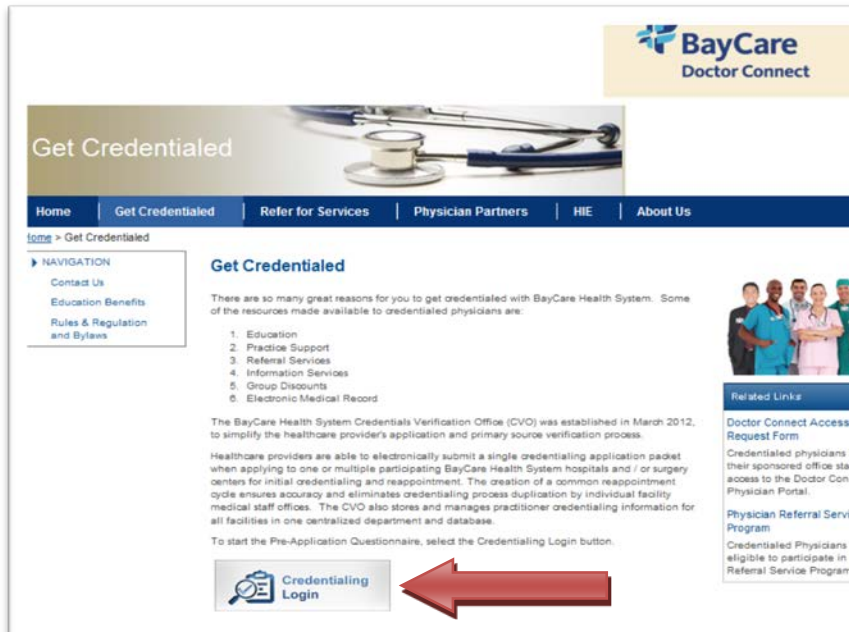


# CREDENTIALS VERIFICATION OFFICE: New Applicant Process Steps

<http://www.doctorconnect.org/joinbc/Pages/default.aspx>

**STEP 1:**  
Website link to BayCare  
Pre-Application  
Questionnaire



**STEP 2 :**  
Click on Credentialed Login

**New to AppCentral?**  
If this is your first time you must create an account specific to AppCentral.

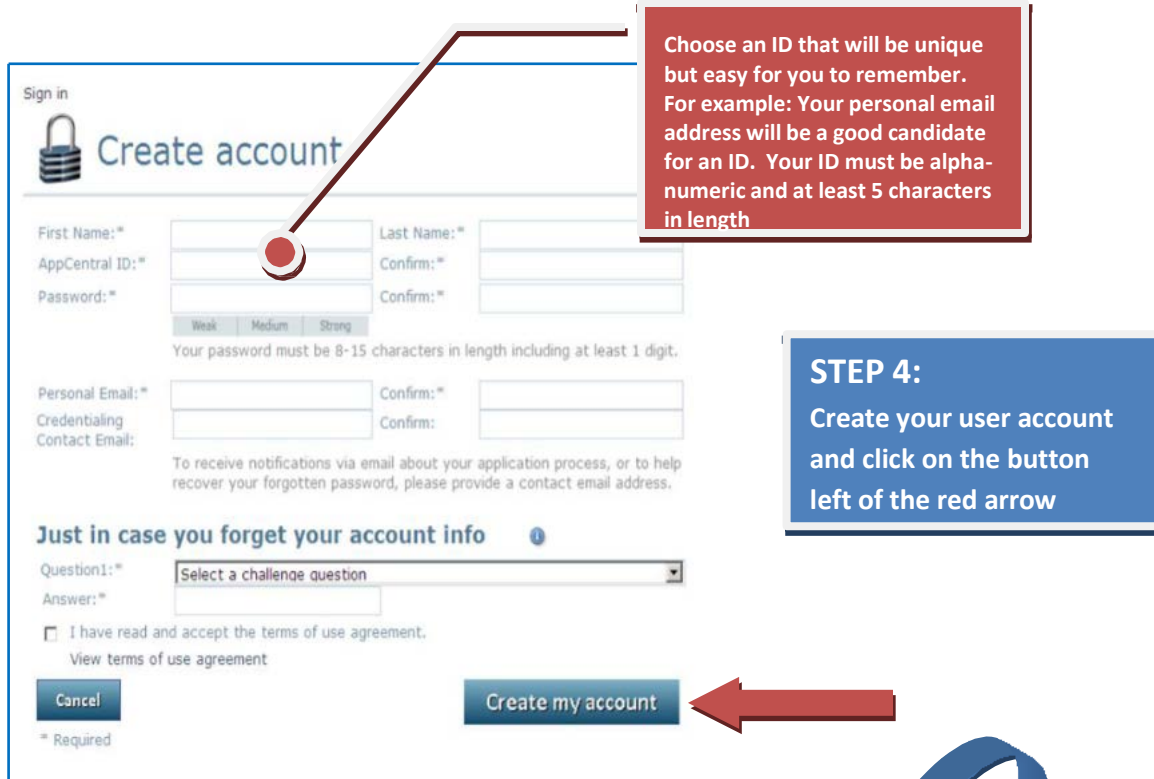
**Returning to AppCentral?**

AppCentral ID:


Password:

**STEP 3:**  
Create Users Account

## CREDENTIALS VERIFICATION OFFICE: New Applicant Process Steps



Sign in

 Create account

First Name:\*  Last Name:\*   
AppCentral ID:\*  Confirm:\*   
Password:\*  Confirm:\*   
Weak Medium Strong  
Your password must be 8-15 characters in length including at least 1 digit.

Personal Email:\*  Confirm:\*   
Credentialing Contact Email:  Confirm:   
