



PROVIEW®

CAQH ProView®

Provider User Guide

Version 32
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CHAPTER 1: Introduction

The purpose of this document is to guide you as a provider through the process of entering your profile information free of charge into CAQH ProView™ to meet a variety of data needs of health plans, hospitals and other healthcare organizations. It also defines the steps to authorize, attest and maintain your data profile through the re-attestation process.

CAQH ProView Overview

CAQH ProView is the healthcare industry's premier resource for providers to self-report professional and practice information to payers, hospitals, large provider groups and health systems. CAQH ProView eliminates duplicative paperwork for these organizations that may require provider profile information for claims administration, credentialing, directory services, and more.

Through an intuitive, profile-based design, you can easily enter and maintain your information for submission to your selected organizations. CAQH ProView can be accessed at <https://proview.caqh.org/pr>.

The following steps provide you with a high-level overview of the process to complete your data profile.

1. Register with the system.
2. Complete all application questions.
3. Review your data profile for accuracy.
4. Authorize participating organizations access to your data profile.
5. Attest to your data profile.
6. Upload your supporting documentation.

This document will provide additional information and helpful tips for each of these steps.

Getting Started

Completing the initial CAQH ProView profile may take up to two hours; however, preparing yourself for the information requested will reduce the time required to complete your profile. Additional time may be required depending upon several factors, including the number of practice locations, amount of postgraduate training and work history, and overall familiarity with online tools and systems.

CAQH ProView is fully supported on the current version of Chrome web browser. The application is compatible with Internet Explorer, Safari, Edge, and Firefox though may not be fully supported.

If your practice has an office manager or clinic administrator who assists with gathering information for credentialing or other administrative purposes for multiple providers, the [CAQH ProView Practice Manager Module](#) may facilitate your data entry process. Data that is the same for multiple providers (e.g., clinic name, address and phone number)

can be entered once by a practice manager, rather than having to be entered repeatedly for each individual provider. Please refer to *Chapter 7: Importing Data from the Practice Manager Module* for more information regarding this functionality.

System Security

The confidentiality and security of provider information and the privacy of system users are critical priorities for CAQH. CAQH has implemented information security policies, standards, guidelines, processes, procedures, and best practices to strengthen its security program and to protect its information assets. CAQH ProView is designed to be compliant with laws and regulations relating to the privacy of individually identifiable information.

The CAQH ProView solution is housed in secure datacenters where multiple physical and electronic safeguards are implemented. Secure Internet access to application screens, use of passwords and certificates are used to help ensure only authorized use of the system. Powerful Transport Layer Security (TLS) encrypts the data in transition; the database content is also encrypted at rest and in backup to prevent unauthorized access to CAQH ProView. Only authenticated users have access to their restricted data. Virus detection mechanisms are used to help ensure that the database and the websites are free of viruses. Routine encrypted back-ups protect volatile system data and are secured in an off-site storage facility.

CHAPTER 2: Registration

Registration is required for all providers to obtain access to CAQH ProView.

New Users

If you received an introductory email from CAQH ProView, select the link contained in the email to begin the registration process using the CAQH ID provided. Refer to “Creating a CAQH ProView Account” on page 6 of this guide for the next steps in the process.

Existing Providers

For providers who were previously registered, go to CAQH ProView at <https://proview.caqh.org/pr>. You can initially sign-in with CAQH ProView by entering your existing UPD username and password and clicking “Sign in”. You may be prompted to update your username and password at this time. Refer to “Creating a CAQH ProView Username and Password” on page 7 of this guide for the next steps in the process.

Welcome to the CAQH ProView application

CAQH Solutions | PROVIEW

CAQH ProView®

Welcome to CAQH ProView.

CAQH ProView is more than a credentialing database. Available at no cost to you, CAQH ProView eliminates duplicative paperwork with organizations that require your professional and practice information for claims administration, credentialing, directory services, and more.

Through an intuitive, profile-based design, you can easily enter and maintain your information for submission to your selected organizations. Help reduce inquiries for your administrative information and save even more time by keeping your CAQH ProView profile complete and up-to-date. Ensure that the healthcare organizations you authorize have instant access to accurate, timely information.

