HCA Credentialing Portal (HCP)

Delegate Reference Guide on

HCA Credentialing Portal or HCP

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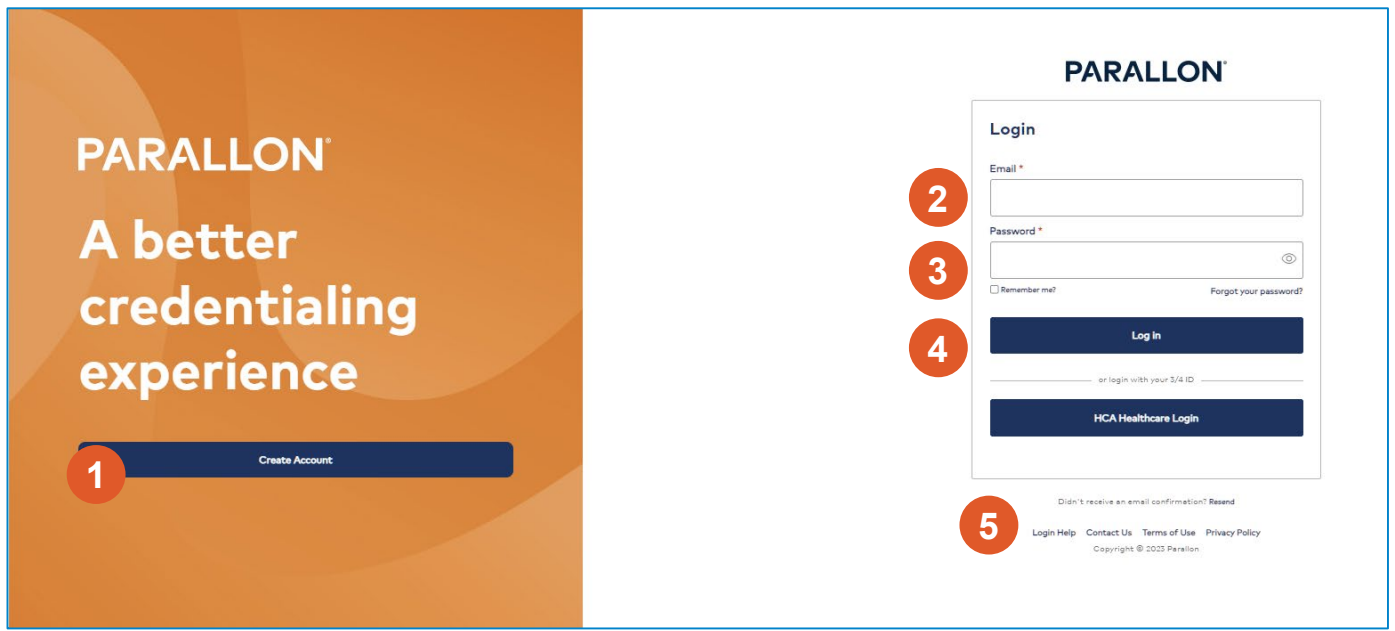
HCA Credentialing Portal (HCP)

This reference guide for HCP is to assist delegates in HCP Navigation, updating practitioner profiles and completing a practitioner's credentialing packet for Request for Consideration (RFC) or Reappointment Request for Consideration (RRFC).

10/9/2023   3

HCA Credentialing Portal (HCP)

Accessing HCP & Logging In

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HCA Credentialing Portal (HCP)

Sign into the [Parallon Credentialing Portal](#).

1. If this is your first time logging in, you will need to select Create Account, and follow the prompts and email instructions. (see note below)

2. If you are a returning user, enter your Email.

3. Enter your Password.

4. Click Log In.

5. Login help is available by clicking the hyperlink "Login Help".

Notes:

- A delegate can use the last name and date of birth of any practitioner he or she supports when creating an account.

- If using remember me, you will be asked to re-authenticate or reset your password after a period of time due to security reasons.

- If you need job aids or micro-learnings on HCP navigation, visit HCA HealthCare's [Practitioner Credentialing Page.](#)

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Identity Verification

Your login is protected with Two-Factor authentication. Choose a method below to verify your identity.

Method *

5 Email

Authorization code will be sent to l***********@yahoo.com.tst.

Send Code **6**

To verify your identity, HCP uses a two-factor authentication process.

