



CREDENTIALING ELIGIBILITY CRITERIA

SLHP/BrightPath maintains a Credentialing/Recredentialing Program to assist in selection and reevaluation of all providers within its delivery system. All providers must successfully complete the credentialing process to be approved for SLHP/BrightPath Participation. The provider has the right to review information obtained in the process of evaluating the credentialing and recredentialing application exclusive of peer review information.

Provider Criteria Consists of the Following:

- 1. Provider will have an executed Participating Provider Agreement with SLHP or BrightPath or be joining a group Tax ID who has an executed Agreement with SLHP/BrightPath.
- 2. Provider must participate in the initial credentialing process and will be required to recredential at least every three (3) years. The credentialing process requires verification of licensure, education, training experience of the Provider and other such information as may be required by SLHP/BrightPath and the established NCQA compliant process.
- **3.** Must hold a current unrestricted license to practice for each state as applicable.
- 4. Providers, if they are Medical Doctors, Doctors of Osteopathy, Doctors of Podiatric Medicine, Nurse Practitioners or Physician Assistants shall either hold active Medical Staff admitting privileges at an in-network full-service hospital or use an admitting group or hospitalist service as designated by the participating hospital or make other suitable arrangements, as approved by SLHP. *Exceptions to this requirement are Anesthesiology, Pathology, Radiology, Emergency Medicine, Psychiatry, or Telemedicine.
- **5.** A current, unrestricted DEA and State Board of Pharmacy certificates as applicable. Multiple state locations will require individual DEA certificates.
- **6.** Provider, if a physician, is either Board Certified, Board Admissible or is otherwise approved for credentialing by SLHP through its Participating Provider Committee. If not a physician, Provider shall be appropriately certified or credentialed.
- 7. Continuous work history of, at least, the most recent five (5) years including from and to dates MM/YYYY with an explanation of any gaps that exceed three (3) months.
- **8.** Proof of Professional Liability insurance for at least the amount listed:
 - \$1,000,000 per occurrence and \$3,000,000 aggregate.
- **9.** Provider shall be, and remain, enrolled in the Medicare program unless granted an exception, by SLHP.
- **10.** Provider will practice within the accepted community standards of care as deemed appropriate by the SLHP Participating Provider Committee.

- 11. The applicant has the right, upon request, subject to policies and procedures, to be informed of the status of their application. The Credentialing Department will make every effort to provide status at the time of request and, if unable, will respond by telephone or in writing with in three (3) working days.
- 12. Applicants have the right to revise, supplement or correct erroneous information to the Credentialing and Recredentialing Applications. This may be done at the provider's discovery or if deficiencies are discovered during the verification process by SLHP. Credentialing staff will provide notice to the Provider and must receive a response within 30 days of the date of the notification in order to correct, amend or provide the incorrect and/or omitted information. If no response is received from the Provider after 30 calendar days, a second attempt to contact the Provider is made by credentialing staff. If a second attempt to contact the Provider is unsuccessful, notification will be sent to the Provider that failure to respond within 15 business days will invalidate the application and the Provider will not be credentialed. All supplemental documents and correspondence is to be forwarded to the Credentialing Department at PO Box 1990 Boise, ID 83702 or faxed to (208) 381-9444.
- **13.** If information is not received by the Credentialing Department within sixty (60) days of request, an updated Attestation may be required prior to final processing.
- 14. National Practitioner Identifier (NPI) Number.
- **15.** Credentialing and Recredentialing is non-transferrable.
- **16.** A copy of any portion/section of this Criteria Sheet and or Credentialing Application has the same force and effect as the original.
- 17. The applicant certifies by his/her <u>signature on the application</u> that the information in the entire application is complete, accurate, current and acknowledges that any misstatements in or omissions from this application constitute cause for denial of membership/participation or cause for summary dismissal by the entity to which this statement has been made. A photocopy of the application has the same force and effect as the original. The applicant confirms that he/she has reviewed this information as of the most recent date listed in the application.
- **18.** Copy of W-9.





Provider Application Checklist

The following documentation is required when submitting a provider credentialing application. Please review and complete the information below and return this page with the application.

