



Working for a Healthier Hawaii

HMSA PROVIDER REGISTRATION DOCUMENT CHECKLIST

Before completing the application, please review this checklist to ensure you have all documents needed to accurately complete the entire application. After completing the application packet, review this list to make sure all necessary forms and documentation are submitted.

Please note the documents required for specific specialty groups listed below.

HMSA application packet documents are sent by HMSA to the provider. Forward these documents along with supporting documents listed later, as part of completed application packet.

- HMSA Provider Application Form – Dental Providers
- W-9 Request for Taxpayers Identification Number and Certification

Forward copies or originals of the following items as part of the completed application packet

- Current Hawaii State License
- Copy of specialty American Board certificate or completion of residency from an accredited school
- National Provider Identifier (NPI) - forward a copy of your confirmation (e.g. letter, email, etc.) from the NPI Enumerator. Providers are required to register for and implement use of their NPI for electronic transactions by May 23, 2007. NPIs are also required by the dental claims administrator for paper claims. Visit www.cms.hhs.gov for more information.
- Liability insurance certificate** – minimum \$1 million per occurrence; \$1 million aggregate
- Federal DEA certificate (*if applicable*)
- State narcotic certificate (*if applicable*)

- OPTIONAL** Copy of curriculum vitae (CV) or resume – include five year work history, education, training. Note: Include month and year for each entry.

If there are gaps in your five-year work history, please explain. Include your current place of employment with a start date.

NON-PARTICIPATING PROVIDERS

Providers who decide not to participate with HMSA must submit the documents listed above except where noted with asterisks (**).