

Satellite Location Checklist

Use this checklist to determine which items are needed for a clean application for a satellite location.

Checklist Items
Satellite Location Application
IRS Verification of Tax ID (Letter 147C or CP 575 E)
Electronic Funds Transfer*
Add Practitioner Form**
Authorization to Bill for Services***
Hold Harmless***
Appendix D***

*Only if a new NPI is being registered.

For each physician being added to the group. This form does not generate with the group application. It is under the **Find a Form section of the portal. Note: If the provider is not credentialed, you must complete the Provider Enrollment application.

***Only if the practitioner is not associated with other locations.