

## Process for Joining SWHP and/or RightCare

### Steps for New Providers not joining an existing contracted group:

- ✚ Apply on the SWHP website at [www.SWHP.org](http://www.SWHP.org). Go to the “Provider” tab and click on “Join our Network,” then “Join Now” and fill in the “New Provider Contract Request.”
- ✚ SWHP will use the information provided to identify the next steps for contracting and will reach out directly as appropriate.

### Already a contracted SWHP provider group needing to add a provider to your contract?

- ✚ Go to [www.SWHP.org](http://www.SWHP.org) choose Provider tab then under “Manage Provider Account” choose “Add Provider to Existing Contract” and follow prompts.
- ✚ SWHP will use the information provided to identify the next steps for contracting and will reach out directly as appropriate for any additional information.

### Credentialing Steps:

- ✚ SWHP will send basic information to Aperture Credentialing, LLC, a Credentialing Verification Organization to get the credentialing process started.
- ✚ SWHP now utilizes CAQH. If you use CAQH, please make sure Scott & White Health Plan is listed as someone who can query your providers and that your attestation and data is up to date.
- ✚ if you are a facility or do not use CAQH, Aperture Credentialing, LLC will contact you with instructions on filling out a credentialing application through the Availity portal or submitting a paper application.
- ✚ Aperture will reach out to you to collect any missing information or required credentialing documentation for the application.
- ✚ Aperture will return verified information to the SWHP and your file will go to the SWHP Credentialing Committee for approval.

### SWHP basic criteria for being in the network:

- ✚ Must have hospital privileges at a SWHP contracted hospital. See the SWHP website “Find a Provider” link for facility look-up. If you are a Primary Care Physician, and/or do not do admit to hospitals you may fill out at Hospital Privilege Form requesting a waiver. This form must be completed PRIOR to SWHP starting the credentialing process.
- ✚ In order to be considered for credentialing into the SWHP, physicians who graduated from medical school after 1970 must have completed a full internship and residency. An exception would be DO physicians who graduated from medical school prior to 1985. They must have completed a one year internship and be board certified by the American Osteopathic Association (AOA). DO physicians who graduated from medical school after 1985 must have completed a full internship and residency.
- ✚ SWHP requires physicians to have current American Board of Medical Specialties (ABMS) board certification (or be in the active process of obtaining such) in the specialty you are practicing in. If you are NOT board certified or let your certification lapse, SWHP requires that each year you obtain at least 50 AMA Physician Recognition Award (PRA) or equivalent CME credits, of which 25 are Category I. Twenty five of those 50 credits (either Category I, II or combination) must be in the field in which you are practicing medicine. Failure to complete the 50 CME credits per year will result in your failure to be an eligible practitioner within SWHP’s network. You must sign an agreement to this requirement PRIOR to SWHP starting the credentialing process.