UNIVERSITY PHYSICIANS
BROOKLYN, INC.

PROVIDER ENROLLMENT SERVICES
ENROLLMENT/PAYOR REQUIRED FORMS CHECKLIST

_____
Provider Name

Physicians are required to complete the Provider Enrollment Database form and sign the additional forms listed as part of the enrollment process:

- ☐ Provider Enrollment Database Form
- ☐ Provider Practice Location Information Form
- ☐ CAQH Attestation
- ☐ Blue Cross Blue Shield Practitioner Application Release Form
- ☐ Emblem/HIP Network Services IPA Participating Practitioner Agreement
- ☐ Emblem/HIP HMO Certification Regarding Lobbying
- ☐ Emblem/GHI PPO Participating Practitioner Agreement
- ☐ Emblem/GHI Provider Certification Regarding Lobbying
- ☐ ADA Attestation Form

Additional forms will be generated from Provider Enrollment:

Medicare Enrollment and Re-Assignment Forms
Medicaid Enrollment and Certification Statement Forms

Thank you,

Albert Guidice
Provider Enrollment Manager

X _____
Person Completing Check List

X _____
Initials/Date

SUNY DOWNSTATE Medical Center
University Hospital of Brooklyn

UNIVERSITY PHYSICIANS BROOKLYN, INC.

PROVIDER ENROLLMENT SERVICES
PRACTICE LOCATION INFORMATION

Provider First Name: _____ Last Name: _____

Primary Practice Address: _____ UPB ☐ UHB ☐ BOTH ☐

City/State/Zip: _____

Appointment Phone Number: (____)_____

Office Fax Number: (____)_____ Contact Person: _____

Office Hours:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

****

Secondary Practice Address: _____ UPB ☐ UHB ☐ BOTH ☐

City/State/Zip: _____

Appointment Phone Number: (____)_____

Office Fax Number: (____)_____ Contact Person: _____

Office Hours:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

****

SUNY DOWNSTATE Medical Center
University Hospital of Brooklyn

UNIVERSITY PHYSICIANS BROOKLYN, INC.

Additional Practice Address: _____ UPB ☐ UHB ☐ BOTH ☐

City/State/Zip: _____

Appointment Phone Number: (____)_____

Office Fax Number: (____)_____ Contact Person: _____

Office Hours:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

****

Additional Practice Address: _____ UPB ☐ UHB ☐ BOTH ☐

City/State/Zip: _____

Appointment Phone Number: (____)_____

Office Fax Number: (____)_____ Contact Person: _____

Office Hours:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

Standard Authorization, Attestation and Release

(Not for Use for Employment Purposes)

I understand and agree that, as part of the credentialing application process for participation, membership and/or clinical privileges (hereinafter, referred to as "Participation") at or with each healthcare organization indicated on the "List of Authorized Organizations" that accompanies this Provider Application (hereinafter, each healthcare organization on the "List of Authorized Organizations" is individually referred to as the "Entity"), and any of the Entity's affiliated entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by the Entity for determining initial and ongoing eligibility for Participation. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law.

I acknowledge that each Entity has its own criteria for acceptance, and I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my consent to the release of information do not guarantee that any Entity will grant me clinical privileges or contract with me as a provider of services. I understand that my application for Participation with the Entity is not an application for employment with the Entity and that acceptance of my application by the Entity will not result in my employment by the Entity.

Authorization of Investigation Concerning Application for Participation. I authorize the following individuals including, without limitation, the Entity, its representatives, employees, and/or designated agent(s); the Entity's affiliated entities and their representatives, employees, and/or designated agents; and the Entity's designated professional credentials verification organization (collectively referred to as "Agents"), to investigate information, which includes both oral and written statements, records, and documents, concerning my application for Participation. I agree to allow the Entity and/or its Agent(s) to inspect and copy all records and documents relating to such an investigation.

