Santa Clara Family Health Plan™

Credentialing Application Process
Provider Network Operations
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Credentialing is the process Santa Clara Family Health Plan (SCFHP) uses to evaluate and select licensed independent practitioners to provide care to our members. SCFHP uses the Council for Affordable Quality Healthcare (CAQH) ProView application for credentialing. This secure and private portal reduces the amount of paperwork you need to fill out to complete the credentialing process.

Get started:

1. Register with CAQH by visiting https://proview.caqh.org/. This is a secure and private portal.
2. Authorize SCFHP to access your credentialing information.
3. Review and update your application. Please ensure all sections of the application are complete and accurate.

A complete application includes:
- Your signature and application date
- CAQH status of "Initial Application Complete" or "Reattestation"
- Current license to practice
- Education/training to support requested specialty(ies)
- Current hospital privilege information
- Current DEA or CDS certificate
- Explanations to questions on the application
- Five years of work history in chronological order
- Current professional liability insurance
- Completed facility site review (required for all primary care providers)

What's next:

The credentialing process typically takes 45 days from when SCFHP receives your completed CAQH application.

If you need assistance, please call the CAQH provider help line at **1-888-599-1771**.