New Vendor Credentialing Checklist

☐	IHCP Enrollment Letter and IHCP Provider Profile
☐	Non-Emergency Medical Transportation (NEMT) Agreement (Initialed and signed) will send
☐	Acord Certificate of Liability Insurance: LCP Transportation, LLC. listed as additional insured. (LCP Transportation LLC. 4310 Guion Road Indianapolis, IN 46236) – In the Description of Operations / Locations / Vehicles box, you must include the following: "LCP Transportation, LLC. is named as an additional insured. Thirty (30) day notice of cancellation will be given for any reason including non-payment of premiums."
☐	Workers Compensation Clearance Certificate (if not covered on insurance)
☐	Transportation Authority Certificate/Certificate of Convenience & Necessity/ or Taxi License
☐	Vendor Profile Sheet
☐	Driver & Vehicle logs (Required: Registration and proof of insurance for each vehicle)
☐	Vehicle Inspections (Self-inspections per detailed checklist with video documentation. Covered by separate process)
☐	Disclosure of Ownership
☐	W9
☐	Direct Deposit Form
☐	E-Verify Case Report (For all drivers and employees)
☐	OIG/SAM report for every employee (For all employees and drivers)
☐	Background Reports, drug, Motor Vehicle Report, Copy of Driver's License (Owners, Drivers) - National Criminal Background Check - must be less than 6 months old. (We recommend Occuscreen) - 10-panel Drug Screen - must be less than 6 months old - Motor Vehicle Report (MVR) - must be less than 6 months old - Provide a copy of the Driver's License.
☐	HIPPA, FWA, CLAS, Business Ethics, Information Management Confidentiality Policy, and Code of Conduct for every employee (All employees and drivers)
☐	First Aid and CPR Certification for every driver
☐	PASS (Passenger Assistance Safety and Sensitivity). This can be obtained through Community Transportation Association of America (CTAA). For every employee (All employees and drivers)
☐	Wheelchair Securement Training (Drivers only) 2-day PASS training or Q'Straint training
☐	Sex Offender Registry- Can be part of the background check as a separate line check.
☐	