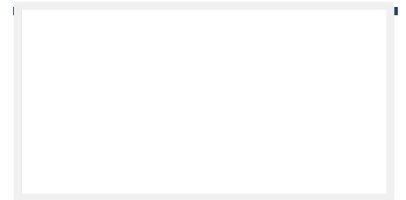


# CREDENTIALS VERIFICATION OFFICE:

## New Applicant Process Steps



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

[Sign Up](#)

**Returning to AppCentral?**

AppCentral ID:

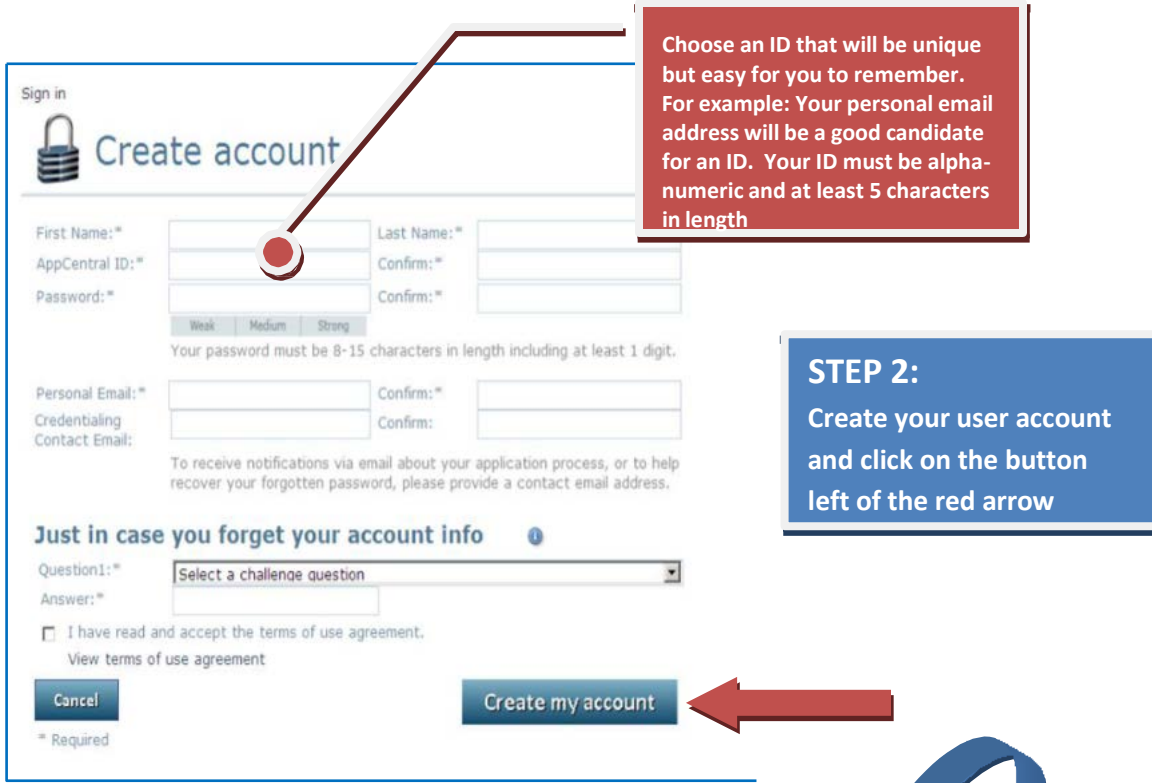
Password:

[Sign In](#)



**STEP 1:**  
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** ⓘ

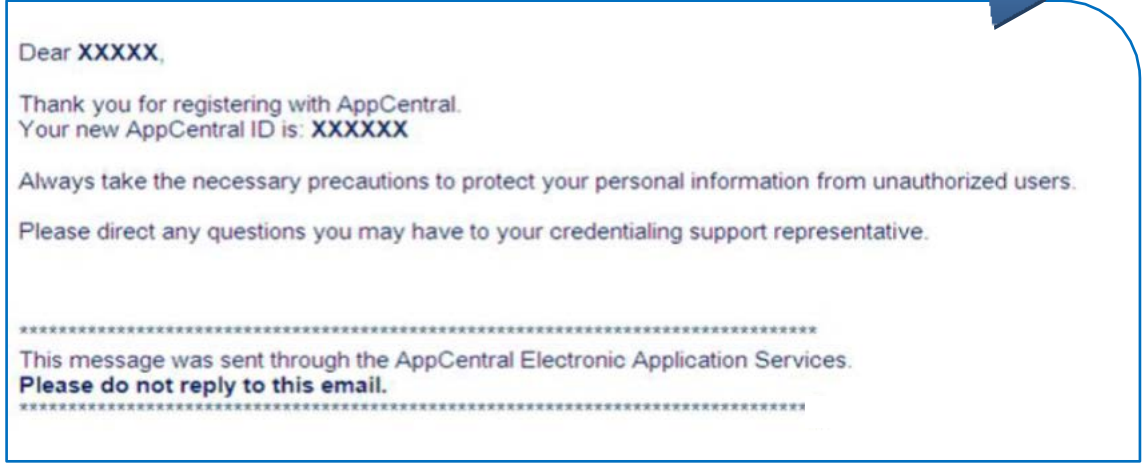
Question1:\* [ Select a challenge question ]  
Answer:\* [ ]

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 2:**  
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 3:**  
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 4:**  
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**

<p><b>Messages</b></p> <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><b>Actions</b></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>
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**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>
<input type="text"/>		<input type="text"/>		
<small>Birth Date:</small>		<small>Social Security #:</small>		
<small>Gender:</small>	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	<small>NPI:</small>	
<input type="text"/>				
<small>Personal Email</small>				

### Primary Office Location Information

<input type="text"/>				
<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>Zip:</small>
<small>Phone:</small>	<input type="text"/>	<small>Fax:</small>	<input type="text"/>	<input type="text"/>
<small>Office Manager:</small>	<input type="text"/>	<small>Office Manager Phone:</small>	<input type="text"/>	<input type="text"/>

### Specialty Information

<small>Primary Specialty:</small>	<input type="text"/>
<small>Secondary Specialty:</small>	<input type="text"/>

### 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.

