



## SPECIALIST PROVIDER PROFILE FORM

Thank you for your interest in contracting with AlohaCare to serve our AlohaCare QUEST, AlohaCare Advantage and/or AlohaCare Advantage Plus members. In order to begin the process of joining AlohaCare's Provider Network, we ask that you complete the attached AlohaCare Provider Profile.

Provider Profiles differ by provider categories: Primary Care, Specialist, Behavioral Health and Physician Assistant. **Please verify that you have the correct Provider Profile before starting.**

Please complete the attached Provider Profile and return it to AlohaCare with the documents requested below:

- Copy of current Hawaii State Professional License
- Copy of current Professional Liability Insurance  
*Note: Minimum requirements for Professional Liability Insurance is \$1 million per claim with \$3 million in the annual aggregate.*
- Copy of current Hawaii State (CSC) license (if applicable)
- Copy of current Federal DEA license (if applicable)
- Completed W-9 Form
- Copy of CV or Resume

**Fax or mail copies of the completed Provider Profile, with additional documents to:**

Fax: (808) 973-0811  
Address: AlohaCare  
ATTN: Provider Relations Department  
1357 Kapiolani Blvd., Suite 1250  
Honolulu, Hawaii 96814

Once we have received the necessary paperwork, we will initiate the formal credentialing and contracting processes. **Providers must be credentialed by AlohaCare prior to rendering care or services to AlohaCare members. Services rendered to AlohaCare members prior to the completion of credentialing and provider notification of acceptance into the AlohaCare provider network will not be honored for payment.**

Please contact our Provider Relations Department at 973-1650 (Oahu) or 1-800-434-1002 (Neighbor Islands) if you have any questions regarding these forms or instructions.

# SPECIALIST PROVIDER PROFILE FORM

PLEASE CHECK BOX IF PROVIDER IS A HOSPITALIST ONLY:

LAST NAME	FIRST NAME	MI	PROFESSIONAL DEGREE	
SS#	D.O.B.	GENDER	NPI#	EMAIL ADDRESS

Check the Program(s) you will participate with:  QUEST  Medicare (AlohaCare Advantage plans)

## REQUIRED INFORMATION FOR ALL PARTICIPANTS

### PRIMARY

SERVICE ADDRESS	CITY	STATE	ZIP CODE
PHONE	FAX	CONTACT PERSON	

Check payable to: \_\_\_\_\_

PAY ADDRESS	CITY	STATE	ZIP CODE
PHONE	FAX	GROUP NPI ID#	TAXPAYER ID#

### SECONDARY

If there are additional service addresses, please list on separate attachment.

SERVICE ADDRESS	CITY	STATE	ZIP CODE
PHONE	FAX	CONTACT PERSON	

Check payable to: \_\_\_\_\_

PAY ADDRESS	CITY	STATE	ZIP CODE
PHONE	FAX	GROUP NPI ID#	TAXPAYER ID#

### REGULAR CORRESPONDENCE ADDRESS:

- Same as Service address  Same as Pay-To address  
 Other \_\_\_\_\_



**THIS QUESTION IS FOR PHYSICIANS ONLY: ADMITTING PRIVILEGES**

**Where do you have admitting privileges?** (If you do *not* have admitting privileges, please complete next section.) Please sign the last page so that your request can be processed.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**ARRANGEMENTS FOR HOSPITAL ADMITTING PRIVILEGES (Physicians Only)**

If you do **NOT** have hospital admitting privileges, you are required to have a written arrangement(s) with another provider who has admitting privileges with an acute care hospital within the AlohaCare Network and on the island of service. Please list the physician name(s) and their information below, along with a written copy of such agreement.

1. \_\_\_\_\_

NAME	PHONE	FAX	PRIVILEGES
ADDRESS	CITY	STATE	ZIP CODE

2. \_\_\_\_\_

NAME	PHONE	FAX	PRIVILEGES
ADDRESS	CITY	STATE	ZIP CODE

3. \_\_\_\_\_

NAME	PHONE	FAX	PRIVILEGES
ADDRESS	CITY	STATE	ZIP CODE

**AGREEMENT**

**I hereby affirm that I am eligible to participate in state and federally funded programs and that I will notify AlohaCare in the event that I or any individual covered under my (or the group) contract becomes debarred, suspended, or otherwise excluded from participating in state and federally funded programs. The information and/or documentation provided in this form is correct, complete and current to the best of my knowledge. I understand that I must be credentialed by AlohaCare prior to rendering care or services to AlohaCare members. I understand services rendered to AlohaCare members prior to the completion of my credentialing and provider notification of acceptance into the AlohaCare provider network will not be honored for payment.**

\_\_\_\_\_  
SIGNATURE PRINT NAME DATE