Sign in on the right to update your existing profile information or, if you are a new provider to CAQH ProView, register to create a profile.

CAQH ProView Reference Material

- Provider Quick Reference Guide
- Provider User Guide
- Dentist Quick Reference Guide
- Video: Single Sign-on for Dentists
- Video: Practice Location Reconciliation
- Video: Providers – Get Started with CAQH ProView
- Video: How to Log In for the First Time
- Video: I forgot my username/password
- Video: How to Upload Documents in CAQH ProView
- Video: Required Field Changes Part 1
- Video: PLI Changes and Address Standardization
- Video: Specialties Section Changes and NPI Validation
- Video: Changes to Practice Locations Section
- Video: Changes to Hospital Affiliations Section
- Editing SSN and DOB Quick Reference Guide
- SSN Validation
- AHA List in the Domain Table
- Video: Documents Page Redesign Walkthrough
- Videos: Practice Location Enhancements effective 10/13/20
- Video: CAQH ProView Provider Profile Updates

SIGN IN

[Check for CAQH ID](#)

Username

Forgot Username

Password

Forgot Password

Remember me

Sign In

FIRST TIME HERE?

1. Dentists: Sign in or register for the first time at the American Dental Association's portal. [Register on ADA](#)
2. If you received a welcome email, use the link in your email to begin the sign in process.
3. If you are new to CAQH ProView, [register now](#).

[Practice Manager Sign In](#)
[Participating Organization Sign In](#)

TERMS OF SERVICE
PRIVACY
CAQH.ORG

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Weekly Maintenance Window: Sundays, 12:00 AM - 8:00 AM ET
Monthly Deployment Window: Mondays, 12:00 AM - 8:00 AM ET
(Deployment on Tuesday for Federal Holidays)
ProView and its adjacent solutions will be unavailable during all times above, including the APIs and sFTP.

CAQH has come up with a standard maintenance and deployment window for CAQH ProView. It will be static and will remain on the login page at all times.

Self-Registration

If you have not received a Welcome Letter, you may begin the self-registration process by accessing CAQH ProView at <https://proview.caqh.org/pr> and clicking on “Register”. The “Getting Started” page will display and will provide you with additional tips on how to get started. Click on “Go to Next Section” to continue with the registration process.

GETTING STARTED

CAQH ProView is the healthcare industry’s premier resource for self-reporting professional and practice information to health plans and other healthcare organizations. Through an intuitive, profile-based design, you can easily enter and maintain your information for submission to your selected organizations. The system eliminates duplicative processes to collect provider demographic information required to support, credentialing, directory services, claims administration and more.

CAQH ProView is a timesaver over traditional paper application submissions and includes the following helpful features to expedite data collection and maintenance to support credentialing and other key industry functions:

- Drop-down selections for select fields and sections (ex. medical schools, hospitals)
- Required and suggested fixes to ensure a complete profile prior to attestation
- Auto-save feature as you move from screen to screen
- Field formatting and data validation to avoid errors
- 24x7 access to the website, and customer support representatives for assistance
- Extensive help and FAQ content to provide guidance on how to complete the profile sections

Completing the initial CAQH ProView profile may take up to two hours, however once a profile is complete ongoing maintenance is easily performed through a streamlined reattestation process. Follow the suggestions below to prepare for the information that will be requested and to reduce the time required to complete the profile. Additional time may be required depending upon several factors, including the number of practice locations, amount of postgraduate training and work history, and overall familiarity with online tools/systems.

BEFORE YOU BEGIN

The following suggestions may allow for easier and faster completion of the CAQH ProView profile:

- Familiarize yourself with the **type of information** that the profile will require.
- Familiarize yourself with the **required steps** to complete the CAQH ProView profile.
- Have the **proper materials** available for reference when you start.
- If your practice has an office manager or clinic administrator who assists with gathering information for credentialing or other administrative purposes for multiple providers, the **CAQH ProView Practice Administrator Module** will make data entry easier. Data that is the same for multiple providers (e.g., clinic name, address and phone number) can be entered once, rather than having to be entered repeatedly for each individual provider.

