

Required Documents for Dental Credentialing

- **Dental Provider Application** (make sure all sections are complete—it is also required that all pages are returned including not applicable pages). If a section is not applicable to your practice, please indicate N/A on that page.
- If you aren't yet registered for **CAQH ProView™**, you can do so at <https://proview.caqh.org>. If you've already registered for CAQH and have completed your profile, you should update your provider information and then authorize CareFirst to access your profile.
- **Dental Billing Authorization** or **Dental Practice Questionnaire** with required attachments, as requested, and W-9
- Copy of drug enforcement agency (DEA) registration certificate, if applicable**
- Copy of controlled dangerous substance (CDS) registration issued by the state or district in which you practice, if applicable*
- Copy of current professional license(s)**
- Copy of educational commission for foreign medical graduates (ECFMG) certificate, if applicable**
- Copy of specialty board certification, if you are board certified*
- Copy of professional liability coverage certification which must include the limits of coverage, the expiration date and the name of the provider covered under the policy; shared limits coverage is not acceptable.*

Please fax the required information to 410-720-5080, email to dentalcontracting@carefirst.com or mail to:

CareFirst BlueCross BlueShield
Dental Credentialing
Mailstop RRS-130
10455 Mill Run Circle
Owings Mills, Md. 21117

To follow up on the status of your credentialing, please contact dental provider networks and credentialing directly at **443-921-0676**.

Please allow up to 60 days from the date we receive the complete application (and attachments) for the entire credentialing process to be completed.

* Please be sure to check the expiration date and only send current documents. If a document will expire within 30 days of submission, please send the new document. Failing to do so may delay the credentialing process.

** If you do not have a DEA, CDS, current professional license or ECFMG, please explain why in writing.

This information is required of all practitioners in the office. All practitioners in an office must maintain the same level of participation. Providers may not have varying levels of participation per CareFirst contracting guidelines.

