

Dear :

Your credentialing at the University of New Mexico Health System is due to expire and you will need to recredential. If you hold clinical privileges, you will also need to re-privilege.

You will soon be receiving an email from AppCentral@CACTUSSoftware.com with a link to the Credentialing Application and Privilege request form(s):
(Please ensure you are using the most current version of your browser <https://updatemybrowser.org/>)

When you receive the App Central link, you will have thirty (30) days to complete the App Central process:

- 1. Follow the instructions to create a User name and password for App Central, or login if previously created.**
- 2. Review the UNM Health System Physician and Practitioner Credentials Application.**
 - This is pre-populated with your previously reported credentialing information. Please update with any changes since your last credentialing.
 - Answer the Professional Practice questions, pertaining to the last two years.
 - Enter the names and contact information for three peers who you designate to complete a peer evaluation for you.
- 3. Review the clinical privilege description(s)**
 - These are entity-specific and pre-populated with privileges currently held. If you do not wish to make any changes, you need only sign and date the document(s).
 - If you wish add/relinquish any privileges, please check/uncheck the privilege request box. For additional privileges, please ensure you meet the criteria. You may be asked to provide proof of documentation during the processing of your application.
 - If you do not wish to request certain procedures within the core, please make a note of such in the comments box.

We will be working closely with your designated Credentialing Liaison to obtain additional documents required for the credentialing process. You will be notified of any outstanding items required from you during the processing of your reappointment application. Your designated Credentialing Liaison will be copied on the App Central email.

If you have any questions, please do not hesitate to contact us:

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