5. Click Email to receive your six-digit authorization code.
6. Click Send Code.

7. Once received, enter your six-digit authentication code in the field provided.

8. Click Log In.

Note: If using "remember this device" you generally will not have to re-authorize due to your connection being saved. However, when logging in from the HCA Healthcare network, you may be asked to authorize your device each time.
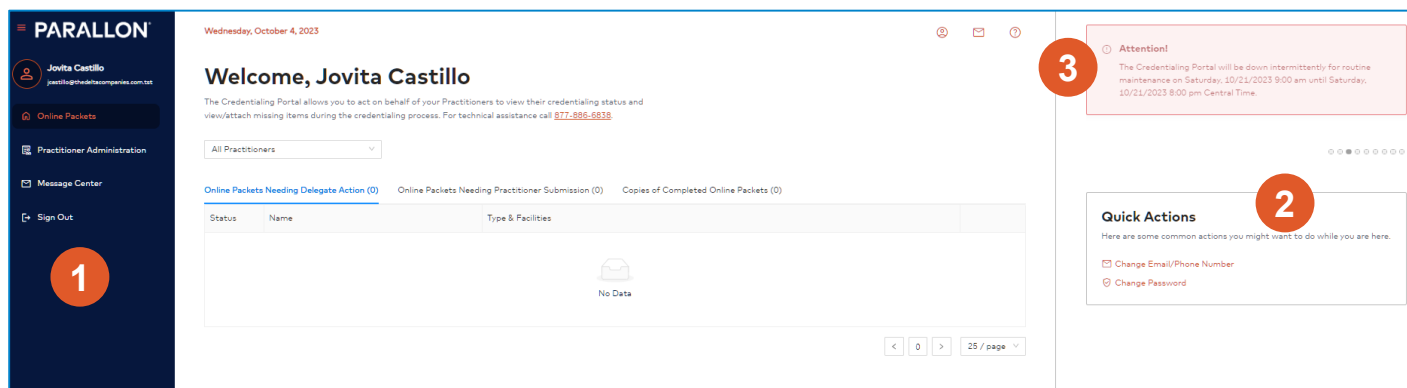
HCA Credentialing Portal (HCP)

General Navigation

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The HCP Delegate landing page appears.

1. From the Left Navigation, you can navigate to:

    Online Packets – Click here to act on behalf of the practitioner and access the practitioner's credentialing packet.

    Practitioner Administration - Click here to see a listing of practitioners the delegate is supporting or search for a specific practitioner. This view also allows practitioner profile edits.

    Message Center - Click here to view system generated messages. Messages are only kept 90 days before deleted from view.

    Sign Out – Click here to sign out of HCP.

2. From the Right Navigation, you can navigate to Quick Actions to change the delegate's:

    Email

    Phone Number

    HCP Password.

3. A scrolling notification provides pertinent information to practitioners and delegates.

HCA Credentialing Portal (HCP)

Practitioner Management – Edit Practitioner Profile

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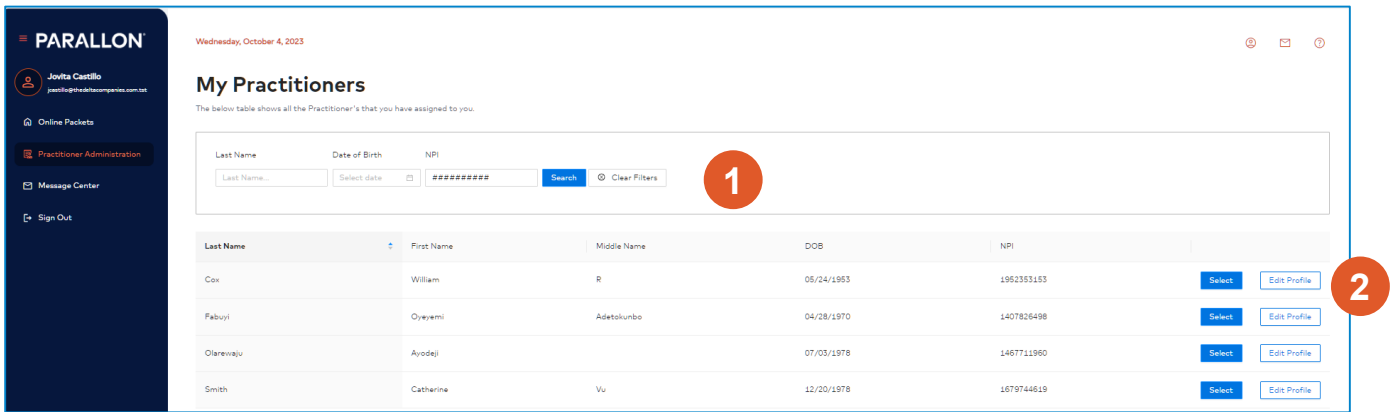
HCA Credentialing Portal (HCP)

From the left navigation, click on Practitioner Management.