Authorization of Third-Party Sources to Release Information Concerning Application for Participation. I authorize any third party, including, but not limited to, individuals, agencies, medical groups responsible for credentials verification, corporations, companies, employers, former employers, hospitals, health plans, health maintenance organizations, managed care organizations, law enforcement or licensing agencies, insurance companies, educational and other institutions, military services, medical credentialing and accreditation agencies, professional medical societies, the Federation of State Medical Boards, the National Practitioner Data Bank, and the Health Care Integrity and Protection Data Bank, to release to the Entity and/or its Agent(s), information, including otherwise privileged or confidential information, concerning my professional qualifications, credentials, clinical competence, quality assurance and utilization data, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation in, or with, the Entity. I authorize my current and past professional liability carrier(s) to release my history of claims that have been made and/or are currently pending against me. I specifically waive written notice from any entities and individuals who provide information based upon this Authorization, Attestation and Release.

Authorization of Release and Exchange of Disciplinary Information. I hereby further authorize any third party at which I currently have Participation or had Participation and/or each third party's agents to release "Disciplinary Information," as defined below, to the Entity and/or its Agent(s). I hereby further authorize the Agent(s) to release Disciplinary Information about any disciplinary action taken against me to its participating Entities at which I have Participation, and as may be otherwise required by law. As used herein, "Disciplinary Information" means information concerning (i) any action taken by such health care organizations, their administrators, or their medical or other committees to revoke, deny, suspend, restrict, or condition my Participation or impose a corrective action plan; (ii) any other disciplinary action involving me, including, but not limited to, discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges, but after I have knowledge that such formal charges were being (or are being) contemplated and/or were (or are) in preparation.

Release from Liability. I release from all liability and hold harmless any Entity, its Agent(s), and any other third party for their acts performed in good faith and without malice unless such acts are due to the gross negligence or willful misconduct of the Entity, its Agent(s), or other third party in connection with the gathering, release and exchange of, and reliance upon, information used in accordance with this Authorization, Attestation and Release. I further agree not to sue any Entity, any Agent(s), or any other third party for their acts, defamation or any other claims based on statements made in good faith and without malice or misconduct of such Entity, Agent(s) or third party in connection with the credentialing process. This release shall be in addition to, and in no way shall limit, any other applicable immunities provided by law for peer review and credentialing activities. In this Authorization, Attestation and Release, all references to the Entity, its Agent(s), and/or other third party include their respective employees, directors, officers, advisors, counsel, and agents. The Entity or any of its affiliates or agents retains the right to allow access to the application information for purposes of a credentialing audit to customers and/or their auditors to the extent required in connection with an audit of the credentialing processes and provided that the customer and/or their auditor executes an appropriate confidentiality agreement. I understand and agree that this Authorization, Attestation and Release is irrevocable for any period during which I am an applicant for Participation at an Entity, a member of an Entity's medical or health care staff, or a participating provider of an Entity. I agree to execute another form of consent if law or regulation limits the application of this irrevocable authorization. I understand that my failure to promptly provide another consent may be grounds for termination or discipline by the Entity in accordance with the applicable bylaws, rules, and regulations, and requirements of the Entity, or grounds for my termination of Participation at or with the Entity. I agree that information obtained in accordance with the provisions of this Authorization, Attestation and Release is not and will not be a violation of my privacy.

I certify that all information provided by me in my application is current, true, correct, accurate and complete to the best of my knowledge and belief, and is furnished in good faith. I will notify the Entity and/or its Agent(s) within 10 days of any material changes to the information (including any changes/challenges to licenses, DEA, insurance, malpractice claims, NPDB/HIPDB reports, discipline, criminal convictions, etc.) I have provided in my application or authorized to be released pursuant to the credentialing process. I understand that corrections to the application are permitted at any time prior to a determination of Participation by the Entity, and must be submitted online or in writing, and must be dated and signed by me (may be a written or an electronic signature). I acknowledge that the Entity will not process an application until they deem it to be a complete application and that I am responsible to provide a complete application and to produce adequate and timely information for resolving questions that arise in the application process. I understand and agree that any material misstatement or omission in the application may constitute grounds for withdrawal of the application from consideration; denial or revocation of Participation; and/or immediate suspension or termination of Participation. This action may be disclosed to the Entity and/or its Agent(s). I further acknowledge that I have read and understand the foregoing Authorization, Attestation and Release and that I have access to the bylaws of applicable medical staff organizations and agree to abide by these bylaws, rules and regulations. I understand and agree that a facsimile or photocopy of this Authorization, Attestation and Release shall be as effective as the original.

