

UTSW Required Credentialing Documents Checklist

Licenses/Certifications Required:

Active TX Medical License	* If you do not have an active "TX Medical License" go to: https://www.tmb.state.tx.us/ to apply. * Create a "My TMB" account (required). * New applicants will have to complete the online "Jurisprudence Exam" @https://www.tmb.state.tx.us/page/licensing-jp-exam.
Active DEA w/TX Address	* Please Apply for DEA and provide proof of application receipt. * Please do not request an address change to TX until on-boarded.
Board Certification Documentation	* Required Certification.
Life Support Certifications (BLS, ACLS, PALS, ATLS, NRP)	* Please provide copies of all active life support certifications. * Must be completed from an American Heart Association approved course.
ABOS Certification	* Provide letter or certificate of completion.

Supporting Documentation Required:

Professional Photo Headshot	* Provide a high quality color photo.
Professional Liability Coverage	* Also referred to as Malpractice Certificate or Certificate of Insurance. * Provide the past (5) years of current Liability Coverage.
DD-214 Form	* N/A if no Military Background.
Case/Procedure Logs	* Provide Case/Procedure Logs for the past 24 months in PDF format.
MAKO Privileges	* Provide documentation of training or experience for each modality requested is required.
Hospital Affiliations	* Include hospitals, surgery centers, assistantships, corporations, military and government agencies.

Additional Documentation:

Home Address
Driver's License/Passport
Social Security
Medical School Certificate
Place of birth
Vaccination Records, Flu documentation, Tdap, etc.
Signed Delineation of Privileges from current employer
Address History
* Provide the past (7) years.
Work History
* Please provide employment gaps if any and with dates and why.
Peer Professional References
* Provide (3) references w/email, phone number and degree (no relatives, current partners, or associates in practice).
Program Director(s)
* Provide Residency and Fellowship Director's name and email.