1. Look up a specific practitioner or choose a practitioner from the listing.

2. Click Edit Profile beside the practitioner name. This action allows you to edit practitioner:

   a) Demographic Information
   b) Home, Primary and Credentialing Address

HCA Credentialing Portal (HCP)

Practitioner Management – Emulate Practitioner

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From the left navigation, click on Practitioner Management.

1. Look up a specific practitioner or choose a practitioner from the listing.

2. Click Select beside the practitioner name.

3. This action allows you to Emulate what the practitioner sees.

The HCP Practitioner landing page appears. You can navigate using the following:

1. Left Navigation

2. Center Dashboard Navigation

3. Right Navigation

4. Icons for practitioner profile, message center and help are located in the Center Dashboard upper right hand corner.
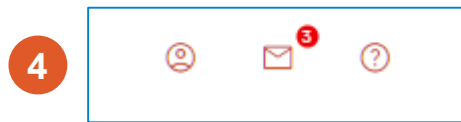
Note:

When emulating a practitioner, a delegate cannot make changes or upload documents; it is read-only view.

HCA Credentialing Portal (HCP)

From the Left Navigation, you have the following options.

1.	Home – Click here to return to the HCP home page.

2.	Credentialing Status – Click here to view the status of your packet.

3.	Outstanding Items – Click here to view outstanding packet items needed before Parallon can complete the credentialing process.

4.	Expiring Items – Click here to view all items with an expiration date.

5.	Facilities – Click here to view facility and privilege details.

6.	Resources and Help Center – Click here to find documents, links and contact information for supporting Credentialing Processing Center or CPC.

7.	Sign out – Click here to sign out of HCP.

HCA Credentialing Portal (HCP)

Center Dashboard Navigation. Using the Key Performance Indicator or KPI boxes, you can navigate to:

1. Credentialing Status – The number indicates the number of open packets.

2. Outstanding Items – The number indicates the number of items that need to be submitted by either the practitioner or the entity before Parallon can complete the credentialing process.

3. Expiring Items – The number indicates the number items expiring within 1 - 45 days.

4. Facilities – The number represents the number of facilities or entities with open or requested privileges.

Note: A delegate cannot Work Packet from this view.

HCA Credentialing Portal (HCP)

Welcome to your Credentialing Portal!

The Credentialing Portal allows you to view status and view/attach missing items during the credentialing process. For technical assistance call 877-886-6838. For credentialing process questions, contact the CPO ᵗʰe number located on the Resources page. **1**

○ ○ ○ ○ ○ ● ○ ○ ○

Quick Actions

Here are some common actions you might want to do while you are here.

⊚ Update Profile **2**

⧑ Add Delegate

✉ Change Email

⛊ Change Password

My Profile

Here's a look at your ⃝**3** e details.

Name	Dr. Andrew Lovett Jones, Jr, MD
Phone	222-222-2222
Email	lovett_jones@yahoo.com.tst

Right Navigation includes:

1. A scrolling notification with pertinent information

2. Quick Actions – Practitioners can click here to update the profile information, delegate information, change email or change HCP password.