Signature*

Name (print)*

DATE SIGNED*

EMPIRE BLUECROSS BLUESHIELD
PRACTITIONER APPLICATION RELEASE FORM

PRACTITIONER INFORMATION			
		Billing NPI Number:	
Provider Number:	CAQH Number:	Individual NPI Number:	
Last Name:	First Name:		M.I.:
Date of Birth:	SSN:	TIN:	
Sex: ☐ Male ☐ Female		Part of a Group? ☐ Yes ☐ No	
Languages Spoken:		E-mail Address:	
Primary Office Address:			
City:	State:	ZIP Code:	County:
Telephone #:	Fax #:	Contact Name:	
SAMSA Certified Medication Assisted Therapy (MAT) Provider		☐ Yes ☐ No ☐ NA	

OFFICE HOURS
Hours Of Availability To See Patients In Primary Office (PCP & OB/GYN Must Have A Minimum Of 16 Office Hours/Week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I HAVE NO OFFICE HOURS AND RENDER SERVICES ONLY WITHIN AN INPATIENT SETTING (HOSPITALIST) ☐
I AM A CERTIFIED NURSE MIDWIFE AND HAVE INCLUDED DOCUMENTS VERIFYING MY COLLABERATING PHYSICIAN ☐

PAR HOSPITAL AFFILIATIONS
List all – Use Separate Sheet if Necessary

1.
2.

SPECIALTY

APPLYING AS: *(PLEASE CHECK)* PRIMARY CARE PROVIDER / OB/GYN ☐ REFERRAL SPECIALIST ☐ BOTH ☐

Specialty:	Board Eligible?	☐ Yes	☐ No	Date:
	Board Certified?	☐ Yes	☐ No	Date:
Sub-Specialty:	Board Eligible?	☐ Yes	☐ No	Date:
	Board Certified?	☐ Yes	☐ No	Date:

PAR BACKUPS
List all – Use Separate Sheet if Necessary

Name	Provider ID	Address	Phone
1.			
2.			
3.			

I hereby certify that the all information indicated herein is true, accurate and complete. Furthermore I understand that the knowing submission of any incorrect information may result in the possible disqualification of my application, termination of my agreement with Empire BlueCross BlueShield and reporting to any applicable State, Federal or Regulatory agency.

Practitioner Signature:	Date:

Empire Use Only

Network Management Consultant:	Internal Flags:	Date Empire Received

Please Return this form along with the Contract(s) to:
Empire BlueCross BlueShield,
PO Box 1407-Church Street Station
New York, NY 10008-1407

AGREEMENT BETWEEN

HIP NETWORK SERVICES IPA, INC.

AND PARTICIPATING PRACTITIONER

HIP Network Services IPA ("HNSIPA"), is pleased to contract with the undersigned Practitioner for the provision of Covered Services to Members. Practitioner and HNSIPA are entering into this Agreement in order for Practitioner to provide services as a Participating Provider to Members according to the terms and conditions of this Agreement, the Plan's Administrative Guidelines including but not limited to the Plan's Provider Manual and each Member's Benefit Program. HNSIPA and Practitioner agree to abide by the Quality Improvement, Utilization Management and other applicable rules, policies and procedures of the Plan with whom HNSIPA contracts to provide services. This Agreement (consisting collectively of this page, the body of the agreement that follows and the Prevailing Plan Fee Schedule annexed hereto as Attachment A, plus all other exhibits and other attachments), as well as the Administrative Guidelines and Provider Manual, as amended from time to time and published on the Plan's website, constitutes the complete and sole contract between the parties regarding the subject matter of the Agreement and, except as otherwise provided herein, supersedes any and all prior or contemporaneous oral or written communications not expressly included in the Agreement. Subject to any necessary regulatory approvals, the effective date of this Agreement is _____ ("Start Date"), contingent on any necessary Credentialing Committee approval. *(For Plan use)*

If Practitioner is a professional corporation this Agreement shall apply to each member of such corporation as if each is a party to this Agreement. In consideration of the mutual covenants and promises stated herein and other good and valuable consideration, and intending to be legally bound hereby, HNSIPA and Practitioner enter into this Agreement to be effective as of the Start Date.

