

## REQUEST FOR CLAIMS HISTORY AND CERTIFICATE OF INSURANCE

Please allow up to ten (10) business days to process the requested information.

Please note that requests are processed in the order they are received. We cannot accommodate expedited requests.

Please submit completed requests to [Risk-Requests@rush.edu](mailto:Risk-Requests@rush.edu).

Please see page 3 for additional information.

FULL NAME (WITH MIDDLE  
INITIAL)

MAIDEN NAME (IF  
APPLICABLE)

PHONE NUMBER

EMAIL ADDRESS

DEPARTMENT

DEPARTMENT CHAIR

CURRENT JOB TITLE

DATES OF EMPLOYMENT/  
ROTATION

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EMPLOYMENT STATUS:

TYPE OF REQUEST

PLEASE IDENTIFY THE  
PURPOSE OF THE REQUESTED  
DOCUMENT(S). (PLEASE NOTE  
THAT CREDENTIALING  
REQUESTS FOR RUMC  
SHOULD BE REQUESTED BY  
THE MEDICAL STAFF OFFICE).

CREDENTIALING AT AN INSTITUTION  
AFFILIATED WITH RUSH VIA A WRITTEN  
AGREEMENT OR FORMALIZED PROGRAM  
CREDENTIALING AT AN INSTITUTION NOT  
AFFILIATED WITH RUSH  
OTHER

PLEASE PROVIDE ANY  
ADDITIONAL INFORMATION  
RELATED TO THE PURPOSE  
OF YOUR REQUEST.

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PLEASE IDENTIFY TO WHOM THE REQUESTED DOCUMENTS SHOULD BE SENT, INCLUDING CONTACT PERSON, FACILITY NAME, ADDRESS, EMAIL, FAX AND PHONE NUMBER. PLEASE NOTE THAT THESE DOCUMENTS CANNOT BE ISSUED DIRECTLY TO THE RUSH EMPLOYEE OR STUDENT (FORMER OR CURRENT).

CONTACT NAME

FACILITY NAME

ADDRESS (Street, City, State)

EMAIL

FAX

PHONE

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EMPLOYEE SIGNATURE &  
DATE

IF YOU HAVE AN  
ADMINISTRATIVE ASSISTANT,  
PLEASE FEEL FREE TO  
PROVIDE HIS/HER EMAIL FOR  
FOLLOW-UP QUESTIONS

## IMPORTANT INFORMATION

\*All requests related to credentialing at Rush University Medical Center should be submitted by the Medical Staff Office. (Medical\_Staff\_Office.Rush@rush.edu).

\*Please allow up to ten (10) business days to process the requested information.

\*Please note that the executed Certificate of Insurance and/or Claims History Request can only be transmitted to the requesting facility. Employees and/or students (former and/or current) will not receive a copy of the executed materials for their records.

\*Please note that a Certificate of Insurance or Claims History Request cannot be processed without this form. Any delay in the execution of this form will result in a delay in processing this request.

\*Certificate of Insurance and Claim History Requests are processed in the order they are received. Please note that we will not expedite a request under any circumstance.

\*Submitting multiple requests for the same provider for the same facility will result in a delay in processing. Inquiries regarding the status of the request can be obtained by calling our office (312) 942-7828.

\*Please review the FAQ for Claims History Requests and Certificates of Insurance in our Rush Legal department quick links page for more information related to this process.