



Berry Street | Credentialing Form Guidelines

Welcome! We're excited to partner with you.

We created this guide to help you successfully complete your Credentialing Form. To join Berry Street, you must meet the following requirements:

Professional Credentials

- Registered Dietitians (RDs): active CDR-issued RD/RDN credential
- Certified Nutrition Specialists (CNSs): active CNS board certification
- Licensed Dietitian Nutritionists (LDNs): active state-issued LDN credential
- Medical Doctors (MDs) and Doctors of Osteopathic Medicine (DOs): active state medical license and board certification
- Physician Assistants (PAs): active state PA license and current NCCPA certification
- Nurse Practitioners (NPs): active state NP license and national certification (AANP or ANCC)
- Registered Nurses (RNs): active state RN license

Minimum Criteria for Participation

All clinicians must also have:

- An active NPI number
- An active and complete CAQH account
- A valid state license in each state where you will be providing care (licenses must be active and not on probation or restricted)
- No appearance on any sanctions or limitations lists, including State Medicaid exclusions, Medicare Opt-Out, the OIG Exclusions List, or the Social Security Death Master File
- Active malpractice coverage that meets the requirements outlined below (RDs, CNSs, and LDNs provide their own individual coverage; prescribers are covered under Berry Street's malpractice policy — see below)

When you submit the Credentialing Form, you are applying for credentialing with Berry Street and must follow the rules and regulations of the payors we work with.

Our team may reach out for additional information while reviewing your application. If you have any questions, feel free to contact us at start@berrystreet.co — we're here to support you.

NPI Number

A National Provider Identifier (NPI) number is a unique identification number issued for healthcare providers and organizations in the US. Meant to improve the efficiency of electronic health records, NPIs were introduced in 1996 as part of the Health Insurance Portability and Accountability Act (HIPAA). NPIs are used by all healthcare plans and health care clearinghouses to process payment claims and financial and administrative transactions.

Please ensure that your name on your NPI number matches your name on your license(s).

If you have your own LLC, please submit your Type 1 NPI, which is yours as an individual, rather than your Type 2 NPI, which is for your business.

- To request a new NPI, follow these [instructions](#).
- To locate your existing NPI number, search the [NPI Registry](#)

Malpractice Insurance

Healthcare providers can make mistakes. Malpractice insurance is a type of professional liability insurance that protects you from potentially significant legal and financial liability if you are ever sued.

RDs, CNSs, and LDNs: Berry Street requires you to purchase individual malpractice insurance before onboarding. You're welcome to purchase through any carrier. If you aren't already covered, many of our providers use Proliability — calling their customer service and requesting Part-Time coverage typically yields an affordable policy (often ~\$80–100/year).

Prescribers (MD, DO, NP, PA): Berry Street provides your malpractice coverage — you do not need to purchase your own policy or submit a Certificate of Insurance. We'll add you to our policy as part of onboarding.

Certificates of Insurance (COIs) are one of the biggest reasons the credentialing process can get held up! The following COI requirements apply to RDs, CNSs, and LDNs providing their own coverage:

- Your COI is current and will not expire within 45 days of submitting your Credentialing Form.
- Your individual name or personal business name is under "Name insured"
- Malpractice coverage minimum limits must be at least \$1,000,000 incident/\$3,000,000 aggregate

CAQH Account

All providers must have an active CAQH account. CAQH is used by insurance companies to verify credentials and professional history. If you don't have one yet, create an account here: <https://proview.caqh.org/PR/Registration>, then follow our [CAQH Completion Guide](#) to set up your profile. If you think you may already have a profile from a past employer or hospital, contact CAQH to recover it rather than creating a duplicate.

Once your account is active, submit your CAQH username and password through the Berry Street credentialing form. We'll log in on your behalf for credentialing purposes and store your credentials securely for the duration of the process. You do not need to approve an authorization request in CAQH.

Important: While we will support with certain updates (e.g. practice locations and organizational affiliations), you are still responsible for keeping your CAQH profile current, including:

- Attestation (every 120 days)
- Contact information
- Licensure changes
- Professional history

Need help? View our CAQH walkthrough guide or email us at insurance@berrystreet.co.

