

# Insurance Credentialing Checklist for Therapists



Getting credentialed takes time and effort, but once you're an in-network provider for multiple insurance companies you're able to provide more services to more clients who need your help.

Here's a checklist to help you through the process.

## Choose insurance companies

Talk to in-network therapists and check review sites to learn more about different insurance companies' fee schedule, reliability, and client services.

## Gather application info

You'll need the following to complete applications to insurance companies:

Checklist	
1	<input type="checkbox"/> Name and home address
2	<input type="checkbox"/> Practice's name and address
3	<input type="checkbox"/> License information
4	<input type="checkbox"/> National Provider Identifier (NPI) number
5	<input type="checkbox"/> Healthcare taxonomy code for your practice
6	<input type="checkbox"/> Copy of your CV
7	<input type="checkbox"/> Proof you're insured for malpractice (professional liability insurance)
8	<input type="checkbox"/> Proof of liability insurance covering rental property (if applicable)
9	<input type="checkbox"/> Paperwork covering any advanced training you've received

# Complete a CAQH application

First time applying to be credentialed? The first insurance company you apply to will give you the info you need to log in and complete a Council of Affordable Quality Healthcare (CAQH) application. For this application, gather:

Checklist	
1	<input type="checkbox"/> Your NPI number
2	<input type="checkbox"/> Your license to practice therapy
3	<input type="checkbox"/> Your up-to-date CV
4	<input type="checkbox"/> Your malpractice insurance certificate
5	<input type="checkbox"/> Copies of your diplomas

## Check the status of your application

Some insurance providers designate a time frame after which you are welcome to check your application status with them. If there's no time frame specified, wait three or four weeks after applying to contact them.

## Review and approve fee schedules

Once an insurance company has decided they're interested in having you join their network, they'll send you a proposed fee schedule. If you're happy with the proposed fees, you may approve it and move to the next stage; otherwise, you can choose to negotiate different fees.

## Receive and sign contract

Once you and an insurance company have agreed upon a reimbursement schedule, they will typically invite you to join their network and send you a contract to sign. Take time to carefully review this contract before signing it. A minor error now (in your name or address, for example) can cause serious trouble when you try to bill the company later.

Headway is a free service that makes it easier and more profitable for therapists and psychiatrists to accept insurance. From built-in client documentation, and scheduling to free CEUs and dedicated support, Headway provides the foundation you need to grow your insurance practice. [Talk to a practice consultant to learn more.](#)

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