

Veterans Choice Program Provider Agreement Qualifications and Licensing Quick Reference Guide for Potential VA Community Care Providers

This document is a quick reference guide for the Veterans Choice Program (VCP) Provider Agreement. To participate as a VA Community Care Provider under the agreement, Individual Practice or Group Practice/Agency providers must submit all required qualifications and licensing documents outlined in the *Department of Veterans Affairs, Veterans Health Administration (VHA) VCP Provider Agreement*. Below is a summary of required documentation:

Required Packet, Qualifications & Licensing Documents:

- **Provider Agreement – 10-10145** (Dated/Signed by Practice Designee)
- **Tax ID number (TIN)** Mandatory for all Individual or Groups (EIN Number can be obtained as applicable).
- **National Provider Identifier (NPI)** for Individual Practice or Group Practice/Agency
NOTE: Tax ID numbers are mandatory along with NPIs. In some instances, providers will not have assigned NPI (Example H/HHA Agency with Health Aides for employees - these providers should submit their Tax ID or Employer Identification Number (EIN) number).
- **Group Practice Credentialing and Licensing Policy/Process**
Submit Group Practice *Credential and Licensing Policy/Process* to VA to place on file with signed VCP Provider Agreement.
 - *If Individual Practitioner* - Provider must submit their State License and Drug Enforcement Agency (DEA) on their own behalf and are not required to submit a Credentialing and Licensing Policy.
 - *Providers must notify VA immediately if there are changes in practice status or changes regarding providers under the Individual or Group Practice*

Note: For Group Practice/Agency, one VCP Provider Agreement is required for the Group Practice/Agency. The Practice designee submits mandatory Tax ID (TIN) and NPI numbers (NPI if applicable) along with the signed VCP Provider Agreement and either the credentialing and licensing policy/process documentation OR individual qualification documents (DEA and State License) for each Provider under the Group Practice. If the type of Group Practice/Agency does not have licensed professionals, they must submit their State License for the Agency, example Home Maker Home Health Agencies.

Individual Providers need only submit the signed Provider Agreement, Tax ID (TIN) and NPI number (NPI if applicable) and individual qualification documents: State License and DEA. (Individual Providers would not have credentialing and licensing policy).

All qualification and licensing documents, to include the credentialing and licensing policy/process expire per VA guidelines within 12 months from the time of submission and require annual renewal to remain active. VCP Provider Agreements expire within five years of the approved VCP Provider Agreement or until the VCP expires.

Please complete and sign the VCP Provider Agreement found in the **VCP Provider Agreement Outreach Packet** and return the required information and qualification or credentialing and licensing policy/process documents to your local VA Medical Center by mail, fax or e-mail scanning.

Once reviewed and approved by the VA Medical Center Director or designee, you will receive a VCP Provider Agreement approval letter confirming your activation as a VA Community Care provider.