Red	Required Documentation:					
	Completed Initial Application					
	Current medical malpractice insurance face sheet					
	Provider Authorization and Release of Information page; signed and dated					
	Complete Attestation (action history)					
	DEA or prescription plan					
	(MD, DO, DPM, DMD, DDS, PA, NP, CNS, CNM, CRNA)					
	Completed hospital admitting privileges or admit plan					
	(MD, DO, DPM, DMD, DDS, PA, NP, CNS, CNM, CRNA)					
	Current and active license in the state of practice					

^{*}To avoid credentialing delays, please ensure all requested documents, as applicable, are attached when submitting the credentialing application.

Universal Provider Credentials Verification Application

To use the Idaho Provider Application (IPA), follow these instructions

- Complete the application in its entirety using black or blue ink. Keep an unsigned and undated copy of the application on file for future requests. When a request is received, send a copy of the completed application, making sure that all information is complete, current and accurate. Please sign and date pages 12 and 13. Please document any YES responses on the Attestation Question page.
- Prior to submitting this application to any health care related organization, inquire with the organization, as you may need authorization (through a pre-application process) before the application is accepted. Identify the health care related organization(s) to which this application is being submitted in the space provided below.
- Attach copies of requested documents each time the application is submitted.
- If changes must be made to the completed application, strike out the information and write in the modification, initial and date.
- If a section does not apply to you, please check the provided box at the top of the section.

This application is submitted to: St. Luke's Health Partners / BrightPath

This form should be typed or legibly printed in black or blue ink. If more space is needed than provided, attach additional sheets and reference the question being answered. Please do not use abbreviations. Current copies of the following documents must be submitted with this application (all are required for MDs, DOs; as applicable for other health providers). If not available, indicate why.

- State Professional License(s)
- DEA Certificate w/ current address
- ECFMG (if applicable)

INSTRUCTIONS

- State Controlled Substance Certificate (if applicable)
- Passport photo (for hospitals only)
- Face Sheet of Professional Liability Policy or Certificate
- Curriculum Vitae (Not an acceptable substitute for completing the application.)

** All sections must be completed in their entirety**

	Last name (include suffix; Jr., Sr., III)				First (d	First (do not abbreviate)					Middle (do not abbreviate)		
	Other name(s) under which you have been known by reference, lice institutions?				icensing an	ensing and or educational Degr			Degree	ee(s)			
z	Home telephone number				Pager nur	Pager number Cell number			er		E-mail a	ddress	
PROVIDER INFORMATION	Home mailing address				City					State		Zip code	
DER INFO	Birth date Birth place (city, state, country)			Social sec	urity	number			Medicare Opt-Out - §1128 of the Social Security Act Yes No				
				_					Opt-Ou	t Start Date	Opt-Out End Date		
=				Individual Medicaid number(s)				•	Gender Identity Male Non-binary Female Transgender Prefer not to disclose				
	Specialty at the primary pr	actice locati	on:		Race/Ethnicity American Indian Asian Black or African American Hispanic/Latino White Native Hawaiian or Pacific Islander Two or More Races Prefer not to disclose								
TION	Effective Date at Prin	mary Prac	tice location __			On average, how soon can a new patient Within 48 hours Within 2 weeks 2-4 weeks 4-6 weeks Beyond 6 weeks					et an appointment?		
PRACTICE INFORMATION	Name of practice, affiliatio	n, or clinic r	name									Telehealth Yes No	
TICE IN	Primary office street addre	ess				City	,		Sta	ite		Zip code	
III. PRAC	Patient appointment telep	hone numb	er	Fax	(number	number Name affilia			affiliat	ed with tax	ID number	Federal tax ID number	
=	Mailing address (if differen	nt from abov	ve)			City	,		Sta	ite		Zip code	

