

## Credentialing Application

What happens after the application is received:

1. Within 35 days of submitting a complete application, the physician's application is presented to the GPG Peer Review and Membership Committees and the GPG Board of Directors. The application is either approved or rejected at this time.
2. Once the physician or AHP is approved, his or her Physicians Services Representative delivers an Opt In/ Opt Out packet for him or her to select the contracts in which to participate. Note: Physicians can also complete the Opt In/Opt Out process through the member only website.
3. Once the physician or AHP is submitted to the plans, an effective date is granted by the plan/payor.

Genesis Physicians Group offers an NCQA-Certified Credentialing Program and is delegated by health plans to be the credentialing agent on record.

To become a credentialed physician or Allied Health Professional (AHP), the applicant must complete the following steps:

1. Complete the TSCA application and fill out the application with the following if applicable:
  - a. Explanation Section completed on page 10 – for any yes boxes checked on page 8 and 9
  - b. Explanation for a 6-month or greater gap between education and work history
2. Print the application out and sign page 11 and 12.
3. Attach to the application copies of:
  - a. Board Certification (if applicable – required for Initial Credentialing)
  - b. License
  - c. DEA
  - d. DPS
  - e. Current Malpractice Insurance
  - f. Laboratory Certificate - if on page 7 of the application you checked the yes box about laboratory services in the office
  - g. X-ray Certificate - if on page 7 you checked the yes box about x-rays in the office
  - h. Job Duties - if on page 6 you checked yes for ANP, PA, Midwives, Social Workers or other Non-Physicians Providers caring for patients in your office
  - i. Coverage Letter (ANP's only)
  - j. Addendum to the TSCA (ANP's only)
4. Return the completed application along with additional items using one of the following:

Mail: Genesis Physicians Group  
Attention: Credentialing Department  
12201 Merit Drive Suite 350  
Dallas, Texas 75251  
Fax: 972-239-4472  
Email: [gpgcred@genesisdocs.org](mailto:gpgcred@genesisdocs.org)

Genesis Physicians Group  
12201 Merit Drive Suite 350  
Dallas, Texas 75251  
Phone: 972-419-000  
Fax: 972-419-0049  
[www.genesisdocs.org](http://www.genesisdocs.org)