3. My Profile – shows a quick view of practitioner name, phone number and email address
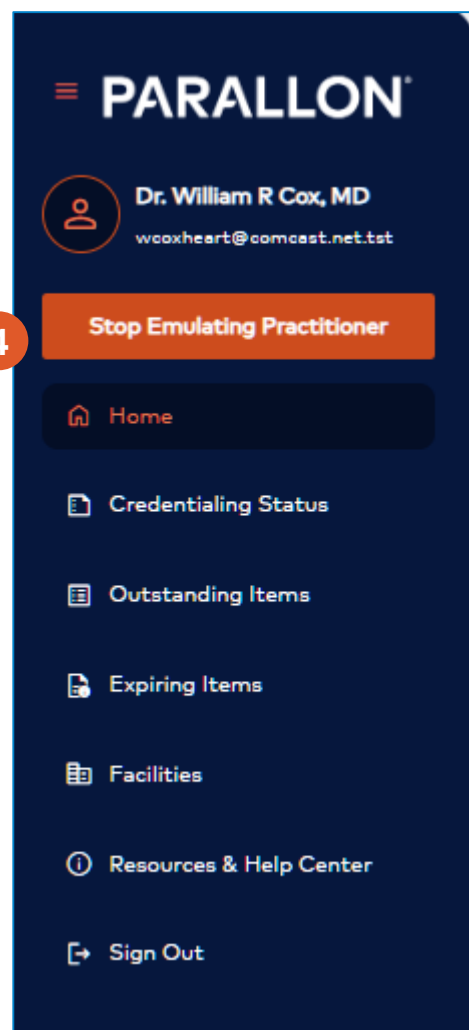
4. From the Left Navigation, click Stop Emulating Practitioner to return to the Delegate HCP Landing Page.

≡ **PARALLON**

Dr. William R Cox, MD
wcoxheart@comcast.net.tst

4 **Stop Emulating Practitioner**

⌂ Home

▤ Credentialing Status

▦ Outstanding Items

▤ Expiring Items

▣ Facilities

ⓘ Resources & Help Center

↦ Sign Out

HCA Credentialing Portal (HCP)

Accessing Credentialing Packet

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1. From the Delegate landing page, click on Online Packets.

2. Click Work by the practitioner name, and the Request for Credentialing page appears.

Note:

The search can be narrowed by using the drop-down arrow beside All Practitioners.

HCA Credentialing Portal (HCP)

Credentialing Packet –Welcome

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As a delegate works through the credentialing packet, each requirement landing page has a message at the top stating either:

1. The section is required for delegates; color coded in yellow.

2. This section is optional for delegates. To Bypass this section, select Continue; color coded in blue.

Note:

Use these messages to ensure all sections required by the delegate are completed.

The introduction section of the Request for Credentialing provides details of how to navigate through the credentialing packet process while showing all facilities where a practitioner is being credentialed.

From this page, you are able to access the following details:

1. Instructions - Provides details on how to navigate the Request/Re-Request for Consideration credentialing packet
   a) Pay close attention to Section Status Indicators.

2. Facilities - Provides details of all facilities where the practitioner is being credentialed

3. Need Help - Provides details on who to contact for assistance as you are navigating the packet. There is also a hyperlink for additional training materials.

4. Generated PDFs – are standard files that will be used in the process.

5. The Left Navigation shows a listing of all requirements of the package.

6. Click Start to move to General Requirement.

HCA CredentialingPortal (HCP)

Credentialing Packet – General Requirement

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1. The following requirements are part of the General Requirement:

   - Identifying Information – This provides all demographic details.

   - Home Address – This provides the home address which will always be silent (meaning it will not appear on reporting that is shared outside the Medical Staff Office.)

   - Credentialing Address – This will be the primary address used to service patients.

   - Practice Locations – This is where the practitioner will perform their service.

2. The below will only display if there is a state application that requires state specific information:

   - Correspondence Address – This provides the address to send all documentation regarding the credentialing process.

   - HIPAA Compliant Address – This address will be used to share and send key details to the provider protecting Protected Health Information (PHI).

HCA Credentialing Portal (HCP)

1. Click on General. Then, click on Identifying Information.

2. All fields marked with a red asterisk (*) are required.

3. For fields *without* an asterisk, if you know the information being asked, please complete.

4. Contact your Medical Staff Office or your Credentialing Processing Center if any prepopulated, noneditable fields are incorrect i.e., name, NPI, etc.

5. Save and Continue to move on to the next requirement.

HCA Credentialing Portal (HCP)

1. Click on Correspondence Address. If applicable, fill in the required fields, and then Save and Continue.

2. If the practitioner does not have a Correspondence Address, click in the box beside "This section is not applicable."

3. Click Save and Continue.

4. Click on Home addresses. Provide all addresses where the practitioner has lived for the past seven (7) years.

5. For prepopulated addresses, select Status and edit, if necessary.

6. To add a Home Address, click on the blue Add Address button and complete all required fields denoted with a red asterisk (*).

7. When finished, click Save and Continue.

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1. Click on Credentialing Addresses. This is the address where the practitioner wants communication sent during their credentialing process. One current Credentialing Address is required.

