

# Checklist to Ensure Your JUA Application is Complete

## For Applicant's Use Only (Do Not Send With Application)

Please submit your application as soon as possible and no later than Nov 30th so we can complete the process before hitting the holiday madness. You can send it several ways:

1. Via Email to: [msramsey@intercareins.com](mailto:msramsey@intercareins.com) (Request confirmation of receipt)
2. By Fax to: 1(916) 781-5650 (Please follow up by email or phone to make sure we received your application. Our phone number is: 425-636-1065 or 1-800-848-2686 and ask for Melonie Ramsey).
3. By Mail to:

Intercare Insurance Services, Inc.  
Washington JUA Administrator  
PO Box 52810  
Bellevue, WA 98015

Note that mailing has a slower turnaround time, so only mail if there's plenty of time.

Make sure your application is complete by checking you have included the following items:

- Completed and signed application form**
- New Continuing Education Certificates of Completion dated within the past 3 years.**  
No need to re-send those the JUA already has on file.  
No need to send if new to practice.
- A Peer Review Certificate from a WA State CQIP approved organization (most likely MAWS, WARM, or PMA) or, if you are hospital-based, a letter from the Medical Director/Administrator on hospital/clinic letterhead stating that you participate in peer review through the hospital or clinic**

**Document must be dated within the past 2 years.**

No need to re-send if the JUA already has a certificate on file  
No need to send if new to practice