



Credentialing Application Checklist

Welcome to Brattleboro Memorial Hospital. We are thrilled that you are joining our team and grateful that you will dedicate your services to serving our community. Thank you!

- In the week following completion of your contract, please begin your CAQH Profile, Symplr Application, and return the Signed Release. If you would like to review this in person, please reach out to BMH's Credentialing Specialist. Please see contact information listed below.
- Additionally, for BMH employed clinicians, please contact Diane Cooke and Pam King (see below for contact information). BMH's Human Resources Department will cover all employment requirements, including benefits and payroll sign-up. BMH's Finance Department will create your BMH Malpractice Insurance application.
- Council for Affordable Quality Healthcare (CAQH) Profile (complete and attest - <https://proview.caqh.org/Login/Index?ReturnUrl=%2f>)
- Symplr Application - will require the items listed below:
 - * please read all instructions – login information will be supplied in an email from pmsupport@symplr.com
 - Curriculum Vitae – Any gaps need explanation
 - 3 References (must be recent and include one supervisor)
 - Internship or Residency Certificate Proof - An applicant who has just completed residency shall provide his/her residency or fellowship log
 - Vermont State License
 - Other State License (all past and present)
 - Vermont DEA
 - Others DEAs (all past and present)
 - Government Issued Photo ID
 - BLS / ACLS / ATLS / PALS / NRP (per specialty)
 - Current Malpractice Insurance
 - Malpractice Insurance Certificates for the Past 10 Years
 - Copies of all School Degrees
 - Board Certifications (or proof of Board eligibility)
 - ECFMG (if applicable)
 - \$125.00 fee made payable to Brattleboro Memorial Hospital (Waived for BMH Employees)
- Release of Information (will be emailed)
- Signed Privileges (will be emailed)
- Scope of Practice and Collaborative Agreement (Associate Providers only – should contact Practice Manager for assistance, as applicable)



Important Contacts

Diane Cooke, Human Resources:	(P) 802-257-3199	(E) dcooke@bmhvt.org
Pam King, General Accounts Manager:	(P) 802-254-8264	(E) king@bmhvt.org
Susan Kapral, Patient Financial Services Director:	(P) 802-257-8360	(E) sukapral@bmhvt.org
Krista Plante, Credentialing Coordinator	(P) 802-257-8892	(E) kplante@bmhvt.org

Important Dates/Timeline

Obtaining Medical Staff Privileges is taken very seriously and is subject to review by several of BMH's Medical Staff and Board committees. The process in its entirety, takes 6-8 weeks. Delay in providing the documentation listed above may cause delay in information being presented to one of the four committees, whose approval is required to obtain full privileges.