If you already have a CAQH Provider ID, please click [here](#). Otherwise, please click the Next button below to register.

If you are a dentist, please first sign-in or register via www.ada.org and follow instructions to submit a credentialing application via CAQH ProView from ADA’s web site.

Thank you for your participation.

Go to next section **Cancel**

To establish a CAQH ProView account, you will be required to enter your NUCC Grouping, Provider Type, name, address, primary practice state, birthdate, email address, and the following personal identification numbers: Social Security Number, NPI Number, DEA Number, License State, and License Number. If you do not have an NPI, a DEA or a License, you may click their corresponding checkboxes indicating you don't have them and click Continue. You will then receive an email with your CAQH Provider ID and a link to complete your provider registration.

Create a ProView Account

If you have a CAQH provider ID, [click here](#).

If you are a dentist, [click here to sign-in or register via www.ada.org](#).

Please fill in the fields below to continue registration or to confirm your CAQH provider ID.

Please complete all of the following fields:

The National Uniform Claim Committee (NUCC) maintains the industry-recognized Health Care Taxonomy code. CAQH is unable to determine your NUCC Grouping; if you cannot identify your NUCC Grouping, please use the On-line Lookup tool on the [NUCC Website](#) to find your specialty and the corresponding Grouping.

* NUCC Grouping
(Please Select)

* Provider Type
(Please Select)

* First Name Middle Name * Last Name Suffix

* Address Type
(Please Select)

* Street 1

Street 2

* City * State * Zip Code

* Primary Practice State * Birth Date

E-mail Type * E-mail Address (Note - this e-mail address will be used as your primary method of contact)

E-mail Address (confirmation)

Please enter the following personal identification numbers:
By entering your identifiers, the system will be able to determine if an account has been created for you already.

* Social Security Number * NPI Number I do not have an Individual NPI.

* DEA Number I do not have a DEA Number.

* License State * License Number I do not have a professional license.

Creating a CAQH ProView Account

New CAQH ProView users who either self-register with the system or who are added to the system by an organization, will receive an email from CAQH ProView containing a CAQH Provider ID and a link to create a CAQH ProView account.

Upon selecting the link from the e-mail, you received, you will be directed to the page shown below. Enter your CAQH Provider ID and select “Continue”.

CAQH Solutions | PROVIEW™ | HELP | CONTACT CAQH | LOGIN

Create a ProView Account

Please fill in the fields below to continue registration

Please enter your CAQH Provider ID

CAQH Provider ID

On the next screen, enter your personal identification number(s) to proceed with creating your ProView account. Select “Continue” to proceed.

Create a ProView Account

Please fill in the fields below to continue registration

Please enter the following personal identification number:

Social Security Number	NPI Number	DEA Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
License Number	UPIN	TIN
<input type="text"/>	<input type="text"/>	<input type="text"/>

Creating a CAQH ProView Username and Password

CAQH ProView users may be asked to create a new username and password to meet CAQH ProView requirements. Usernames in CAQH ProView must consist of 8 characters and can be any combination of numbers and/or letters. Special characters like # or @ are not allowed.

Establish Your CAQH ProView Account

To set up your CAQH ProView account, please enter a username, password, and answer the security questions below.

Please enter a username
Your username must be at least 8 characters. It can be made up of numbers and/or letters, but it cannot include special characters like @ or #.

Username *

Please enter a password
Your password must be at least 8 characters and cannot be the same as your username. If your old password meets these requirements, you may enter it here.