2. For prepopulated addresses, select Status and edit, if necessary.

3. To add a Credentialing Address, click on the blue Add Address button and complete all required fields denoted with a red asterisk (*).

4. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Practice Locations. One of the locations must be marked as a primary location.

2. For prepopulated addresses, select Status and edit, if necessary.

3. To add a Practice Location, click on the blue Add Address button and complete all required fields denoted with a red asterisk (*).

4. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet –

Licenses & Certifications Requirement

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The requirement for Licenses and Certifications includes State Licenses, DEA Licenses, CDS Licenses, and Certifications. Each license screen allows you to enter all details regarding licenses that are appropriate to the practitioner's credentialing process.

1. Click on State Licenses.

2. Read instructions thoroughly.

3. List all current and past professional state licenses.

4. You must enter at least one State License for the state of the entity you are being credentialed.

5. For prepopulated Licenses, select Status and edit, if necessary.

6. To add a new License, click the Add License blue button and enter all required fields denoted with a red asterisk (*).

7. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Full Packet
Ginny Linden | 2 Facilities

- ⌄ ● WELCOME
    - Introduction
- ⌄ ● GENERAL
- ⌄ ● LICENSES & CERTIFICATIONS
    - ● State Licenses
    - ● **DEA Licenses**
    - ● CDS Licenses
    - ● Certifications
- ⌄ ● INSURANCE
- ⌄ ● EDUCATION & TRAINING
- ⌄ ● SPECIALTIES & BOARDS
- ⌄ ● AFFILIATIONS & WORK HISTORY

DEA Licenses

(4) Add License

(2) Instructions
- ○ List all current DEA licenses
- ○ You may list up to 20 licenses.

	State	Status	License	Issued	Expiration		
Complete	TX	Active	TX35897		01-03-2024	Edit	Undo Add
Complete	TX	Active	TX5432900	01-01-2022	12-31-2023	Edit	

< 1 >

(5) Save & Continue   Save   Reset Section

List all current DEA Licenses.

1. Click on DEA Licenses.

2. Read Instructions.

3. For prepopulated DEA Licenses, select Status and edit, if necessary.

4. To add a new DEA License, click the Add License blue button and enter all required fields denoted with a red asterisk (*).

5. When finished, Save and Continue.

HCA Credentialing Portal (HCP)

List all current State Controlled Substance Registration Licenses.

1. If there are none to add, click Save and Continue.

2. To add a CDS License, click on the blue Add License button and fill out the required information denoted by a red asterisk(*).

3. When finished, click Save and Continue.

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List all Life Support Certifications. Be sure to pay close attention to any State specific requirements.

1. If there are no certifications, click Save and Continue.

2. To add a Certification, click on the blue Add Certification button and complete the required fields denoted by a red asterisk (*).

3. A copy of each certification is required and can be Uploaded in the Supplementary Documents section.

4. When finished, click Save and Continue.

Documents can also be faxed. However, for a timely credentialing process we recommend all supporting documentation be uploaded through HCP.

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Credentialing Packet – Insurance Requirement

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The insurance requirement includes Liability Insurance and Liability Insurance History. This section ensures all details regarding the practitioner's insurance have been added showing they have coverage for any malpractice claims.

1. Click on Liability Insurance

2. Answer the question if the practitioner will be insured or plans to be insured by HCA's Healthcare Indemnity (HCI) insurance.

3. If No, please complete the required fields.

4. To add an Insurance Carrier, click on the blue Add Carrier button and complete required fields denoted by a red asterisk (*).

5. When finished, click Save and Continue.

6. Upload a copy of the certification to the Supplementary Documents page.

HCA Credentialing Portal (HCP)

State requirements may ask for historical proof of Professional Liability Insurance.

1. If listed, click on Liability Insurance History.

2. Read instructions thoroughly. Please list previous Professional Liability Carriers within the past five (5) years.

3. If this section does not apply, click the box next to "This section is not applicable." Click Save and Continue.

4. To add a previous Professional Liability Carrier, click the blue Add Carrier button and complete required fields denoted by a red asterisk (*).

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet –
Education & Training Requirement

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The Education Requirement includes:
- Foreign Medical Graduate
- Post High School Education
- Post Graduate Training
- Education Gaps

1. Click on Foreign Medical Graduate.
2. If the practitioner is NOT a Foreign Medical graduate, answer No, and click Save and Continue.
3. If the practitioner is a Foreign Medical Graduate answer Yes to the Foreign Medical Graduate question, and then procced to the Fifth Pathway question.
4. If you answer Yes. please provide the Fifth Pathway Record by clicking on the blue Add Fifth Pathway.
5. If you answer No, please provide the Education Commission for Foreign Medical Graduate or ECFMG.
6. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Post High School Education.

