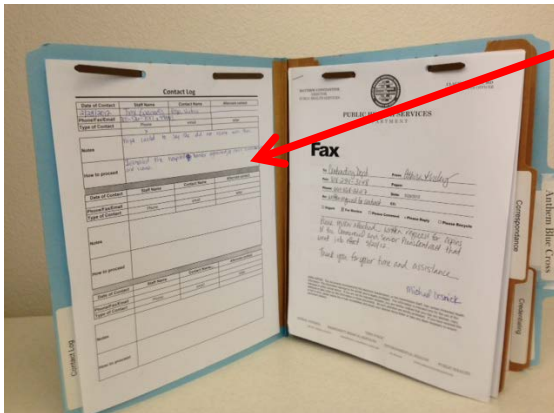


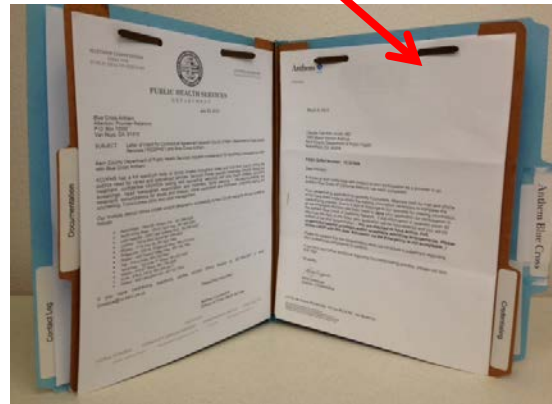


How to Put Together Your Insurance Folder

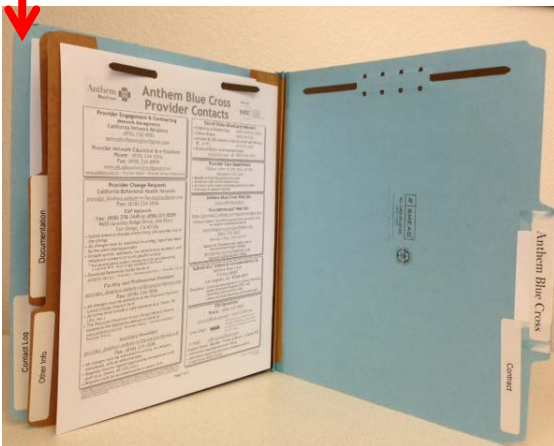


Tab 1 is the Contact Log. This is the log sheet to track all your contacts with the Insurance Contracting Rep.

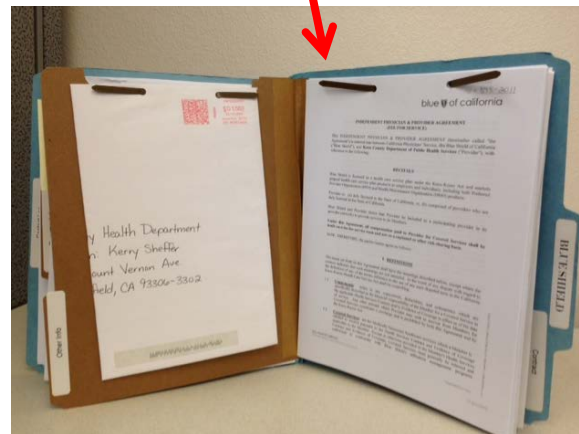
Tab 2 is for Correspondence. Keep copies of emails, faxes, and letters you receive.



Tab 3 is Documentation. Include items you send to the insurer (e.g., your W-9, Insurance Face Sheet, Roster of Physicians, and Letter of Intent).



Tab 4 is Credentialing. For companies that use *in-house credentialing*, keep copies of the applications here. TIP: Keep copies of CAQH credentialing items for each individual clinician.



Tab 5 is for Other Information. Use this tab for items such as drafts, fax cover sheets, and return envelopes.

Tab 6 is for your Contract.

Place a copy of the final contract here.