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	Billing address (if different from above)			City			State			Zip co	Zip code			
	Office manager / Administrator name Administration tele		on tele	phone nu	mber	Fax nur	nber		E-mail	E-mail address				
	Credentialing contact (if different from above) Credentialing tele		g telep	phone number Fax number			E-mail address							
PRACTICE INFORMATION (CONTINUED)	Effective Date at Secondary Practice location				On average, how soon can a new patient get an appointment? Within 48 hours Within 2 weeks 2-4 weeks 4-6 weeks Beyond 6 weeks						ent?			
N (CON	Name of secondary practice, affiliation, or clinic name											Telehe	ealth es	No
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CE INFO	Patient appointment telephone number Fax number						Name	affiliated w	ith tax	ID numbe	r Federa	al tax ID num	ber	
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≣	Billing address (if different from above)				City				State			Zip co	e	
	Office manager / Administrator name			Admini	istratio	on tele	phone nu	mber	Fax nur	nber		E-mail	address	
	Credentialing contact (if different from abo	ove)		Creden	itialing	g telep	hone num	nber	Fax nur	nber		E-mail	address	
	List other office locations with above in			ve in	format	ion or	n a sepa	rate s	heet.					
ш	State professional license/registration/certificate number Status													
PROFESSIONAL LICENSURE	Issue date Expiration date			N	ame (of sponse	or if red	quired by			Inactive Physician	Tempo s Assistant		
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OFESSIO	State controlled substance certificate number	ber			Issue date				Expiration					
N. PR	ECFMG number (applicable to foreign med	ical graduat	es)							D	ate issue	d		
	State	License/re	egistration/ce	rtificate	numbe	er				Date	issued			
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ALL OTHER PROFESSIONAL LICENSES	State	License/re	egistration/ce	rtificate	numbe	er				Date	issued			
>	Expiration date		Year relinqu	ished			Reasor	n						
	Name of college or university											Does I	Not Apply	
UATE	Degree received			Start D	ate				Graduatio	n date				
UNDER-GRADUATE EDUCATION	Mailing address								City		Sta	te	Zip code	
INDER-GRAI EDUCATION	Name of college or university													
Ν. Ψ	Degree received			Start D	ate				Graduatio	n date				
	Mailing address			1				City State			te	Zip code		

(Do not abbreviate) (Attach additional sheet if necessary)

	Medical/Professional school									
CATION	Start date	Graduation	n date		Degree received					
AL EDU	Mailing address			City		State	e	Zip code		
VII. MEDICAL/PROFESSIONAL EDUCATION				Phone		Fax				
/PROF	Medical/Professional School									
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					e		Fax			
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	Institution						Does N	ot Apply		
VIII. GRADUATE EDUCATION	Program or course of study				Faculty director					
III. GRADUA EDUCATION	Mailing address			City		Stat	e	Zip code		
>	Dates attended () - ()				e		Fax			
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	Program director									
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×	Program director									
	Mailing address			City		State	e	Zip code		
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(Do not abbreviate) (Attach additional sheet if necessary) Institution Does Not Apply Program director Mailing address State Zip code Completion date Start date Phone Fax Course of study **FELLOWSHIPS** Did you successfully complete the program? Yes No (If "No", please explain on separate sheet.) Institution Does Not Apply ×. Program director Mailing address State City Zip code Start date Completion date Phone Fax Course of study Did you successfully complete the program? Yes No (If "No", please explain on separate sheet.) (Do not abbreviate) (Attach additional sheet if necessary) Institution Does Not Apply Department chairman **PRECEPTORSHIP** Mailing address State Zip code City Completion date Start date Phone Fax Training (Do not abbreviate) (Attach additional sheet if necessary) Institution Does Not Apply Faculty director XIII. FACULTY Mailing address State City Zip code Fax Start date Completion date Phone Position (Do not abbreviate) (Attach additional sheet if necessary) Are you board or otherwise professionally certified? Does Not Apply Yes If "Yes", please complete below No If "No", describe your intent for certification, if any, and dates of testing for Certification on separate sheet. Certificate Date Date **Expiration Date** Issuing Board/Entity Specialty Number Certified Recertified (if any)

BOARD CERTIFICATION If so, list certification and date If you participate in a specialty which does not have board certification, please indicate specialty Page **6** of **12** Confidential & Proprietary Modification to the wording or format of the Provider Application may invalidate the application.