To receive notifications via email about your application process, or to help recover your forgotten password, please provide a contact email address.

**Just in case you forget your account info** ⓘ

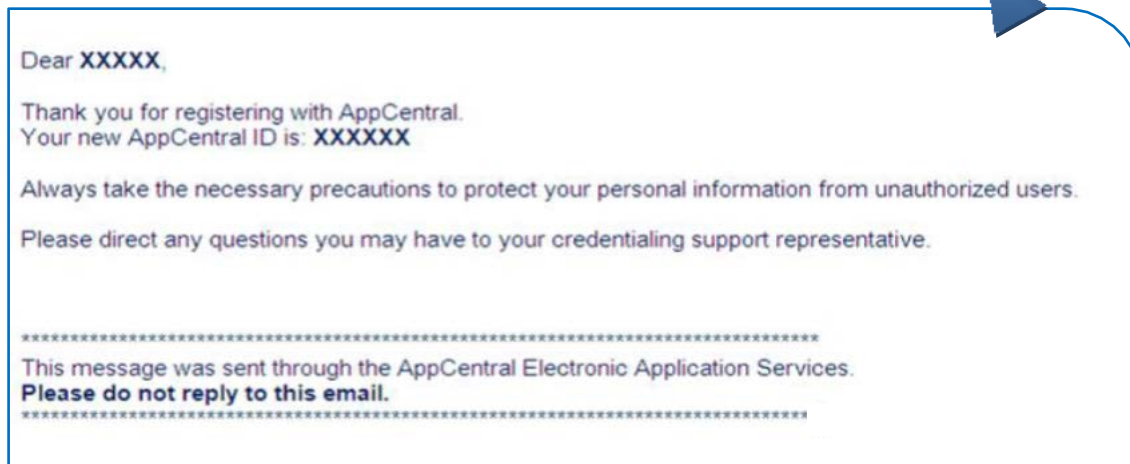
Question1:\*   
Answer:\*

I have read and accept the terms of use agreement.  
[View terms of use agreement](#)

\* Required

**Choose an ID that will be unique but easy for you to remember. For example: Your personal email address will be a good candidate for an ID. Your ID must be alphanumeric and at least 5 characters in length**

**STEP 4: Create your user account and click on the button left of the red arrow**




Dear XXXXX,

Thank you for registering with AppCentral.  
Your new AppCentral ID is: XXXXXX

Always take the necessary precautions to protect your personal information from unauthorized users.  
Please direct any questions you may have to your credentialing support representative.

