

Credentialing and Contracting Application Process for Independent Physicians, Nurse Practitioners and Physician Assistants

Practitioners who do not belong to a physician organization such as a PHO or IPA may be eligible to join Tufts Health Plan through an independent practitioner contract. Please call 617.972.9400 or 888.880.8699, ext. 52169 for more information. Please complete the forms as outlined below.

Credentialing application

Tufts Health Plan is a founding member of Health Care Administrative Solutions, Inc. (HCAS) and utilizes the Coalition for Affordable Quality Health Care's (CAQH) data repository to obtain credentialing information. To join the Tufts Health Plan's network, you must submit your credentialing application through [CAQH](#), a single source for credentialing data.

- If you have previously completed the CAQH registration process, log in to www.proview.caqh.org to update any information that has changed since your last attestation and authorize the release of your data to Tufts Health Plan.
- If you have not previously entered your information with CAQH, you will need to register. Log in to [CAQH](#) and follow the instructions to register.
- Be sure to include an explanation for any positive responses to the questions regarding licensure and prescriptive practices as well as the five-year work history section in month/year format.

Submit your Signed Contract and Application to Tufts Health Plan

You must submit the following completed documents with your signed contract to Tufts Health Plan:

- [HCAS Provider Enrollment Form](#) (This form is also located at www.hcasma.org, under "Credentialing Resources.")
- Signed Tufts Health Plan Health Services Agreement (sent to you when you called Tufts Health Plan above)
- Completed [Form W-9](#) (for tax purposes)
- Completed [Payment Attestation for Primary Care Physicians and PCP/Specialists](#) (only if you are a PCP or PCP/specialist)
- [Provider Website Authorization Form](#)

Mail your completed documents to:

Credentialing Department
Tufts Health Plan
705 Mt Auburn Street
Watertown, MA 02472

Or send the completed documents, including your signed contract, as email attachments to the Credentialing Department at tufts_health_plan_credentialing_department@tufts-health.com.

Review Process

Tufts Health Plan's Credentialing Department cannot process your application until all required materials are received. You will be notified by email if your application cannot be processed due to incomplete information.

Allow approximately 30 days for processing after your completed application and documents are received at Tufts Health Plan. You can check the status of your application during this time by calling the Credentialing Department at 617.972.9495.

Once your application is approved, your original contract with a counter-signature will be returned to you, along with a welcome packet that includes your effective date for seeing Tufts Health Plan members and information regarding claims submission and useful resources for working with Tufts Health Plan members.