2. Edit prepopulated schools, as necessary.

3. Please list up to ten (10) Post High School Education Records. To add a Post High School Education Record, click on the blue Add Education Record and fill out the required information denoted by a red asterisk (*).

4. An Education Institution Lookup is available to assist you.

5. When finished, click Save and Continue.

1. Click on Post Graduate Training.

2. If the practitioner does not have Post Graduate Training, please click on the box next to "This section is not applicable." Click Save and Continue.

3. To add a Post Graduate Training Record, click on the blue Add Training Record button. Enter required information denoted by a red asterisk (*).

4. An Education Institution Lookup is provided to assist you.

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Education Gaps.

2. Please provide up to four (4) Gaps in Education that have occurred since graduation from professional school that are more than 180 days.

3. If the practitioner does not have Education Gaps, please click the box next to "This section is not applicable." Click Save and Continue.

4. To add an Education Gap, click on the blue Add Gap button. Enter required information denoted by a red asterisk (*).

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet –
Specialties & Boards Requirement

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1. Click on Specialties and Boards, and the requirements expand.

2. Click on Specialties. You may list up to 20 Specialties with one (1) being Primary and one (1) being Secondary. All others will have a status of Alternate.

3. For non-specialty/board areas of professional practice interest or focus i.e., HIV/AIDs, please list them in the field provided.

4. Edit prepopulated Specialties, as necessary.

5. To add a Specialty, click on the blue Add Specialty button and complete the required information denoted by a red asterisk (*).

6. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Boards.

2. Boards will prepopulate based on the Specialties listed in the previous section. Please make edits, as needed.

3. To add a Board, click on the blue Add Board button and complete the required information denoted by a red asterisk (*).

4. When finished, click Save and Continue.

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Credentialing Packet –
Affiliations & Work History Requirement

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The requirements for Affiliations and Work History include:

- Military Service
- Affiliations
- Work History
- Gaps

1. Click on Military Service.
2. Answer the Military Service Questions.
3. Complete all required information denote by a red asterisk (*).
4. If the practitioner has served in the Military but is no longer active, please provide a copy of the DD214 Member 4 or Member 2 document.
5. We recommend using our Supplementary Documents section to upload documents for a timely Credentialing process.
6. When finished, click Save and Continue.

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1. Click on Affiliations

2. Answer the Affiliations question.

3. If you answer No, please explain in the field provided what type of admitting arrangements the practitioner has.

4. If you answer Yes, please follow instructions and list Affiliations by clicking on the blue Add Affiliation button and complete required information denoted with a red asterisk (*).

5. Edit prepopulated Affiliations, as necessary.

6. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Work History

Full Packet
Ginny Linden | 2 Facilities

- WELCOME
  - Introduction
- GENERAL
- LICENSES & CERTIFICATIONS
- INSURANCE
- EDUCATION & TRAINING
- SPECIALTIES & BOARDS
- AFFILIATIONS & WORK HISTORY
  - Military Service
  - Affiliations
  - Work History
  - Gaps

Add History Record

Instructions
- Please list all professional work history that you have ever had including employment, self - employment, service as an independent contractor, and/or military experience.
- A curriculum vitae is not sufficient for a complete answer for the requested information.

☐ This section is **not applicable**

	Facility	Start Date	End Date		
Complete	University of Tennessee Memorial Hospital	01-2019	12-2020	Edit	Undo Add

Save & Continue | **Save** | **Reset Section**

1. Click on Work History.

2. List all professional Work History including:

   • Employment

   • Self-employment

   • Service as an independent contractor

   • Military experience

3. Edit prepopulated Work History, as needed.

4. To add a Work History, click on the blue Add History Record button and complete the record information denoted by a red asterisk (*).

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Gaps.

2. Please provide up to 15 Gaps of Work History that have occurred since graduation from professional school that are more than 180 days. If this does not apply, please select the box beside "Not Applicable."

3. To add a Gap, click on the blue Add Gap button and complete the required information denoted by a red asterisk (*).

4. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet – References Requirement

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1. Click on References. Then, click on Peers.

