

Is It Time to Add a Provider to Your Busy Practice?

Here are some factors to consider.

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As a successful podiatrist running your own practice, you may be thinking about expanding your practice by hiring another provider. However, it can be a challenging decision to make, and the process involved may seem overwhelming. In this article, we will take a closer look at the factors you should consider that could help you make an informed decision about whether or not to expand your practice and the steps involved in the process.

First, let's start by looking at the "signs and symptoms" that might indicate that you need another provider.

Five Reasons Why You Might Need an Additional Provider

1) Patients may have to wait for a week or more to be seen by you. However, if the wait time is unreasonable, patients may choose to seek care elsewhere. This can be especially true for those who require more immediate attention.

2) You may feel that you don't have enough time to spend with each patient. Devoting more time to each patient will allow you to provide more comprehensive and higher-quality

care, which can help your patients feel like their feet are in good hands.

3) You may want to offer new services outside of your area of expertise. Adding another podiatrist with a niche that complements your practice can allow you to better serve existing patients and attract new practice.

4) One of your providers may be preparing for retirement. Bringing a

practice into new markets. Make sure to show the new doctor how you do business so s/he can learn the skills needed to uphold your values as the team continues to grow.

Credentialing a New Provider... Often a Rate-Limiting Step

Healthcare providers and practices that intend to participate with insurance carriers must be credentialed by

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new provider in well before your current provider retires can give patients time to transition and make them feel comfortable knowing they'll be in good hands with someone their current doctor trusts.

5) You may be planning to open a second location. Adding a new provider is a great way to start the process of horizontally expanding your

the carriers they wish to work with. Credentialing is a crucial process in practice management. As a credentialed provider, you are enrolled in the insurance carrier's network, which authorizes you to provide services to patients who have enrolled with that carrier. Credentialing validates your professional qualifications, experience,

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certifications, license, and other records. It is a way for carriers to verify your credentials to ensure that you have the necessary licenses, certifications, and skills to provide proper care to patients.

Some providers may believe that credentialing is a one-time process, but it is not. You will need to complete the credentialing process in the following scenarios:

- Initial credentialing when you join a practice or start your own practice.
- When you move from one practice group to another.
- When you enroll with a new insurance carrier.
- Re-credentialing to maintain your credentials.

Credentialing is a lengthy process that can take about 4-6 months, or even longer to complete. Many pro-

- Update the provider's CAQH profile to provide the new or updated malpractice policy.
- Provide the group's primary billing type, which will be listed on applications with a Tax ID.
- Provide the group's Medicare

- All previous, current, and pending hospital affiliations
- Copy of professional liability insurance coverage (for the past 10 years with complete details, and any malpractices history, with complete details)

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PTAN in which you plan to include the provider.

Getting the Required Documents Ready

The following is a comprehensive list of documents required for provider credentialing, separated by provider details and practice details. Some of the documents may not be

- Any disciplinary actions, with a detailed explanation.
- Peer references/recommendations with an assessment of the clinical competence and date and year mentioned.

Practice Details

- Practice address, the practice's tax ID, the practice's contact number, the practice's fax number
- Business license of the practice, various insurance coverage details of the practice, a copy of the practice's National Provider Identifier Number, the CAQH and PECOS ID, Medicaid details, current Federal DEA, a copy of current State Controlled Substance Registrations or certificate, the practice's UPON number.

Having this extensive list ready in advance will save time and reduce the possibility of costly delays.

Adding a new provider to your practice might be a challenging yet rewarding endeavor. It might not only help your practice grow, but it can also contribute to your successful exit plan when the time is right. **PM**

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viders choose to outsource this process to firms that have expertise in the industry.

The Credentialing Steps

To add a new provider to your podiatry practice, you need to follow these credentialing steps:

- Provide an updated and attested CAQH profile, including the start date. In addition, update the provider's license and DEA with the new state they will be working in, if different from their initial affiliation.
- Provide a list of payers the provider is currently affiliated with, including commercial, Medicare Advantage, Medicaid HMOs, worker's compensation, etc.
- Update the provider's CAQH profile with their tax ID to insurance carriers.
- (Some insurance payers require hospital credentialing, so you need to) Update the list of hospitals the provider intends to have privileges at within their CAQH profile.

required for simply adding a new provider to an existing practice.

Required Provider Details/ Documents:

- Name (exact name as in records)
- Gender, date of birth, age, ethnicity, citizenship information (permanent Resident Card, Green Card, or visa status (if applicable))
- E-mail address, mailing address, contact number
- Recent photograph signed and dated in the margin
- Updated Curriculum Vitae
- Social Security Number
- Current CME documents, educational qualification (to include month and year of attendance, institution name and address, program director name, and degrees attained, diploma, training certificates)
- Copy of current Board Certificate, including dates of board certification/recertification
- Copy of current active state licenses



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