

**\*\*Helpful Hints on Filling out the State of Illinois Health Care  
Professional Credentialing and Business Data Gathering Form  
Electronically\*\***

Completing the application electronically is easy! The application is basically a Word document set up as a form.

Some tips...

- \*To fill in the document, simply click on the gray areas and type. Although the gray areas may seem small, just begin typing and the area will expand.
- \*At the bottom of each page, you will see "Applicant Name." You do NOT need to type in your name on each page (in fact, the form won't let you). *Just type your name on page 2 of the application* and it will auto-fill on all pages (you will NOT see your name display on the screen, but it's there! -- click on print preview to see how it will appear at the bottom of each page).
- \*You can **move between fields** by using your mouse, or by hitting the tab key (to move back one field, press Shift + Tab).
- \*There are some fields where you select your response from a **list of options** (for example, "Degree" on page 3). When you click on this type of field, a small arrow pointing downward will appear. Simply *click on the arrow to see the list of available options*, then click on the option you wish to choose.
- \*Review the fields carefully when you type in a **phone or fax number**. First type in the *area code*, then tab or click the next field to type in the *phone number*.
- \*Some applicants may have more than two office locations. The attached Word document form allows for a **3<sup>rd</sup> office location** (see repeating application pages 26-29).

We encourage you to save a copy of the form on your computer's hard drive (remember that you can use this same form for initial application to any other healthcare organization in Illinois). Before printing the application, **save it to your computer** by selecting *File, Save As* from the toolbar, click on the "Save In" down arrow to select your drive/folder, and click Save. **Print** your form, and follow the instructions on the Web-site.