2. Read instructions thoroughly and provide three (3) Professional Peers who have current knowledge of the practitioner's clinical competency.

3. If the practitioner has graduated from the highest level of medical training within the past 12 months, please provide the requested information for the Residency Training Program Director and two (2) Professional Peers.

4. To add a Peer Reference, click the blue Add Peer Reference Record button and complete the required information denoted by a red asterisk (*).

5. To add an Existing Peer on file, click the blue Select Existing Peer button.

6. Populated references can be edited or removed.

7. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet – Call Coverage Requirement

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Call Coverage provides details of the practitioners that will cover when the practitioner is not available.

1. The requirements for Call Coverage include:

    • Alternate Practitioners

    • Practice Partners

    • Sequence of Call

2. Click on Call Coverage. Then, click on Alternate Practitioners.

3. Answer the required questions denoted with red asterisk (*).

4. To add an Alternate Practitioner, click the blue Add Practitioner button and complete the required information denoted by a red asterisk (*).

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Full Packet
Ginny Linden | 2 Facilities

- ⌄ ○ WELCOME
  - Introduction
- › ○ GENERAL
- › ○ LICENSES & CERTIFICATIONS
- › ○ INSURANCE
- › ○ EDUCATION & TRAINING
- › ○ SPECIALTIES & BOARDS
- › ○ AFFILIATIONS & WORK HISTORY
- › ○ REFERENCES
- ⌄ ○ CALL COVERAGE
  - ○ Alternate Practitioners
  - ○ Practice Partners **1**
  - ○ Sequence of Call
- › ○ QUESTIONS & FORMS
- › ○ DOCUMENTS

← Return to Packets

Practice Partners

3 Add Partner

2 **Instructions** Please list up to 20 partners at your practice. To bypass this section, select **Save & Continue**.

Name	Action
Jack Partner, MD	Undo Add

4 Save & Continue | Save | Reset Section

1. Click on Practice Partners.

2. List up to 20 partners at the practitioner's practice.

3. To add a Practice Partner, click on the blue Add Partner button and complete the required information denoted by a red asterisk (*).

4. To bypass this section if not applicable, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Sequence of Call.

2. You may list up to five (5) numbers in the order in which the practitioner would like to be contacted after normal business hours regarding a patient or a patient consultation.

3. To add a Call Number, click the blue Add Call Number and complete the required information denoted by a red asterisk (*).

4. When finished, click on Save and Continue.

HCA Credentialing Portal (HCP)

Credentialing Packet –
Questions and Forms Requirement

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The requirement for Questions and Forms includes:

- Disclosures
- CME Attestation
- Practitioner Acknowledgement
- Confidentiality and Security Agreement
- Communicable Disease Screening and Immunization Record
- Privileges

> **It is important to note, specific questions and forms will depend on State Requirements, Specialties and Privileges.**

1. Click on Questions and Forms.
2. Click on State and/or HCA Disclosure Forms.
3. Read thoroughly and answer questions.
4. Questions answered with a Yes will require further explanation.
5. When finished, click Save and Continue.

Note: Questions and Forms can be bypassed by the delegate.

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1. Click on CME Attestation.

2. Answer all questions.

3. If you answer No to the CME question, an explanation is required in the field provided.

4. If you answer Yes to the CME question, you will be prompted to choose how you prefer to complete the online form.

5. CME Attestation Form requires an Acknowledgement of clicking on "I Agree."

6. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

Practitioner Acknowledgement Statement

Acknowledgement

Medicare and Tricare payment to hospitals is based in part on each patient's principal and secondary diagnoses and the major procedures performed on the patient, as attested to by the patients attending physician by virtue of his or her signature in the medical record. Anyone who misrepresents, falsifies, or conceals essential information required for payment of Federal funds, may be subject to fine, imprisonment, or civil penalty under applicable federal laws.

Additionally, pursuant to the Hospital Conditions of Participation of the Medicare program, author verification/authentication is required for all individuals entering documentation into the medical record and providing patient care.

Ginny Lee Linden (1098989898)

I hereby attest that all of the information provided on this form is true and correct. *

[I Agree]

1. Click on Practitioner Acknowledgement.
2. Read the statement thoroughly.
3. Click on "I Agree."
4. When finished, click Save and Continue.

