

Veterans Choice Program (VCP) Provider Agreement Qualifications and Licensing Quick Reference Guide

This document is a quick reference guide for the Veterans Choice Program (VCP) Provider Agreement. To participate as a VA Community Care Provider under the agreement, Individual or Group Practice/Agency providers must submit qualifications and licensing documents based on the type of practice providing services to VA under the *Department of Veterans Affairs, Veterans Health Administration (VHA) VCP Provider Agreement*.

Required Packet, Qualifications & Licensing Documents:

- 1) [Provider Agreement – 10-10145](#) (Dated and Signed by Practice/Agency Designee)
- 2) **Tax ID number (TIN)** (Mandatory for all Individual or Group Practice/Agency)
Note: EIN Number can be obtained as applicable
- 3) **National Provider Identifier (NPI)** (For Individual or Group Practice/Agency)
NOTE: Tax ID numbers are mandatory along with NPIs. In some instances, providers will not have assigned NPI, these providers must submit their Tax ID or Employer Identification Number (EIN) number. NPI is required for H/HHA agencies. Agencies who do not have an NPI [must obtain one](#).
- 4) **Credentialing and Licensing Policy/Process**

Based on the type of practice, requirements vary and are outlined below:

- **Group Practice** – submit credentialing and licensing policy.
- **Individual Provider** – submit state license and Drug Enforcement Agency (DEA) registration.
- **Homemaker/Home Health Aide (H/HHA) or Veteran Directed Home and Community Based Services (VD-HCBS) Agency** – submit staff training and competency policy/process.
NOTE: VD-HCBS Agencies must meet state or CMS training standards for self-directed programs and have VA Readiness Review process verified by VA Central Office (VACO).

NOTE: In states that do not require H/HHA agencies to have a health care license, the agency must have a formal relationship, e.g., a contract or provider agreement or an approval certification with State Medicaid, State Aging Unit, Aging and Disability Resource Center, Area Agency on Aging or Center for Independent Living.

All providers must notify VA immediately if there are changes in practice or agency status, or changes regarding provider(s) under the Individual or Group Practice/Agency.

GROUP PRACTICE: One VCP Provider Agreement is required for the Group Practice. The practice designee submits mandatory Tax ID (TIN) or EIN; and NPI number (if applicable) along with the signed VCP Provider Agreement and the credentialing and licensing policy documentation or qualification documents as outlined above.

INDIVIDUAL PROVIDER: Individual providers need only submit the signed VCP Provider Agreement, mandatory Tax ID (TIN) or EIN; and NPI number (if applicable) and individual qualification documents – state license and DEA registration.

All qualification and licensing documents, per the practice type, must be renewed within 12 months of the VA Medical Center Director or Designee signature on the agreement to maintain an active VCP Provider Agreement. VCP Provider Agreements expire within five years of the effective date of the signed agreement or until the VCP is cancelled by either party.

Please complete and sign the VCP Provider Agreement found in the **VCP Provider Agreement Outreach Packet** and return the required information as highlighted in this guide to your local VA Medical Center by mail, fax or e-mail scanning.

Once reviewed and approved by the VA Medical Center Director or designee, you will receive a VCP Provider Agreement approval letter confirming your activation as a VA Community Care provider.