Practitioner	
By *(Signature)*	
Name *(Print)*	Date
Organization University Physicians of Brooklyn, Inc.	
Address 450 Clarkson Ave.	
Brooklyn, NY 11203	
Telephone	License #:
Email	NPI#

HIP Network Services IPA, Inc.
Date:
Name:
Signature:

APPENDIX II

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid to any person by or on behalf of the Practitioner for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with the award of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the award of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment or modification of this Federal contract, grant, loan, or cooperative agreement, and the Agreement exceeds $100,000, Practitioner shall complete and submit Standard Form-LLL "Disclosure Form to Reporting Lobby," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into submission of this certification is a prerequisite for making or entering into this transaction pursuant to U.S.C. Section 1352. The failure to file the required certification shall subject the violator to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Practitioner	
By *(Signature)*	
Name *(Print)*	Date
Organization University Physicians of Brooklyn, Inc.	
Address 450 Clarkson Ave.	
Brooklyn, NY 11203	
Telephone	State License #:
Email	NPI#

EMBLEMHEALTH PARTICIPATING PRACTITIONER AGREEMENT

Group Health Incorporated and the other EmblemHealth companies listed on the attached addendum, if any, and their affiliated and successor companies (referred to hereinafter as "EmblemHealth"), is pleased to contract with the undersigned Practitioner ("Practitioner") for the provision of Covered Services to Members. Practitioner shall render Covered Services to Members according to the terms and conditions of this Agreement, EmblemHealth's Administrative Guidelines, Provider Manual and policies and procedures, and each Member's Benefit Program listed on **Attachment B**. Practitioner agrees to abide by the Quality Improvement, Utilization Management, Claims Submission and other applicable rules, policies and procedures of EmblemHealth. This Agreement (consisting collectively of this page, the body of the agreement that follows, the Prevailing Plan Fee Schedule and terms annexed hereto as **Attachment A**, plus the Addendums and Attachments which are incorporated herein and the Administrative Guidelines, as they may be amended from time to time and published on the EmblemHealth website, constitutes the complete and sole contract between the parties regarding the subject matter of the Agreement and, except as otherwise provided herein, supersedes any and all prior or contemporaneous oral or written communications not expressly included in the Agreement. The Start Date of this Agreement shall be forty-five (45) days after counter execution of this Agreement by EmblemHealth _____ ("Start Date"). If Practitioner is a professional corporation this Agreement shall apply to each Member of such corporation as if each is a party to this Agreement. In consideration of the mutual covenants and promises stated herein and other good and valuable consideration and intending to be legally bound hereby, EmblemHealth and Practitioner enter into this Agreement to be effective as of the Start Date.

Practitioner	
By *(Signature)*	
Name *(Print)*	Date
Organization University Physicians of Brooklyn, Inc.	
Address 450 Clarkson Ave. Brooklyn, NY 11203	
Telephone	State License #
Email	State of License
NPI#	Group NPI #

Group Health Incorporated	
Date: Name: Signature:	

APPENDIX II

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid to any person by or on behalf of the Practitioner for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with the award of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the award of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment or modification of this Federal contract, grant, loan, or cooperative agreement, and the Agreement exceeds $100,000, Practitioner shall complete and submit Standard Form-LLL "Disclosure Form to Reporting Lobby," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into submission of this certification is a prerequisite for making or entering into this transaction pursuant to U.S.C. Section 1352. The failure to file the required certification shall subject the violator to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Practitioner	
By *(Signature)*	
Name *(Print)*	Date
Organization	University Physicians of Brooklyn, Inc.
Address	450 Clarkson Ave.
	Brooklyn, NY 11203
Telephone	License #:
Email	NPI#

The American with Disabilities Act (ADA) Attestation

Provider Name (print): Date:
Provider Signature:
Provider Address:
Specialty:

1. Does the office have at least one wheelchair-accessible path from an entrance to an exam room? Yes No

2. Examination tables and all equipment are accessible to people with disabilities. Yes No

3. If parking is provided, spaces are reserved for people with disabilities, pedestrian ramps at sidewalks, and drop-offs? Yes No

