

## Provider Credentialing Criteria

Providers who fall within the scope of HWMG's credentialing program must meet the following criteria for participation in HWMG's provider network and directory.

- ✓ Signed Credentialing Application with supporting documents submitted electronically through [CAQH ProView](#) or directly to HWMG. Other application forms or methods may be acceptable at the discretion of our Credentialing Committee.
- ✓ Submission of the following, as applicable:
  - Proof of valid Drug Enforcement Agency (DEA) and/or state Controlled Dangerous Substance (CDS) certificate
  - Proof of current liability insurance
  - Hospital affiliations or clinical privileges
  - Professional liability claims, malpractice judgments/settlements, and sanction activity for the most recent five-year history at the time of initial credentialing, and the most recent three-year history at the time of recredentialing
  - Disclosure of physical, mental or substance abuse problems that could, without reasonable accommodation, impede the practitioner's ability to provide care according to accepted standards of professional performance or pose a threat to the health or safety of patients
- ✓ Verification of the following, as applicable:
  - Board certification status, professional training, and/or highest level of education using the appropriate primary sources
  - Current, valid, unrestricted state professional license using the appropriate primary sources
  - History of sanctions, loss, or limitation of privileges or disciplinary activity using the appropriate agency, intermediary, or organization such as [CAQH SanctionsTrack](#)

We will review the information provided and notify you of any issues encountered during the credentialing process. Once we verify all of your information, we will present it for peer review by our Credentialing Committee (composed of network physicians) and our Chief Medical Officer. Providers subject to the initial credentialing process will be notified within 10 business days of the Committee's decision.

Participating providers are subject to the recredentialing process at least once every three years from the date initially credentialed by HWMG in order to maintain participation status. You may submit a Recredentialing Verification Form or an updated Credentialing Application. Upon receipt of the required form and attachments, the provider is considered to be recredentialled unless notified otherwise.

If you have any questions, please contact us Monday through Friday, 8 am to 4 pm HST.

### **Provider Relations**

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Toll-free (800) 621-6998 ext. 304  
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### **Credentialing**

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