

### **SWFPA Application Process**

Application for membership to  
SWFPA (Southwest Florida Physicians Association)

- Credentialing process requires 60-90 days to complete. Contract enrollment/participation in insurance/network contracts requires 60-90 days to become an active/participating provider.
- It is not a requirement to hold hospital privileges to be eligible to join CHP, but must meet credentialing criteria as mandated by NCH/PRMC.
- Must be board certified or board eligible in practicing specialty.
- All physicians will be recredentialed every two years; facilities every three years.
- If applying for NCH or PRMC privileges, then hospital will process provider's application (a SWFPA application is included in the hospital application) to be completed by the provider. Hospital will forward CHP the SWFPA application. If applying for hospital privileges at both NCH & PRMC only one SWFPA application needs to be completed and returned.
- If provider is not applying for hospital privileges, then CHP will process application. A letter of intent with copy of CV, requesting application should be sent to Community Health Partners. Fax to 239.659.7791 or email to [providerrelations@chealthpartners.com](mailto:providerrelations@chealthpartners.com).
- Once an application has been received the credentialing/verification process takes approximately 60 -90 days. Once credentialing is completed, provider is presented to the PHO/SWFPA board committee at the Board which takes place the third Tuesday of each Month
- Credentialing requirements vary by privilege type. Physician or Allied Health.
- Once credentialing is completed by CHP, PRMC or NCH, Community Health Partners presents provider application to the Community Health Partners /SWFPA Board for approval
- Following Board approval, CHP Provider relations reaches out to have Provider sign contracts –

### **Contracting Process**

Once physician is approved by the PHO/SWFPA board, a provider relations rep will then contact you to facilitate the signing of payer contracts. Once contracts are signed, CHP staff will load in their database and this information is then sent to applicable payers each month. The loading process varies per health plan but typically takes 60-90 days for loading completion. Most effective dates are assigned the date of contract signing, some are assigned by the payer.

- Once contracts have been signed and received by CHP. They are loaded into CHP system. Following additional information that is not on the application is collected:

**Contract Package**

- SWFPA agreement
- Messenger model agreements for each payer to be signed (optional participation)
- Add / Change form **includes the following information required to load the providers**
  - Office demographics – Provider locations to be loaded
  - Office hours
  - Age Ranges
  - Languages spoken
  - Medicare & Medicaid numbers
  - Copy of W9
  - Copy of CMS1500/HICFA
  -
- Once all information is received and loaded into CHP database, we then submit information to contracted payers on a monthly basis.