Thank you for your interest in joining the UCare Network! To avoid delays, please use the checklist below to ensure you have provided all the necessary documents.

CONTRACTING REQUEST CHECKLIST

Contracting documents to be submitted by all provider types:

☐ **UCare Contract Intake Form (XLS)**
This document must be returned in the original Excel file format; any other format will be returned.

☐ **Site/Practitioner List (XLS)**
This document must be returned in the original Excel file format; any other format will be returned.

☐ **Disclosure of Ownership Form (PDF)**
This document is fillable and may be electronically signed.

☐ **Provider Directory and Subdirectory Questionnaire (PDF)**
This document is fillable and may be electronically signed.

☐ **W-9 (PDF)**
This document is fillable and may be electronically signed.

☐ **Certificate of Insurance (COI)***
***You will need to contact your insurance carrier to obtain copies. The COI must include coverage for both Professional Liability and General/ Commercial Liability in the amount of $1,000,000 per occurrence and $3,000,000 aggregate.

The below provider types are required to additionally provide the below documents:

For Medicare Certified Providers

☐ **FDR Attestation**
This document is fillable and may be electronically signed. For more information about Medicare, go to CMS.gov.

☐ **FDR Compliance Program Requirements**
You must read and understand the information contained in this document. However, it does not need to be returned to UCare.

For Mental Health Providers

☐ **Behavioral Health Survey**
This document must be returned in the original Excel file format.
Any other format will be returned.

For Transportation Providers

☐ **Current Vehicle Certification from MNDOT***
***You will need a copy of your current Vehicle Certification from Minnesota Department of Transportation (MNDOT). For more information on MNDOT, visit http://www.dot.state.mn.us/

IMPORTANT NOTE: Submitting a contract request does not guarantee enrollment as a participating UCare provider.