YaleNewHaven**Health**

PAYING YOUR INITIAL APPLICATION/RE-APPOINTMENT LATE FEES ONLINE

https://mdstaffdues.ynhh.org

Step 1: Register

Complete the registration form using your email address and a unique password.

- Passwords must be at least **8 characters long** and contain:
- One lowercase letter
- One uppercase letter
- One numeric character
- One specialty character

*Important: A confirmation email will be sent to your email address. You must click the link included in this email to validate your registration. Passwords will expire after 60 days. *Also, note that this website is used to pay both the Annual Medical Staff Dues and the Initial Application/Re-Appointment Late Fees.*

Step 2: Login

Once you've validated your email address, return to https://mdstaffdues.ynhh.org and click LOGIN and be sure to **choose** *Initial Application/Re-Appt Late Fees* as your Item to Pay.

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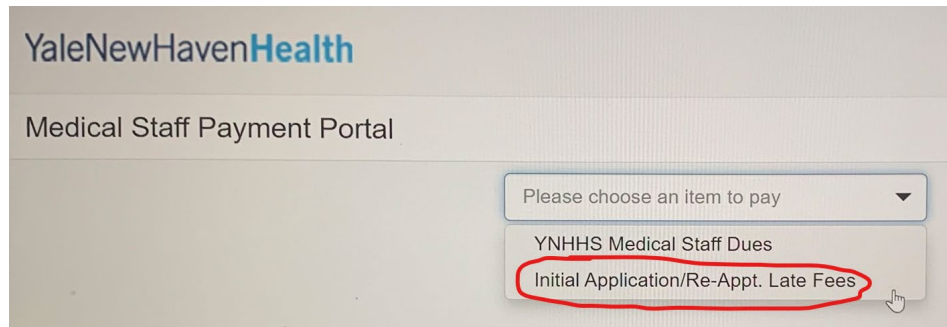
Important: If you are not able to validate your email address or your token expires, return to the log in page and click the "*Resend Verification?*" button. You will receive another email to verify your email address.

## Step 3: Find and choose your name from the physicians list

Using the filter buttons from one of the header fields or the search function, find your name (search by name or NPI), then click the checkbox next to your name and add to cart
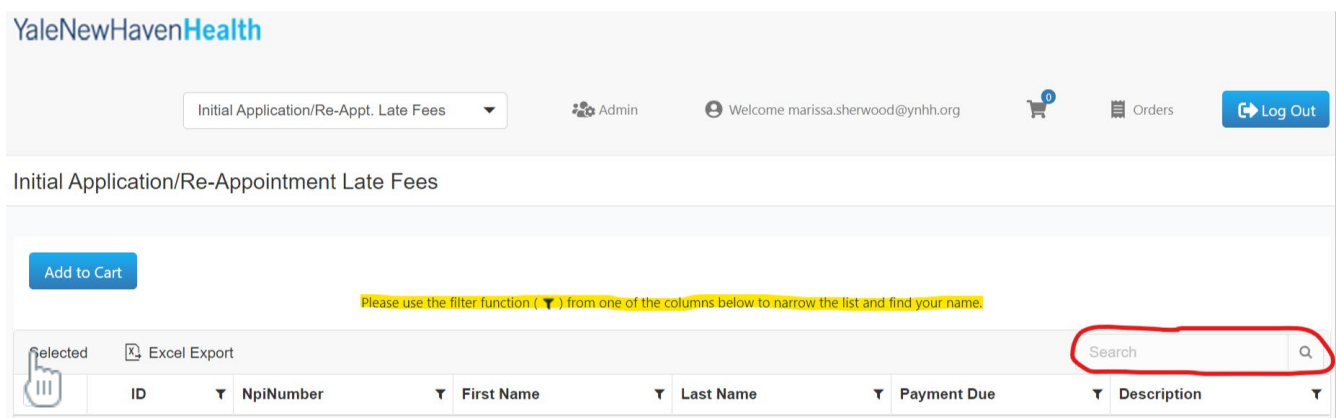
Step 4: Click the "Add to Cart" button

- You will be taken to your shopping cart.
- Confirm you have the correct "item" in your cart.

Step 5: Click the "Proceed to Checkout" button

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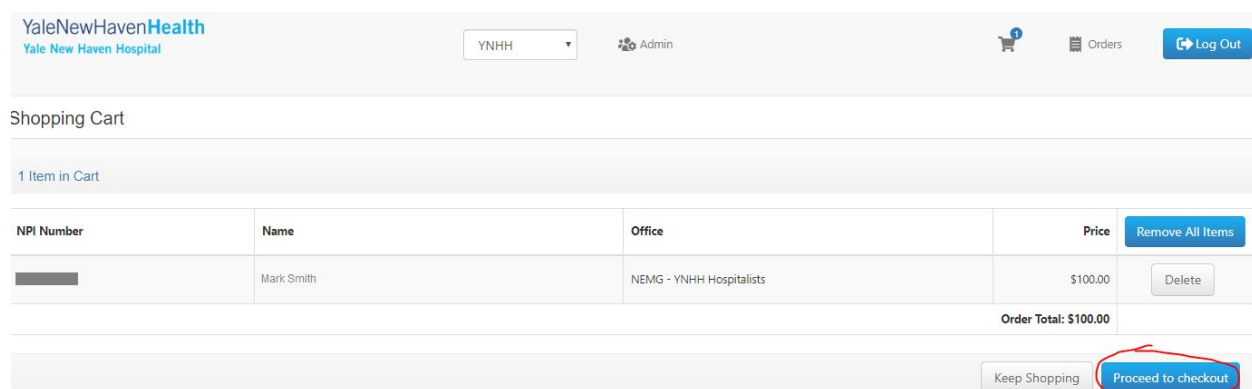
Step 6: Complete your order

- Enter credit card information
  - *Be sure the address you enter matches what is on file with the card issuer or the payment will not be processed*
- Click the "Pay" button
- Your fees are now paid!
- A receipt page will display

Card Number ＊	
Exp. Date ＊	Card Code ＊

Billing Address

First Name ＊	Last Name ＊
Billing Country ＊ USA ▼	Zip ＊
Street Address ＊	City ＊
State ＊	Phone Number

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

[Pay]   [Cancel]

Note: If there are any issues with the payment being processed, your credentialing specialist will contact you within 48 hours, but if you experience any issues, please reach out to your credentialing specialist for assistance.

FAQ

There are a lot of names to sort through, how can I find my name/practice quickly?
At the end of each header, there is a filter button. Click on that to sort the list or enter a specific name to narrow the list down. You may also use the search function to find your name/NPI

My payment is not going through, what could the issue be?
If the address or zip code entered does not match the address or zip code on file with the card issuer, your payment will be declined. Please make sure your information is correct and the payment should go through smoothly.