4. If parking is provided, are there an adequate number of parking spaces provided (8 feet wide for a car and 5 foot access aisle)? Yes No

Total Spaces	accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4

5. For a provider with a disability-accessible parking space, is there a path of travel from the disability-accessible parking space to the facility entrance that does not require the use of stairs? Yes NO
   - Is the path of travel stable, firm and slip resistant? Yes No
   - Except for curb cuts, is the path at least 36 inches wide? Yes No

6. Is there a method for persons using wheelchairs or that require other mobility assistance to enter as freely as everyone else? Yes No
   - Is that route of travel safe and accessible for everyone, including people with disabilities? Yes No

7. Does the main exterior entrance door used by persons with mobility disabilities to access public spaces meet the following standards:
   - 32 inches clear opening. Yes No
   - 18 inches of clear wall space on the pull side of the door, next to the handle. Yes No
   - The threshold edge is no greater than ½ inch high or if beveled, no greater than ¾ inches high. Yes No
   - The door handle is no higher than 48 inches high and can be operated with a closed fist. Yes No

8. Are there ramps to permit wheelchair access? Yes No
   If yes, complete the following 4 questions:
   - Are the slopes of the ramp accessible for wheelchair access? Yes No
   - Are the railings sturdy and high enough for wheelchair access? Yes No

- Is the width between railings wide enough to accommodate a wheelchair? Yes No
- Are the ramps nonslip and free from any obstruction (cracks)? Yes No

9. If there are stairs at the main entrance, is there also a ramp or lift or is there an alternative accessible entrance? Yes No

10. Do any inaccessible entrances have signs indicating the location of the nearest accessible entrance? Yes No

11. Can the accessible entrance be used independently and without assistance? Yes No

12. Are doormats ½ inch high or less with beveled or secured edges? Yes No

13. Are waiting rooms and exam rooms accessible to people with disabilities? Yes No

14. The layout of the interior of the building allows people with disabilities to obtain materials and services without assistance. Yes No

15. The interior doors comply with the criteria set forth above regarding the exterior door. Yes No

16. The accessible routes to all public spaces in the facility are 31 inches wide. Yes No

17. There is a 5 foot circle or a T-shaped space for a disabled person using a wheelchair to reverse direction in public areas where services are rendered. Yes No

18. All buttons or other controls in the hallway are no higher than 42 inches. Yes No

19. Elevators in the facility meet the following standards:
    - There are raised and Braille signs on both door jambs on every floor. Yes No
    - The call buttons in the hallway are not higher than 42 inches. Yes No
    - The controls inside the cab have raised and Braille lettering. Yes No

20. Are sign language interpreters and other auxiliary aids and services provided in appropriate circumstances? Yes No

21. Is the public lavatory wheelchair-accessible? Yes No

22. With respect to the public restroom, the accessible route, the exterior door and the interior stall doors comply with standards set forth above for exterior doors. Yes No

23. There is at least one wheelchair accessible stall in the public restroom that has an area of at least 5 feet by 5 feet, clear of the door swing; OR there is at least one stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches, or 48 by 69 inches). Yes No

24. In the accessible stall of the public rest room there are grab bars behind and on the side wall nearest the toilet. Yes No

25. There is one lavatory in the public restroom that meets the following standards:
    - 30 inches wide by 48 inches; deep bar space in front.
    - (A maximum of 19 inches of the required depth may be under the lavatory.) Yes No
    - The lavatory rim is no higher than 34 inches. Yes No
    - There is at least 29 inches from the floor to the bottom of the lavatory apron. Yes No
    - The faucet can be operated with a closed fist. Yes No
    - The soap dispenser and hand dryers are within reach and usable with one closed fist. Yes No
    - The mirror is mounted with the bottom edge of the reflecting surface 40 inches from the floor or lower. Yes No

I, [First and Last Names, Title, Provider Name], hereby attest that we are a provider that has a physical site at which FIDA Participants might possibly be physically present and that the answers provided are accurate. Also, I do hereby attest that I hold the authority to make these attestations.

Provider Name (print)_____ Date:

Provider Signature _____