1. Click on Practitioner Confidentiality and Security Agreement.

2. Read the document thoroughly.

3. Click on "I Agree" to attest that you acknowledge that you have read the agreement and agree to comply with all the terms and conditions stated.

4. When finished, click Save and Continue.

Full Packet
Ginny Linden | 2 Facilities

- SPECIALTIES & BOARDS
- AFFILIATIONS & WORK HISTORY
- REFERENCES
- CALL COVERAGE
- QUESTIONS & FORMS
  - Texas Disclosures
  - HCA required for TX
  - CME Attestation
  - Practitioner Acknowledgement
  - Confidentiality and Security Agreement
  - Communicable Disease Screening and Immunization Record **1**
  - Privileges
- DOCUMENTS
- SUBMIT PACKET

← Return to Packets

Communicable Disease Screening and Immunization Record

3

The CDC has identified immunization recommendations for "healthcare personnel" which includes physicians and other practitioners with clinical privileges. Because of contact with patients or infective material from patients, health-care personnel are at risk for exposure to and possible transmission of vaccine-preventable diseases. Maintenance of immunity is therefore an essential part of prevention and infection control programs. In accordance with medical staff requirements, completion of this Communicable Disease Screening and Immunization Record, and any additional service specific immunization requirements, is required.

CDC Guidelines **2**

Tuberculosis Screening

Please select **Not Applicable** if you do not have Tuberculosis screening information to provide.

☐ N/A; not tested

4

1a. Please provide the date of your most recent tuberculosis skin test (TST) or an Interferon Gamma Release Assay (IGRA) blood test. *

MM/DD/YYYY 📅

☐ Date Unknown

1b. Please state whether your most recent TST or IGRA was positive or negative for tuberculosis. *

Please select ▾

7 [Save & Continue] [Save] [Reset Section]

---

1. Click on Communicable Disease Screening and Immunization Record.

2. A link to **CDC Guidelines** is provided for you.

3. Read instructions thoroughly.

4. Answer all questions.

5. Provide supplementary documents, as directed.

6. Answer the Acknowledgement question by clicking on "I Agree" attesting that all of the information provided on the form is true and accurate.

7. When finished, click Save and Continue.

Acknowledgement

I, Ginny Linden (NPI: 1098989898) hereby attest that all of the information provided on this form is true and accurate. *

[I Agree] **6**

HCA Credentialing Portal (HCP)

1. Click on Privileges

2. Complete each requested Privilege form listed by clicking on Edit beside the Facility name where the practitioner is requesting privileges.

3. Read instructions thoroughly.

HCA Credentialing Portal (HCP)

4. Finalize Privileges by choosing one of the options:
   - I request the privileges as checked
   - I need to print and upload the privileges to mark my changes
   - I do not want any privileges on this form
5. Click "Print," if applicable.
6. When finished, click Complete.

> **If changes are being made to the Privileges Form, remember to:**
> - **Print Form**
> - **Note Changes**
> - **Upload Changed Form in HCP**

HCA Credentialing Portal (HCP)

Credentialing Packet – Documents Requirement

PARALLON®

HCA Credentialing Portal (HCP)

The requirement for Documents includes:

- Signed Forms; see note below.
- Supplementary Documents
- Reference Documents

Note, Delegates **are** required to complete Documents.

HCA Credentialing Portal (HCP)

1. Click on Supplementary Documents.

2. Read the instructions thoroughly paying close attention to file types needed for uploading required documents, i.e., DOC, DOX, PDF etc.

3. Documents required in this section depend on answers to other sections of the packet. Please review and ensure a document has been uploaded for each item listed.

4. Documents can also be faxed but we recommend uploading for a timely credentialing process.

5. When finished, click Save and Continue.

HCA Credentialing Portal (HCP)

1. Click on Reference Documents.

2. These documents provide information that users can download for references.

3. Click Save and Continue after reviewing documents.

HCA Credentialing Portal (HCP)

Credentialing Packet –Submit Requirement

PARALLON®

HCA Credentialing Portal (HCP)

The requirements for Submit Packet include:

- •Submit Packet Acknowledgement

1. Click on Submit Packet.

2. Click on second Submit Packet.

3. Read the document thoroughly. By clicking on "Agree" you are attesting as the delegate, you have completed the required sections of the packet, and the packet is ready for the practitioner review and completion of remaining sections prior to final submission.

4. Click Agree, and then click Submit Packet.

It is important to note, state requirements may require State Authorization, Attestation and Release forms.