Private Practice Garden, LLC

Next Steps Instructions

To begin our work, please gather forms and follow instructions below.

1. Complete fully the credentialing information form. Please make sure you save it with a new file name in PDF form.
2. Copy of Malpractice Insurance Facesheet (must have $1mil/$3mil coverage). If you choose to provide tele-mental health services, please ensure you have tele-mental health coverage. The facesheet should have you listed as the covered professional.
3. Copy of updated CV/Resume with your private practice as your most recent employer. Please notate any gaps with explanation in CV. Please provide city and state for each position.
4. Copy of certification certificates. If you are board certified, please ensure that you provide current certifications.
5. Please ensure you provide dates and hours of availability for clients. Most insurance panels require a minimum of 15 hours per week.
6. 3 professional references (name, title, certification/licensure, phone number and email address). Must include clinical supervisor if you are provisionally licensed.
7. If you have claims against you for Medicare or Medicaid billing, please provide a statement for each claim.
8. Please notate if you have had a recent name change and identify the effective date for your former name and current name.
9. Provide letter confirming your Tax ID Number. If I am securing this for you, please confirm that we will utilize your business address for your Tax ID Number registration. I will complete the request for you online.
10. Supervising Psychologist or MD (Name, title, address, phone number and email)-if applicable
11. Copy of DEA registration (if applicable)
12. Copy of collaboration agreement if you are a NP
13. Provide CAQH id and login information. We must ensure all information is current. If you do not have a CAQH profile, I will create this for you.
14. Copy of state pharmacy licensure (if applicable)

Send all of these items via the secured file transfer link on the page entitled “Client Forms and Resources”. Download a copy of our Client Records Security and Destruction Policy. Please contact us if you have questions.