

**Veterans Choice Program (VCP) Provider Agreement  
Qualifications and Licensing Quick Reference Guide**  
*Includes Qualification Documents for Authorized Surgical Procedures*

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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 or Group Practice/Agency providers must submit qualifications and licensing documents based on the type of practice providing services to VA under the *Department of Veterans Affairs, Veterans Health Administration (VHA) VCP Provider Agreement*.

**Required Packet, Qualifications & Licensing Documents:**

- 1) [Provider Agreement – 10-10145](#) (Dated and Signed by Practice/Agency Designee)
- 2) **Tax ID number (TIN)** (Mandatory for all Individual or Group Practice/Agency)  
*NOTE: EIN Number can be obtained as applicable*
- 3) **National Provider Identifier (NPI)** (For Individual or Group Practice/Agency)  
*NOTE: Tax ID numbers are mandatory along with NPIs. In some instances, providers will not have assigned NPI, these providers must submit their Tax ID or Employer Identification Number (EIN) number. Home care agencies which directly employ workers to provide Homemaker/Home Health Aide (H/HHA) services are required to have a NPI. In these agencies, the workers are agency employees. Home care agencies which use independent contractors to provide H/HHA services are not required to have a NPI. In these agencies, the workers are not agency employees. For H/HHA agencies that need to obtain a NPI they can obtain one at this [site](https://nppes.cms.hhs.gov/NPPES/Welcome.do): <https://nppes.cms.hhs.gov/NPPES/Welcome.do>*
- 4) **Credentialing and Licensing Policy/Process**  
Based on the type of practice, requirements vary and are outlined below:
  - **Group Practice** – submit credentialing and licensing policy.
  - **Individual Provider** – submit state license and Drug Enforcement Agency (DEA) registration.
  - **Homemaker/Home Health Aide (H/HHA) or Veteran Directed Home and Community Based Services (VD-HCBS) Agency** – submit staff training and competency policy/process.  
*NOTE: VD-HCBS Agencies must meet state or CMS training standards for self-directed programs and have VA Readiness Review process verified by VA Central Office (VACO). In states that do not require H/HHA agencies to have a health care license, the agency must have a formal relationship, e.g., a contract or provider agreement or an approval certification with State Medicaid, State Aging Unit, Aging and Disability Resource Center, Area Agency on Aging or Center for Independent Living.*
  - **Individual Dental Provider, Group Dental Practice or Dental Servicing Agency** – Active, unrestricted and current state license(s) for each active provider, Drug Enforcement Agency (DEA) Registration and proof of current dental malpractice coverage.

All providers must notify VA immediately if there are changes in practice or agency status, or changes regarding provider(s) under the Individual or Group Practice/Agency.

**GROUP PRACTICE:** One VCP Provider Agreement is required for the Group Practice. The practice designee submits mandatory Tax ID (TIN) or EIN; and NPI number (if applicable) along with the signed VCP Provider Agreement and the credentialing and licensing policy documentation or qualification documents as outlined above.

**INDIVIDUAL PROVIDER:** Individual providers need only submit the signed VCP Provider Agreement, mandatory Tax ID (TIN) or EIN; and NPI number (if applicable) and individual qualification documents – state license and DEA registration.

All qualification and licensing documents, per the practice type, must be renewed within 12 months of the VA Medical Center Director or Designee signature on the agreement to maintain an active VCP Provider Agreement. VCP Provider Agreements expire within five years of the effective date of the signed agreement or until the VCP is cancelled by either party.

Please complete and sign the VCP Provider Agreement found in the **VCP Provider Agreement Outreach Packet** and return the required information as highlighted in this guide 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.

### **Special Instructions for Surgical Practices When Services Authorized Under VCP Provider Agreements:**

Under Section 207 of the Choice Law – Undergoing Surgical Procedure – each Veteran who is authorized for a surgical procedure by VA via the VCP Provider Agreement shall be provided the Surgeon’s qualification documents. These documents will be provided at such time in advance of the procedure for the Veteran to review. In some instances a procedure may be deemed urgent and the surgeon’s qualification documents would not be provided to the Veteran based on the expedited timeframe.

The above Qualification and Licensing documents have already been collected during the approval process for establishing the VCP Provider Agreement between your practice and VA. In addition and at the time of the authorized surgical procedure, VA Community Care staff will request from your practice, the name of the surgeon performing the procedure and request the following documents be submitted to VA:

- Education and Training of the Surgeon:
  - Medical School / Surgical Residency(ies)
  - Surgical Specialty - Board Certification(s)
  - Copy of State License(S) – provide all licenses if registered in more than one state (or national entity)
  - Drug Enforcement Agency (DEA) registration

**NOTE:** Per Section 207 – Choice Law: Veteran shall be provided the following information to evaluate in advance of the procedure:

(A) The education and training of the surgeon.

(B) The licensure, registration, and certification of the surgeon by the State or national entity responsible for such licensure, registration, or certification.

Once VA Community Care staff receive surgical qualification documents, they will be sent to the Veteran via mail (*Note: DEA registration will be collected by VA, but not sent to the Veteran*). If the Veteran has questions, they will be asked to contact VA Community Care staff and will contact your practice if further information is needed.