Provider Application

		(Do not abbrevio		•		snee	et if neces	sary)				
S		ACLS, BLS, (i.e., Fluoroscopy, Radiograp				ate if	applicable))		Does N	Not Apply 🔲	
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	Туре				Number				Expiration	Expiration date		
XV.	Туре					1	Number			Expiration	date	
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Inst	AFFILIATIONS Does Not Apply Please list in reverse chronological order (with the current affiliation(s) first) all institutions where you (A) has current affiliations, (B) applications in process, (C) have had previous affiliations or, if no current affiliation, (D) have current coverage plan. This includes hospitals, surgery centers, institutions, corporations, military assignments, government agencies. If more space is needed, attach additional sheet(s). List only affiliations here, list employment section XVII, Work History.							e you (A) have ion, (D) have a ssignments, or				
		(Do not abbrevio		•		l she	et if neces	sary)				
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	Department		Dep	artment / Cli	nical Chai	ir		Status (active, provisional, courtesy			mporary, etc.)	
	Mailing address					(City			State	Zip code	
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ATIONS	Name of seco	ndary facility (Do you have admitting privile	ges?	s? Yes No)								
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&	Phone numbe	Phone number Fax number					per Date applicat			ion submitted		

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(Do not abbreviate) (Attach additional sheet if necessary) Name of facility Does Not Apply Department Department / Clinical Chair Mailing address City State Zip code Phone number Fax number Previous status (active, provisional, courtesy, temporary, etc.) Reason for leaving Appointment date (from-to) Name of facility PREVIOUS AFFILIATIONS Department Department / Clinical Chair Mailing address City State Zip code Phone number Fax number Previous status (active, provisional, courtesy, temporary, etc.) Reason for leaving Appointment date (from-to) Name of other facility Department Department / Clinical Chair Mailing address City State Zip code Phone number Fax number Previous status (active, provisional, courtesy, temporary, etc.) Reason for leaving Appointment date (from-to) This Section only applicable for those without admitting privileges INPATIENT COVERAGE PLAN Provider may attach signed letter of agreement from the physician or group representative that admits Does Not Apply and manages the inpatient care for your patients. *Admit plan must be to an in network facility. Name of participating admitting physician/practice/clinic/group Hospital where privileged ۵ (Do not abbreviate) (Attach additional sheet if necessary) Chronologically list all work history activities since completion of professional training (use extra sheets if necessary). This information must be complete. A curriculum vita may be substituted as long as it is current and has exact dates of employment. Name of current practice/employer Contact name Telephone number Fax number From (mo/year) To (mo/year) XVII. WORK HISTORY Mailing address City State Zip code Reason for leaving

Name of practice/employer Contact name Telephone number From (mo/year) To (mo/year) Fax number Mailing address City State Zip code Reason for leaving Page 8 of 12 Confidential & Proprietary Modification to the wording or format of the Provider Application may invalidate the application.

	Name of practice/employer							
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XVIII.								
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	List at least one professional reference	e from your specialty area not	including rela	tives who hav	ve work	ed with	you in the	a nast two
	years. Reference must be from an ind your clinical competence in your speci	ividual who through recent ob	_				•	•
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	Current insurance carrier							Policy number				
	Mailing address			City			State		Zip code			
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	Please list ALL professional liability carriers within the p							ast ten vears				
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	Provider name(print or type)								Does Not Apply 🗌			
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-Confidential	Please list any past or current professions against you, whether or not you wer HIPAA protected health information legible signed provider narrative that a Date and clinical details of the inciden	re individually (PHI). Photoc addresses all t, with preced	named in th opy this page of the following	e claim or lawsuit as needed and s	t. Plea ubmit	ase d t a se	o not ir eparate	nclude p page fo	negligence were made patient names or other			
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Professional Liability Action Detail – C	Please list any past or current profess against you, whether or not you wer HIPAA protected health information legible signed provider narrative that a Date and clinical details of the inciden Date Your role and specific responsibility in the Subsequent events, including patient's clir Date suit or claim was filed Name and Address of Insurance Carrier that Your status in the legal action (primary details).	re individually (PHI). Photoc addresses all t, with preced Details incident nical outcome at handled the fendant, co-def	named in the opy this page of the following events	e claim or lawsuit as needed and s	t. Plea ubmit	ase d t a se	o not ir eparate	nclude p page fo	negligence were made patient names or other			

PROVIDER ATTESTATION QUESTIONS - To be completed by the provider

Please answer <u>all</u> of the following questions. If your answer to any of the following questions is 'Yes", provide details as specified on a separate sheet. If you attach additional sheets, sign and date each sheet.

