## Instructions for Completing Your Medical Staff Appointment

In addition to completing the documents included in your medical staff application, and the appropriate delineation of privilege form, the following documents are required to process your medical staff appointment and provider enrollment.

- 1. Appropriate licensure for the jurisdiction you where you will be providing services District of Columbia, Maryland and/or Virginia
- 2. Appropriate controlled substance certificates for the jurisdiction where you will be providing services District of Columbia or Maryland (Virginia has no requirement for a controlled substance certificate
- 3. Federal DEA registrations for each jurisdiction where you will be providing services
- 4. A copy of your updated curriculum vitae
- 5. Copies of the following:
  - Professional school diploma
  - Residency and fellowship certificates
  - Copy of your ABMS Board Certificate
- 6. Copy of your NPI number. NPI numbers can be obtained or edited at the following website: https://nppes.cms.hhs.gov

Shortly before your arrival at Children's please edit your NPI number by going to the above website, and following these instructions:

- 1) Please do not use any punctuation marks while filling out the information such as Dr.John.Smith
- 2) Practice location: 111 Michigan Ave NW, Washington DC 20010
- 3) Billing Address: PO Box 37215, Baltimore, MD 21297-7215
- 7. Please submit a clear copy of your driver's license, passport or other government issued identification, or an employee photo ID from your current place of employment.
- 8. Non-refundable \$100 application fee made payable to Children's Hospital Medical Staff Fund
- 9. Signed Provider Enrollment forms. Please use blue ink to sign the forms, and do not include a date. A link to <u>Provider Enrollment Signature Pages.pdf</u> is available on <u>Medical Staff On-boarding Gateway website.</u>
- 10. Documents should be mailed to

Medical Staff Office 12211 Plum Orchard Dr, Suite 310 Silver Spring, MD 20904