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# Provider Alert

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To: **Sharp Health Plan Independent Providers and Office Staff**  
From: **Sharp Health Plan**  
Date: **June 10, 2024**  
Subject: **Tips on getting your credentialing applications processed faster**

The easiest way to get your credentialing applications processed faster is to ensure that you submit a complete application from the start. Here are some of the top credentialing application hurdles to avoid so your applications are ready for faster processing.

## **Hospital admitting arrangements form**

This form is one of the top delays for processing applications. It is important to know that Sharp Health Plan must collect hospital admitting arrangements, per Health Safety Code Rule 1300.51, subd. (d)(H)(iii)), for the following provider types: physicians, nurse practitioners, midwives, and physician assistants.

If you do not have hospital admitting privileges, then you must identify the practitioner's name and specialty of the provider with whom you have made arrangements to admit our members at one or more of our in-network hospitals.

## **Take note of our attempts to reach you**

The Sharp Credentialing Verification Office (CVO) will make four outreach attempts to gather a complete credentialing application from you. Look out for emails from [Credentialing@Credentialing.Sharp.com](mailto:Credentialing@Credentialing.Sharp.com). Per Sharp Health Plan's [Provider Operations Manual](#), if you do not respond to the Sharp CVO's requests for information, your application(s) will be closed, and you will be invited to reapply.

## **Technical issues with your credentialing application?**

We are now processing practitioner credentialing applications online via the MD-App portal. If you are experiencing technical difficulties, the Sharp CVO can assist you. You can reach them at [credentialing@sharp.com](mailto:credentialing@sharp.com) or 1-858-499-3009.

## **General questions about your credentialing application?**


We are here to help. Contact our Sharp Health Plan Credentialing team at [SHP.Credentialing@sharp.com](mailto:SHP.Credentialing@sharp.com) or 1-858-499-8100.



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**Please see below for details on how to fill out the forms appropriately:**

- 1 If you are not a physician, nurse practitioner, midwife, or physician assistant, then check the first box. You're done.
- 2 If you are one of the provider types above, check the second box and either 2a or 2b.
  - 2a Check 2a if you have admitting privileges at one or more of our in-network hospitals. Then, proceed to 3.
  - 2b Check 2b if you have designated another provider at your practice or associated practice with in-network admitting privileges. Include the practitioner's name and specialty. Then, proceed to 3.
- 3 Check all in-network hospitals where you can admit our members.



### Sharp Health Plan Admitting Arrangements

As part of the credentialing/recredentialing process, physicians, psychiatrists, nurse practitioners, midwives and physician assistants are required to have formal arrangements for the admission of patients to one of the Sharp Health Plan contracted hospitals.

- 1  I am not a physician, psychiatrist, nurse practitioner, midwife, or physician.
- 2  I am a physician, psychiatrist, nurse practitioner, midwife, or physician assistant. Below is my continuity of care plan.
  - 2a  I have admitting privileges at one of the hospitals listed below and will admit my patients when necessary. Please check all that apply.
  - 2b  I do not have admitting privileges at one of the hospitals listed below. I have a formal arrangement with the physician below for continuity of care of my patients that require admission.

Name of Physician: \_\_\_\_\_ Specialty of Physician: \_\_\_\_\_

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**3** **Sharp Health Plan Contracted Hospitals**

<input type="checkbox"/> Rady Children's Hospital, San Diego	<input type="checkbox"/> Inland Valley Regional Medical Center, Wildomar
<input type="checkbox"/> Sharp Grossmont Hospital, La Mesa	<input type="checkbox"/> Palomar Medical Center, Escondido
<input type="checkbox"/> Sharp Mary Birch Hospital for Women, San Diego	<input type="checkbox"/> Rancho Springs Medical Center, Murrieta
<input type="checkbox"/> Sharp Chula Vista Medical Center, Chula Vista	<input type="checkbox"/> Sharp Coronado Hospital, Coronado
<input type="checkbox"/> Sharp Memorial Hospital, San Diego	<input type="checkbox"/> Tri-City Medical Center, Oceanside
<input type="checkbox"/> Temecula Valley Hospital, Temecula	<input type="checkbox"/> Palomar Medical Center, Poway

If you have any questions regarding this request, please feel free to contact our credentialing team directly at 1-858-499-8100.

Thank you for your prompt response.  
 Your Sharp Health Plan Credentialing Team