A.	PROFESSIONAL SANCTIONS								
1.	Have you ever been, or are you now in the process of being denied, revoked, terminated, suspended, restricted, reduced, limited, sanctioned, placed on probation, monitored, or not renewed for any of the following? Or have you voluntarily or involuntarily relinquished, withdrawn, or failed to proceed with an application for any of the following in order to avoid an adverse action or to preclude an investigation or while under investigation relating to professional competence or conduct?								
		Yes	No						
	a. License to practice any profession in any jurisdiction								
	b. Other professional registration or certification in any jurisdiction								
Ì	c. Specialty or subspecialty board certification								
	d. Membership on any hospital medical staff								
	e. Clinical privileges at any facility, including hospitals, ambulatory surgical centers, skilled nursing facilities, etc.								
	f. Medicare, Medicaid, FDA, governmental, national or international regulatory agency or any public program								
	g. Professional society membership or fellowship								
	h. Participation/membership in an HMO, PPO, IPA, PHO or other entity								
	i. Academic Appointment								
	j. Authority to prescribe controlled substances (DEA or other authority)								
2.	Have you ever been subject to review, challenges, and/or disciplinary action, formal or informal, by an ethics committee, licensing board, medical disciplinary board, professional association or education/training institution?								
3.	Have you been found by a state professional disciplinary board to have committed unprofessional conduct as defined in applicable state provisions?								
4.	Have you ever been the subject of any reports to a state, federal, national data bank, or state licensing or disciplinary entity?								
B.	CRIMINAL HISTORY	Yes	No						
1.	Have you ever been charged with a criminal violation (felony or misdemeanor) resulting in either a plea bargain, conviction on the original or lesser charge, or payment of a fine, suspended sentence, community service or other obligation?								
	a. Do you have notice of any such anticipated charges?								
	b. Are you currently under governmental investigation?								
C.	AFFIRMATION OF ABILITIES	Yes	No						
1.	Do you presently use any drugs illegally?								
	Do you have any physical condition, mental health condition, or chemical dependency condition (alcohol or other substance) that affects or could affect your current ability to practice with or without reasonable accommodation? If reasonable								
2.	accommodation is required, specify the accommodations required. If the answer to this question is yes, please identify and describe any rehabilitation program in which you are or were enrolled which assures your ability to adhere to prevailing standards of professional performance.								
3.	Are you unable to perform any of the services/clinical privileges required by the applicable participating provider agreement/hospital agreement, with or without reasonable accommodation, according to accepted standards of professional performance?								
D.	LITIGATION AND MALPRACTICE COVERAGE HISTORY								
	Have allegations or claims of professional negligence been made against you at any time, whether or not you were	_	_						
1.	individually named in the claim or lawsuit? Have you or your insurance carrier(s) ever paid any money on your behalf to settle/resolve a professional malpractice claim								
2.	(not necessarily a lawsuit) and/or to satisfy a judgment (court-ordered damage award) in a professional lawsuit?								
3.	Are there any such claims being asserted against you now?								
4.	Have you ever been denied professional liability coverage or has your coverage ever been terminated, not renewed, restricted, or modified (e.g. reduced limits, restricted coverage, surcharged)?								
5.	Are any of the privileges that you are requesting <u>not</u> covered by your current malpractice coverage?								
E.	ATTESTATION								
	I warrant that all the statements made on this form and on any attached information sheets are complete, accurate understand that any material misstatements in, or omissions from, this statement constitute cause for denial of members for summary dismissal from the entity to which this statement has been submitted.	oership o							
	Typed or printed name Signature	<mark>Date</mark>							

Provider Credentials Verification Addendum

Supplemental Provider Authorization and Release of Information

I hereby authorize the presenter of this Release and/or its representatives to consult with others who have information bearing on my professional competence, character, professional practice or ethical qualifications. I authorize all malpractice carriers to release coverage and/or claims history information which may exclude direct patient identification including name, address or telephone numbers to the presenter of this Release and/or its representatives. I hereby further consent to the inspection by the presenter, and/or its representatives, of all documents, including medical records, which may be relevant to evaluation of my professional competence, character, professional practice or ethical qualifications. The presenter complies with the Health Insurance Portability and Accountability Act of 1996 "HIPAA" (as defined in 45 CFR § 160 et seq.) as well as other state and federal statutes, rules and regulations relating to confidentiality and privacy. I understand that I have the right to review any information submitted in support of this Provider Application.