\*\*\*\*\*  
This message was sent through the AppCentral Electronic Application Services.  
**Please do not reply to this email.**  
\*\*\*\*\*

**STEP 5: A confirmation email is sent to the listed email address for the newly created account**

 The successful creation of a new AppCentral account leads the applicant to their own account home screen which lists any and all processes he/she may currently be involved with.

## CREDENTIALS VERIFICATION OFFICE: New Applicant Process Steps

My Documents				
Name	Due Date	Action Required		Status
<b>Pre Application</b>				
BayCare PreApplication	N/A	Fill out & submit	N/A	New
Attestation As To Work Authorization	N/A	Print and fax	N/A	New

**STEP 6:**  
Click the  
Pre-  
Application



Menu

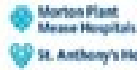
**Some information may be required**

- Highlighted fields must be completed or corrected on page(s) - [1](#), [2](#)
- Missing attachments - Please attach or fax your current CV/Resume when submitting the pre-application questionnaire by using the attached tab at the top.

**BayCare PreApplication**

Messages	Actions
<p><b>Reminder:</b> Please attach or fax your current CV/Resume when submitting the pre-application questionnaire by using the "attached tab at the top".</p> <p>There are no pending attachment requests.</p>	<p> Add Attachment from computer, via fax, or use past attachments</p> <p> Export to PDF Create a PDF to print, save &amp; email, etc.</p> <p> Submit Document Send for review</p>

**Please note that when you are completing the pre-application, it requires that you attach your curriculum vitae to the document.**



## Credentialing Pre-Application Questionnaire

### General Information

Please enter basic information about yourself.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Middle Name</small>	<small>Last Name</small>	<small>Suffix</small>	<small>Title(s)</small>
<small>Birth Date:</small> <input type="text"/>		<small>Social Security #:</small> <input type="text"/>		
<small>Gender:</small>	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	<small>NPI:</small> <input type="text"/>	
<small>Personal Email:</small> <input type="text"/>				

### Primary Office Location Information

<small>Practice Name:</small> <input type="text"/>	
<small>Address Line 1:</small> <input type="text"/>	
<small>Address Line 2:</small> <input type="text"/>	
<small>City:</small> <input type="text"/>	<small>State:</small> <input type="text"/>
<small>Phone:</small> ( ) - <input type="text"/>	<small>Zip:</small> <input type="text"/>
<small>Office Manager:</small> <input type="text"/>	<small>Office Manager Phone:</small> ( ) - <input type="text"/>

### Specialty Information

Primary Specialty:

Secondary Specialty:

### BayCare Health System Facilities – if you are applying for Medical Staff Privileges select all that apply


- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bardmoor Outpatient Center<br><input type="checkbox"/> BayCare Behavioral Health<br><input type="checkbox"/> BayCare Alliant Hospital<br><input type="checkbox"/> BayCare Physician Partners<br><input type="checkbox"/> Carillon Surgery Center<br><input type="checkbox"/> Mease Countryside Hospital | <input type="checkbox"/> Mease Dunedin Hospital<br><input type="checkbox"/> Morton Plant Hospital<br><input type="checkbox"/> Morton Plant NorthBay Hospital<br><input type="checkbox"/> South Florida Baptist Hospital<br><input type="checkbox"/> St. Anthony's Hospital | <input type="checkbox"/> St. Anthony's Physicians Surgery Center LLC<br><input type="checkbox"/> St. Joseph's Hospital North<br><input type="checkbox"/> St. Joseph's Hospital South<br><input type="checkbox"/> St. Joseph's Hospital-Main, Women's, Children's<br><input type="checkbox"/> Trinity Surgery Center LLC |
|--|--|---|

#### Are you applying as a:

Physician       Allied Health Professional

#### For Allied Health Practitioner Applicants Only

- My practice will be office-based only. This status does not require for you to be credentialed, please contact the MSO for clarification.
- My practice will require me to exercise the clinical privileges granted to me in the inpatient setting and access the BEACON EMR.

 Please begin to complete the pre-application process. Use the green navigation arrows at the top and bottom to advance to the next or previous page.

