

## Process for Joining Baylor Scott & White Health Plan (BSWHP) Network

Steps for New Providers not joining an existing contracted group:

- Apply on the BSWHP website, [PAM.BSWHealthPlan.com](https://PAM.BSWHealthPlan.com)
  - Create a Login and Password
  - Enter all applicable information and include all necessary documents
  - Submit Application
- We will use the information provided to identify the next steps for contracting and will reach out directly as appropriate.**

Already a contracted BSWHP provider group needing to add a provider to your contract?

- Go to [BSWHealthPlan.com](https://BSWHealthPlan.com)
  - Choose Provider Tools and choose Join Our Network
  - Choose the option to Add Provider to Existing Contract
  - Enter all applicable information and include all necessary documents
  - Submit Request
- We will use the information provided to identify the next steps for contracting and will reach out directly as appropriate.**

Credentialing Steps:

- BSWHP will send basic information to Aperture Credentialing, LLC, a Credentialing Verification Organization to begin the credentialing process.
- BSWHP now utilizes CAQH. If you use CAQH, please make sure Baylor Scott & White Health Plan is listed as someone who can query your providers and that your attestation and data is up to date.
- If you are a facility or do not use CAQH, Aperture Credentialing, LLC will contact you with instructions on filling out a credentialing

- application through the Availity portal or submitting a paper application.
- Aperture will reach out to you to collect any missing information or required credentialing documentation for the application.
  - Aperture will return verified information to the BSWHP and your file will go to the BSWHP Credentialing Committee for approval.

#### BSWHP basic criteria for being in the network:

- Must have hospital privileges at a BSWHP contracted hospital. See the BSWHP website “Find a Provider” link for facility look-up. If you are a Primary Care Physician, and/or do not admit to hospitals you may fill out a Hospital Privilege Form requesting a waiver. This form must be completed PRIOR to BSWHP starting the credentialing process.
- To be considered for credentialing into the BSWHP, physicians who graduated from medical school after 1970 must have completed a full internship and residency. An exception would be DO physicians who graduated from medical school prior to 1985. They must have completed a one year internship and be board certified by the American Osteopathic Association (AOA). DO physicians who graduated from medical school after 1985 must have completed a full internship and residency.
- BSWHP requires physicians to have current American Board of Medical Specialties (ABMS) board certification (or be in the active process of obtaining such) in the specialty you are practicing in. If you are NOT board certified or let your certification lapse, BSWHP requires that each year you obtain at least 50 AMA Physician Recognition Award (PRA) or equivalent CME credits, of which 25 are Category I. 25 of those 50 credits (either Category I, II or combination) must be in the field in which you are practicing medicine. Failure to complete the 50 CME credits per year will result in your failure to be an eligible practitioner within BSWHP’s network. You must sign an agreement to this requirement PRIOR to BSWHP starting the credentialing process.