

February 21, 2018

Dear Applicant,

We appreciate your interest in becoming a part of Valleygate Dental Surgery Centers and for returning your completed Pre-application. Prior to beginning your service with Valleygate you must complete our credentialing process and be approved by our credentialing committee. Our credentialing policy is compliant with AAAHC standards.

Our Privileging applies to Dentists, Physicians and CRNA's (licensed independent healthcare practitioners) who wish to provide services in any of our Valleygate Dental Surgery Centers. All interested clinicians will receive a Pre-Application and qualified applicants will receive a full application for clinical privileges. We have streamlined our process and will make every effort to process your application in a timely and efficient manner.

The credentialing process consists of six-steps, which are as follows:

Step 1: Applicant will submit a pre-application

Step 2: Applicant will receive the applicant packet.

Step 3: Applicant will return completed applications along with requested documents.

Step 4: Application will be reviewed and processed by our Credentialing Specialist to make sure all information is complete and accurate and verified with the appropriate third parties.

Step 5: The completed applicant packet will be forwarded to the Dental Director and reviewed by the Credentialing Committee for forwarding to the Chief Operating Officer for final approval.

Step 6. Applicant will be notified of result.

Although we will do everything to ensure there are no delays, the credentialing process may take up to 60 days after receipt of the completed APPLICATION to verify, review, and obtain final approval. To expedite the process, your application should be without blanks or missing requested documents; if anything is missing, the process will be delayed.

If at any time, you have questions please contact the Dental Director or Compliance Officer at Valleygate so we may resolve any problems prior to submission. Our goal is to assist you while ensuring that we are compliant with the Accreditation Association for Ambulatory Health Care (AAAHC) and other relevant guidelines.

Sincerely,

Erica Kennerson

Compliance Officer

Valleygate Dental Surgery Centers

Email: ekennerson@vfdental.com

Dr F McGibbon

Dental Director Valleygate Dental Surgery Center of **Fayetteville**

Email: FMcGibbon@vfdental.com

Dr A Dodds

Dental Director Valleygate Dental Surgery Center of **Greensboro**

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Name of Applicant: _____

CREDENTIALING DOCUMENTATION LIST

Please type or print responses legibly and in ink. Please complete all subsequent forms in their entirety and attach all supplementary documentation (*see list below*). Incomplete applications will be returned to you and may result in a delay in the credentialing/privileging process.

Supplementary documents that must be completed and/or submitted include the following:

- Two (2) Peer Reference Forms
- Curriculum vitae (CV) in proper format (*mm/yyyy*) with gaps over 30 days explained
- BLS for Healthcare Providers with AED education
- Other certificates (ACLS, PALS) (*as applicable*)
- Current Drug Enforcement Administration (DEA) registration
- Copies of diplomas (undergraduate, post-graduate, medical school, residency, fellowship, specialty)
- Current Sedation Permit (*as applicable*)
- Proof of prior professional liability insurance (minimum 1mil/3mil) (policy declarations page or letter from insurer)
- Copy of most recent hepatitis B vaccination and tuberculosis PPD test
- Copy of government-issued picture identification
- National Provider Identification (NPI) Notification with number (on application)
- Copy of Current Licensure(s)
 - North Carolina License to Practice
 - North Carolina Drug Control License (*if applicable*)
 - North Carolina Controlled Substance (*if applicable*)
 - North Carolina Board Acknowledgment & Certificate(s)
- NPDB