

Hello Dr./Mr./Ms.

My name is (name) and I will be working with you through the credentialing process.

In order to initiate the credentialing process, I will request to have the link sent to you. The following items are required to do so;

- Copy of Current CV or resume in (Month/Year format)
- Date of birth
- Telephone number
- Preferred email address

You will receive an instructional email from UNMHS-HSC_CVO@salud.unm.edu and the application link from AppCentral@CACTUSSoftware.com, which contains your new online credentialing application and privilege set(s) (if applicable).

If you are still awaiting your NM Licensure, please check “pending” on the application for each and ensure you click the **green** submit button at the end. If the button is grayed out, this means that there is missing information that needs updating. It is helpful to be aware of additional emails thereafter pertaining to the application, as it may not be accepted and a correction needed.

Also, attached is a Checklist along with additional paperwork to complete. In addition to the paperwork attached, is a copy of the Billing packet. Please return to me single sided and signed or initialed, in **blue** ink.

Please return all paperwork not included in the online application to me at:

- Email: Email
- Or-
- UNM Department of _____
1 University of New Mexico, MSC Code
Albuquerque, NM 87131-0001
- Or-
- Fax: 505-phone number

Please let me know if you have any questions or concerns.

I'm looking forward to working with you!

Sincerely,

Subject: UNM Department of _____ Credentialing Paperwork.