



ENROLLMENT APPLICATION CHECKLIST

The following checklist contains the most common reasons Indiana Health Coverage Programs (IHCP) enrollment applications are returned. Please use this checklist to review enrollment applications before sending to the IHCP.

Did you remember to...

- Include a copy of your professional license, if applicable
- Sign the provider agreement
- Include a copy of your DEA certificate for prescription referral or billing
- Include a copy of your CLIA certificate for laboratory services
- Complete Schedules A, B, and as appropriate, Schedule C
- Indicate *only one* provider type on Schedule A
- Indicate *one primary* provider specialty and secondary specialties as applicable
- Include a list of practice locations for all new group members
- Include a list of all members for new group enrollments
- Include a copy of W-9 form for tax identification purposes
- Include a copy of your Medicare Assignment Letter.

Thank you for your participation in the IHCP.