

Physicians

1. Complete a **Provider Hiring Approval Form** on the CMAP Portal
2. After CM's Medical Director approval*, which will appear via email and the CMAP Portal, you are welcome to make an offer to the candidate.
3. Once the offer is accepted..
 - a. Complete a **Staff Change Form** on the CMAP Portal. Be sure all fields are complete. This electronic submission ensures timely delivery of information to CM departments.
 - a. Your PR Rep and Payor Relations will be in touch with you for further information for credentialing and access to resources with Children's Mercy.

*for purposes of this guide, the assumption is approval. Medical Director could also reach out for additional information or decline.

Extenders

Per CMAP contracts, Extenders are defined as PA, NP, APRN, and Behavioral Health

2. Extend an offer to a candidate.
4. Once the offer is accepted by the new Extender..
 - a. Complete a **Staff Change Form** on the CMAP Portal. Be sure all fields are complete. This electronic submission ensures timely delivery of information to CM departments.
 - a. Your PR Rep and Payor Relations will be in touch with you for further information for credentialing and access to resources with Children's Mercy.

Note: It's critical to complete these forms in a timely manner as credentialing can take up to 3 months.