

## Expedited Credentialing for Practitioners Providing COVID-19 Services

To aid our health care partners in staffing up quickly to address the coronavirus pandemic, Harvard Pilgrim will expedite credentialing for clinicians aiding in this public health emergency. Under this adapted process, Harvard Pilgrim will fast-track credentialing and enrollment of clinicians being activated to assist with this crisis and will provisionally credential them for 180 days.

The expedited credentialing process applies for participation in commercial or Medicare Advantage products. It does not apply, however, for routine requests for credentialing and enrollment.

### Requesting Expedited Credentialing — Preferred Process

1. Complete the HealthCare Administrative Solutions, Inc. (HCAS) [Provider Enrollment Form](#) This form was recently updated to include information to allow us to triage applicants who will treat patients during the public health emergency. If you're able please complete sections 1-4; if that isn't possible, please be sure that your submission includes the following at a minimum:
  - Provider information: Full name (first, middle initial, last), degree, specialty, date of birth, social security number, tax ID, and NPI
  - Federal Drug Enforcement Administration number and expiration date
  - License number for state in which clinician will practice and expiration date
  - Practice group name, address, and phone number (include billing address if different)
  - Local care unit (LCU)/care sub-unit (CSU), if known
  - Statement attesting that the clinician is being enrolled to provide direct support for COVID-19 pandemic
2. Submit the completed document to Harvard Pilgrim's Provider Processing Center via email to [PPC@harvardpilgrim.org](mailto:PPC@harvardpilgrim.org) and include "Expedited Credentialing for COVID-19" in the subject line.

Once these providers have been enrolled in Harvard Pilgrim's systems, the Provider Processing Center will notify the submitter that the request was processed.

### Credentialed Providers Practicing at New Location

Please keep in mind that providers already credentialed by Harvard Pilgrim do not need to be recredentialed to practice at a new location. Please refer to the [Clinical Credentialing and Recredentialing Policy](#) for details. To update or change a practice location, please complete the [Changing Provider Enrollment Information Form](#) in the commercial Provider Manual and follow the instructions on the form for returning it. We will work to expedite changes as quickly as possible.

### For assistance

If you need assistance with this process, please contact your Provider Relations Consultant.