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| Text  Description automatically generated | End of year  Contracting and Credentialing Review Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date | Date |
| --- | --- | --- | --- | --- | --- |
|  | Credentialing Maintenance (monthly) | Remove inactive providers from Contract Rosters |  |  |  |
|  | Credentialing Maintenance (quarterly) | Ensure CAQH profiles are up to date and attested |  |  |  |
|  | Contract Maintenance (quarterly) | Review for upcoming contract renewals and action steps |  |  |  |
|  | Contract Maintenance (quarterly) | Review for upcoming re-credentialing dates and action steps |  |  |  |
|  | Contract Maintenance (annually) | Verify all Service Locations and Billing address, fax numbers and emails are current with each funder |  |  |  |
|  | Contract Maintenance (annually) | Verify the correspondence address is current to receive important notifications |  |  |  |
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