



Click & Easy.

Memorial Hermann's electronic credentialing application is here.

Memorial Hermann is improving the credentialing process by offering a new paperless eCredentialing application. The new application includes all information previously available on the paper application, but now credentialing is online and easier than ever to access. The eCredentialing process allows for quicker application completion and an improved turnaround time. It's *Click & Easy*.

The eCredentialing application offers providers many benefits, including:

- Secure online access from anywhere
- Elimination of duplicate data entry
- Increased information accuracy
- Increased ease and convenience
- Capability to submit electronic signature

For reappointments, the eCredentialing application offers pre-populated fields that save time and increase accuracy.

Providers who received a paper application prior to October 1, 2017, may submit the paper application before the deadline listed on the application. If the paper application has not been received by that deadline, the provider will receive an invitation to submit their application through the eCredentialing portal.

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Memorial Hermann's eCredentialing Portal & Application

Memorial Hermann Health System's credentialing requirements are based on Memorial Hermann's medical staff bylaws, rules and regulations, policies and procedures, and regulatory agency requirements including but not limited to The Joint Commission (TJC).

The Credentialing Department's primary responsibilities include:

- Ensuring quality, high-reliability care and patient safety
- Collecting application and credentialing data
- Obtaining primary source verifications
- Reviewing and evaluating qualifications
- Conducting one onsite survey every other year
- Complying with annual payer audits

Application Request

Before an application can be released, an applicant must first complete a *Request for Application* form. Please visit memorialhermann.org/healthcare-professionals/credentialing/request-for-application/ to request an application and to learn more about the request process.

Reappointment

Medical Staff Credentialing appointments are aligned to meet the single reappointment period. Prior to the practitioner's reappointment deadline, he/she will receive two emails with login username and password information. In order to ensure timely processing, applicants need to complete the reappointment application promptly. If a practitioner is interested in requesting additional hospital affiliations, please visit memorialhermann.org/healthcare-professionals/credentialing/reappointment/ to request an application and to learn more about the request process.

Access Your Portal & Application

Please log in using your username and password. If you have not changed your original temporary password that was emailed to you, please create a new password. Your new password must contain at least seven alphanumeric characters with at least one capital letter, one lower case letter and one number. If you forgot your password, select *Forgot My Password?* to receive a new email with a temporary password.

Resources

Please visit memorialhermann.org/healthcare-professionals/credentialing/ecredentialing-portal-and-application/ to access materials that will aid applicants in accessing, completing and navigating the eCredentialing portal and application.

Available resources include:

- Welcome Video
- Video Tutorials
- Frequently Asked Questions
- Quick Reference Guide

Questions?

Email Us | enterprise.credentialing@memorialhermann.org

Call Us | 713.338.6464, select option 3 and then select option 2

Fax Us | 713.338.6580