Copies of Professional Documents

☐ **Resume**

- Please include Education history
- Please include and explain any work gaps of **6 months or greater** (required by Insurance plans)

☐ **Credential**

- **Registered Dietitians (RDs):** Upload your active CDR ID card (PDF). To obtain the active PDF copy of your CDR card, visit the CDR portal, select "CDR ID Card," and submit a request. Please ensure your card is currently active (covers the present credentialing year).
- **Certified Nutrition Specialists (CNSs):** Include your state license number, expiration date, and a copy of your CNS certification issued by the Board for Certification of Nutrition Specialists (BCNS).
- **Licensed Dietitian Nutritionists (LDNs):** Upload a copy of your active state-issued LDN credential.
- **Medical Doctors (MDs) and Doctors of Osteopathic Medicine (DOs):** Upload a copy of your board certification document(s).
- **Physician Assistants (PAs):** Upload a copy of your current NCCPA certificate.
- **Nurse Practitioners (NPs):** Upload a copy of your national certification (AANP or ANCC).
- **Registered Nurses (RNs):** Your active state RN license serves as your credential — no separate credential upload is required.

☐ **Certificate of Insurance (COI) Memorandum**

- ***Applies to RDs, CNSs, and LDNs only. Prescribers (MD, DO, NP, PA) are covered under Berry Street's malpractice policy and do not submit a COI.***
- ***Note: this is not required at the time you submit the Credentialing Form, but will be required before we finalize your application for credentialing. If you do not upload it during submission, please send your COI Memorandum via email to start@berrystreet.co as soon as it is available.***
- Berry Street requires you to purchase individual malpractice insurance before onboarding with us. You're welcome to purchase this through any provider. If you aren't already covered, many of our providers use Proliability.
- Note: COIs are one of the biggest reasons the credentialing process can get held up! To avoid delays, please ensure your Certificate of Insurance (COI) meets the following requirements:
 - It is **current** and will not expire within **45 days** of submitting your Credentialing Form (credentialing departments will deny COIs near expiration)
 - Your **name** or **business entity** is listed as the **"Named Insured"**
 - Coverage limits meet minimum requirements of **\$1,000,000 per incident / \$3,000,000 aggregate**

☐ **State licenses** (as applicable)

- Please include a copy of each **active state license** you hold
- **Registered Dietitians (RDs):** If you practice in a non-licensure state, please upload your CDR ID card in place of a state license.
- **Certified Nutrition Specialists (CNSs):** CNSs must hold at least one active state nutrition/dietitian license to participate on our platform.
- **Medical Doctors (MDs) and Doctors of Osteopathic Medicine (DOs):** Please upload a copy of each active state medical license you hold.
- **Physician Assistants (PAs):** Please upload a copy of each active state PA license you hold.
- **Nurse Practitioners (NPs):** Please upload a copy of each active state NP license you hold.
- **Registered Nurses (RNs):** Please upload a copy of each active state RN license you hold.

Clinician Rights — Notification & Acknowledgement

As part of the credentialing and re-credentialing process, and consistent with the Marjorie Nolan Cohn, LLC Credentialing Program, you are notified of the following rights:

1. **Right to review information.** You have the right to review information submitted in support of your credentialing/recredentialing application, including information obtained from outside primary sources (e.g., malpractice insurance carriers, state licensing boards, the National Practitioner Data Bank). This does not extend to references, recommendations, or other peer-review-protected information, or to information whose disclosure is prohibited by law. To review your information, submit a written request by email to the Credentialing Committee at insurance@berrystreet.co; we will respond within five (5) business days.
2. **Right to correct erroneous information.** If information obtained from a source other than you varies substantially from the information you provided — or is otherwise erroneous — you have the right to correct it, and you will be notified of any such substantial discrepancy. To do so, submit the corrected information and any supporting documentation by email to the Credentialing Committee at insurance@berrystreet.co within thirty (30) calendar days of notification. Your correction will be documented in your credentialing file.
3. **Right to be informed of application status.** Upon request, you have the right to be informed of the status of your credentialing or recredentialing application. Email the Credentialing Committee at insurance@berrystreet.co, and we will provide: (a) the date your application was received; (b) its current status (e.g., pending additional information); and (c) the date it is tentatively scheduled for Credentialing Committee review.

