidiaries, employees, and agents.

I consent to the release to DDS of any and all information that may be relevant to an evaluation of my qualifications, including information about disciplinary actions and information that might otherwise be considered confidential or privileged. I release DDS, and any persons or entities providing information to DDS or evaluating the information received or provided on this form, from any and all liability, providing their acts were performed in good faith and without malice.

I understand I have the burden of providing adequate information to DDS to demonstrate my qualifications. I understand and agree that any misstatement or material omission on this form may constitute grounds for rejection of my application or dismissal as a member or participating provider with DDS or its client-sponsored networks. I understand and agree that it is my obligation to immediately notify DDS if any material changes occur in the information I have provided on this form. I understand that statements written on this form will be considered statements made by me, even if prepared by an employee, agent, or representative.

I understand that my misrepresentation or significant omission in this application constitutes cause for denial or for subsequent revocation of membership and privileges. I also understand that I have an opportunity to review the information submitted in support of this application pursuant to each entity's policy regarding review. If during the process of credentialing, an entity receives information that varies substantially from information I have provided, I will be notified of this and will have an opportunity to correct erroneous information. I have the right, upon request, to be informed of the status of my application.

I attest that the information contained on this form is correct and complete.

Dentist's name (please print): _____

Dentist's signature (original signature only—no stamps): _____

Date: _____