

New Physician Application Checklist

- Completed and Signed Application form**
- Completed and Signed Physician Agreement**
- Curriculum Vitae/Resume**
- Current MA state medical license**
- Copy of CAQH Summary Page**
- Current Federal DEA Registration Certificate** - To apply for a DEA registration or to obtain a copy of your certificate, contact the Regional Office of the Drug Enforcement Administration, 50 Staniford Street, Suite 200, Boston, MA 02114 or call (617) 557-2200.
- Current State Controlled Substances Certificate** – To apply for a Mass. Controlled Substances number or to obtain a copy of your certificate, contact the Department of Public Health, Division of Food and Drugs, 99 Chauncy Street, Boston, MA 02111 or call (617) 983-6700.
- Current Professional Liability Insurance Facesheet** – A copy must be obtained from your individual carrier and/or your agent and must have your name on it, the dollar amount you are covered for, and the dates your malpractice insurance coverage is effective.
- Copy of Board Certification**
- Valid Photo ID or Passport**

We encourage you to keep a copy of this application and attachments for your records.

When your application has been approved, an invoice for the annual fees will be mailed to you (as applicable).

Any questions regarding this application may be directed to:

Winchester Physician Hospital Organization
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