

Credentialing Guidelines

UnitedHealthcare is committed to supporting the American Dental Association (ADA) and CAQH ProView in streamlining the credentialing process, making it easier for you to complete one application for multiple insurance companies and maintain your credentials in a secure and central location at no cost to you.

If you are new to CAQH ProView, visit [ADA.org/godigital](https://ada.org/godigital) to get started.

If you are already using CAQH ProView, we are able to accept your CAQH ID number provided that your profile data, credentialing documents and attestation show Complete and Current.

In order to process your application, the following required documents must be completed and/or included with your submission:

- Completed application
- Signed and dated Attestation
- Five year work history, work experience gaps greater than six months must be explained
- Signed provider agreement
- W9, signed and dated
- Initialed and dated plan summary
- Current Dental License
- Current Drug Enforcement Agency (DEA) certificate*, for each state in which you practice
- Current Controlled Dangerous Substances (CDS) certificate, if applicable
- Current Professional Liability Insurance (PLI) or Federal-State Tort Coverage Document
- Billing NPI Number, if applying to participate with Medicaid plans
- Explanation of any adverse information, if applicable

*Non-prescribing practitioners who have prescriptive authority may be credentialed without a DEA by submitting a signed and dated Waiver indicating who will be prescribing on their behalf. The prescribing practitioner may be located within the same practice as the applicant or located at another practice as long as he/she is a plan participating provider. If participating with DHMO, the prescribing practitioner must be located within the same practice as the applicant.