

Office of Medical Affairs (OMA)

To ensure that your credentialing, privileging, and enrollment are completed in time for you to provide patient care by your requested start date, it is imperative that you follow the instructions, respond to requests, and supply the required documentation in a timely manner. It is crucial that the correct contact information is given to your Department Credentialing Coordinator, so you receive the mailed materials without incident.

- Copy of medical school diploma (required for Medicare enrollment)
 - Medical license numbers for Pennsylvania and/or New Jersey (as applicable to your UPHS practice), and DEA and CDS numbers, if applicable.
 - Pennsylvania medical license application: pals.pa.gov
 - State-specific DEA registration - The Pennsylvania Department of Health, Managed Care Division, requires that you hold a current DEA registration with a Pennsylvania address on it if you practice in that state (with the exception of Pathologists and Non-Interventional Radiologists). If you currently hold a DEA in another state, once you have a Pennsylvania medical license you should immediately either:
 - Apply for an additional DEA registration number for the state in which you will be practicing (Pennsylvania/New Jersey) as soon as you have a medical license in that state: deadiversion.usdoj.gov
- OR
- Transfer the address on your DEA current registration to the state in which you will be practicing (Pennsylvania/New Jersey): deadiversion.usdoj.gov/webforms
 - Copy of Social Security card or W-2 form. (Required for Pennsylvania Medicaid enrollment)
 - National Provider Identifier (NPI) Number