



## Physician Documents Check List

If an item is not applicable to you, please enter N/A.

Please include the following documents with your Top Docs Application:

- Current Curriculum Vitae (all gaps in CV from Medical School to present must be accounted for. Provide Month/Year)
- Completed Application
- Any yes answers must be accompanied by the "Malpractice Claim Reporting Form" and back up from an attorney, court, board or Self Inquiry NPDB report, plus a complete explanation from you. This applies to all malpractice claims and disciplinary actions both past and present
- Current Photograph
- Copy of Medical Diploma
- Copy of Internship Certificate
- Copy of Residency Certificate(s)
- Copy of Fellowship Certificate(s)
- Copy of E.C.F.M.G. Certificate (If Applicable)
- One Copy each of all current State Medical License Cards
- One copy each of current State Controlled Substance Certificates
- One copy of your Federal D.E.A. Certificate
- One copy of your Board Certification (s)
- Four written references from a peer or department head with which you have worked within the past year. *Any reference dated further back than one year will not be accepted.* References must be able to attest to current clinical skills.
- Copies of all CME certificate earned in the last 12 months
- ACLS/BLS
- NPI #
- Proof of citizenship or Visa status

Please make copies of all documents and application for your records and send to:

Top Docs, Inc.

1025 Old Roswell Road, Suite 202, Roswell, GA 30076

Toll Free: 866-867-3621 Fax 770-552-5888