I hereby release from liability any and all individuals and organizations that provide information to the presenter concerning my professional competence, practices, ethics, character or ethical qualifications for participating provider status, and hereby consent to the release of such information. I further agree to release and hold harmless from any liability the presenter and/or its representatives who participate within the scope of their duties in review of any information obtained under this Release. I understand and agree that I, as an applicant, have the burden of producing adequate information for proper evaluation of my professional competence, character, professional practice or ethical qualifications for resolving any doubts regarding such qualifications. A copy of any portion/section of the Authorization and Release, Criteria Sheet and or Application has the same force and effect as the original.

I also understand that to participate, this application must be verified and I must be notified in writing whether this application has been approved or denied. I agree to immediately notify the entity to which this authorization has been given, in accordance with executed Agreements, of any change in submitted information. Failure to notify the entity of changes in the information contained in this application may result in immediate termination from participation with the entity to which this Release is given.

XXIII. TESTATIOI

PROVIDER AUTHORIZATON TO RELEASE INFORMATION

I certify the information in this entire application is complete, accurate, and current. I acknowledge that any misstatements in or omissions from this application constitute cause for denial of membership or cause for summary dismissal from the entity to which this statement has been made. A photocopy of this application has the same force and effect as the original. I have reviewed this information as of the most recent date listed below.

Print Name Here	
<mark>Signature</mark>	
	(Stamped signature is not acceptable)
<mark>Date</mark>	

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St. Luke's Health Partners

Application Addendum: Behavioral Health Provider Expertise This addendum applies only to providers with a Mental Health / Behavioral Health specialty

Provider Name N	PI	
Clinic Name Ta	ax ID	
Provider Gender Identity: ☐ Male ☐ Female ☐ Non-Binary ☐ Transgender ☐ Prefer N	lot to E	Disclose
Provider Race/Ethnicity: ☐ American Indian ☐ Asian ☐ Black or African American ☐ Hi ☐ Native Hawaiian or Pacific Islander ☐ White ☐ Two or More R		
Which population do you specialize in providing services	s to?	(Please mark all that apply)
☐ Adults		Racial or Ethnic Minorities
☐ Children (ages 0-12)		Teenagers (ages 13-17)
□ Elder (65+)		Veterans
☐ Immigrants and/or Refugees		Women
☐ LGBTQ+		
□ Men		
Do you offer telehealth or virtual visit capabilities with bo	oth au	udio/visual components?
On average, how soon can a new patient get an appointn	nent t	o see you?
☐ Within 48 hours		
☐ Within 2 weeks		Beyond 6 weeks
□ 2 - 4 weeks		
Do you provide any of the following? (Please mark all that app	oly)	
☐ Couples Counseling		Individual Counseling
☐ Family Counseling		Psychiatric Medication Management
☐ Group Counseling		

St. Luke's Health Partners

Which	therapeutic models, theories or practices a	re you trained to provide? (Please mark all that apply)
	Acceptance and Commitment Therapy	☐ Mindfulness-Based (MBCT)
	(ACT)	☐ Motivational Interviewing
	Attachment-based Therapy	☐ Psychodynamic
	Cognitive Behavioral Therapy (CBT)	□ Solution Focused Brief Therapy (SFBT)
	Dialectical Behavioral Therapy (DBT)	☐ Trauma Focused Therapy
	EMDR	
Which	do you specialize in? (Please mark all that apply)	
	ADHD	☐ Life Transitions
	Addiction	☐ Obsessive Compulsive Disorder
	Anger Management	☐ Pregnancy, Prenatal or Postpartum
	Anxiety	☐ Racial Identity
	Autism	□ Self Esteem
	Bipolar Disorder	☐ Self-Harming
	Borderline Personality Disorder	☐ Sex Therapy
	Chronic Illness	☐ Spirituality
	Chronic Pain	□ Stress
	Alzheimer's	☐ Substance Use
	Depression	☐ Suicidal Ideation
	Divorce	☐ Testing and Evaluations
	Domestic Abuse	☐ Thought Disorders
	Dual Diagnosis	☐ Trauma and PTSD
	Eating Disorders	☐ Traumatic Brain Injury
	Grief	☐ Weight loss
	Infertility	