

## **Practitioner Rights and the Credentialing Process**

As a practitioner that has submitted an application to Paramount you have the following rights as they pertain to the credentialing process:

Please note the credentialing process can take 90 days to complete.

- **Right to Review and Correct Information:** During this process a credentialing staff member may reach out to notify you of any discrepancies identified between the information on your application and what is verified from outside sources. It is your right as the practitioner to review the information identified; with the exception of references, recommendations or peer-review protected information. It is also your right to correct any erroneous information. All responses are required to be submitted to Paramount in writing via email, facsimile, or corrections made directly to the CAQH application. All responses are required to be received within two (2) weeks from the date of the notification. If a response is not received the credentialing process will be discontinued and you will be required to re-apply.
- **Right to Application Status:** Upon request, you have the right to be informed of the status of your application. These requests should be submitted via email. A credentialing staff member will respond to your email within ten (10) business days.

All responses or requests can be submitted to Paramount at:

**Paramount**  
**Attn: Credentialing Department**  
300 Madison Ave, 3<sup>rd</sup> Floor  
Toledo, Ohio 43614  
Fax: 419-887-2021  
Email: [PHCCredentialing@MedMutual.com](mailto:PHCCredentialing@MedMutual.com)

You will receive a welcome letter when the credentialing process is complete.

**Thank you for your interest in becoming a Paramount provider.**