Password *

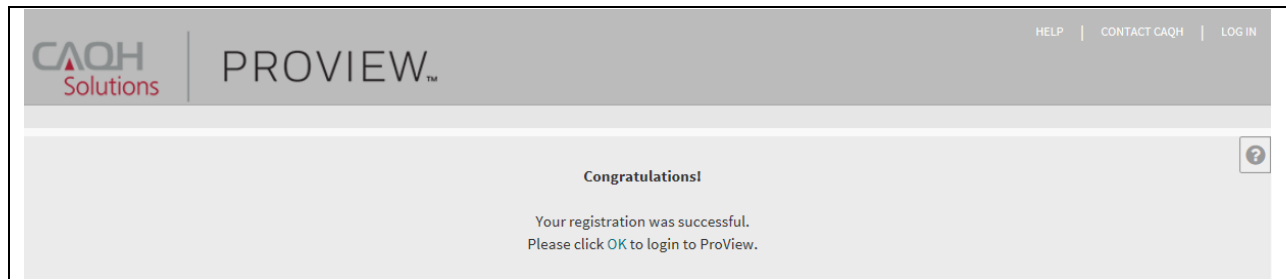
Re-enter Password *

CAQH ProView users will also be asked security questions to facilitate account access in case of a forgotten username and/or password. Select three security questions and provide unique answers for each. By checking “I Agree” at the bottom of the page, you

adhere to the terms and conditions, which can be accessed by selecting the “See Terms and Conditions” hyperlink. Then select “Create Account”.

The screenshot shows a registration form with three security questions. Each question is followed by a dropdown menu with "--Select--" and a small arrow icon, and a text input field for the answer. Below the questions is a link for "See Terms and Conditions", a checkbox for "I Agree", and a blue "Create Account" button.

Click “Create Account” and you will receive confirmation that your CAQH ProView registration was successful.

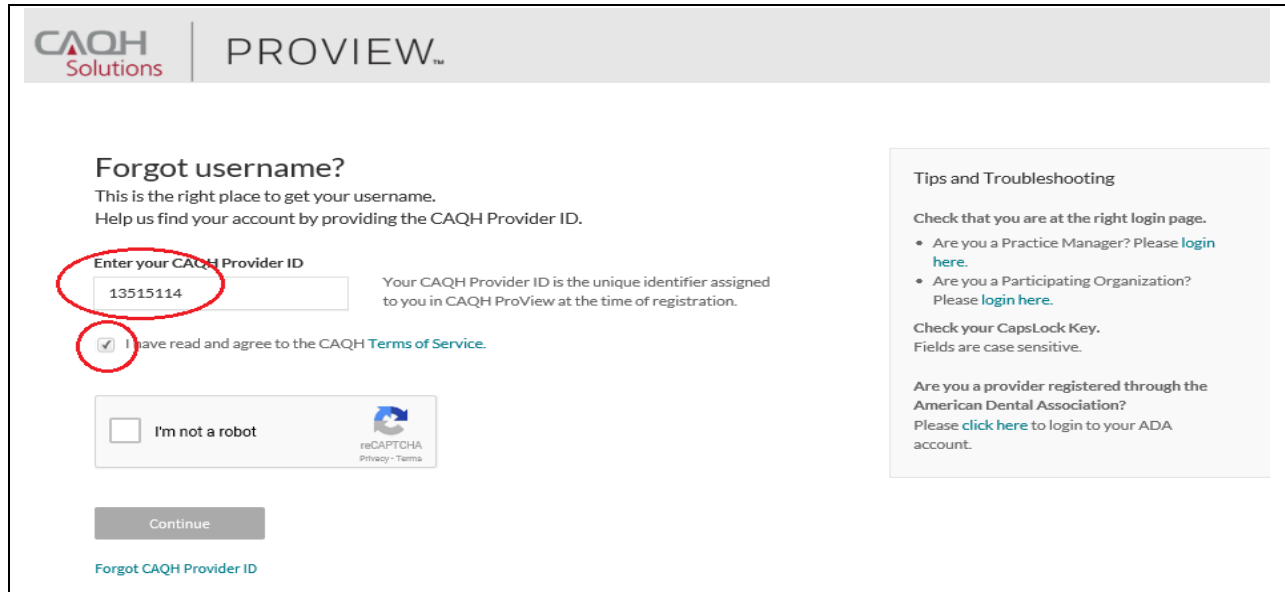


Retrieve Username

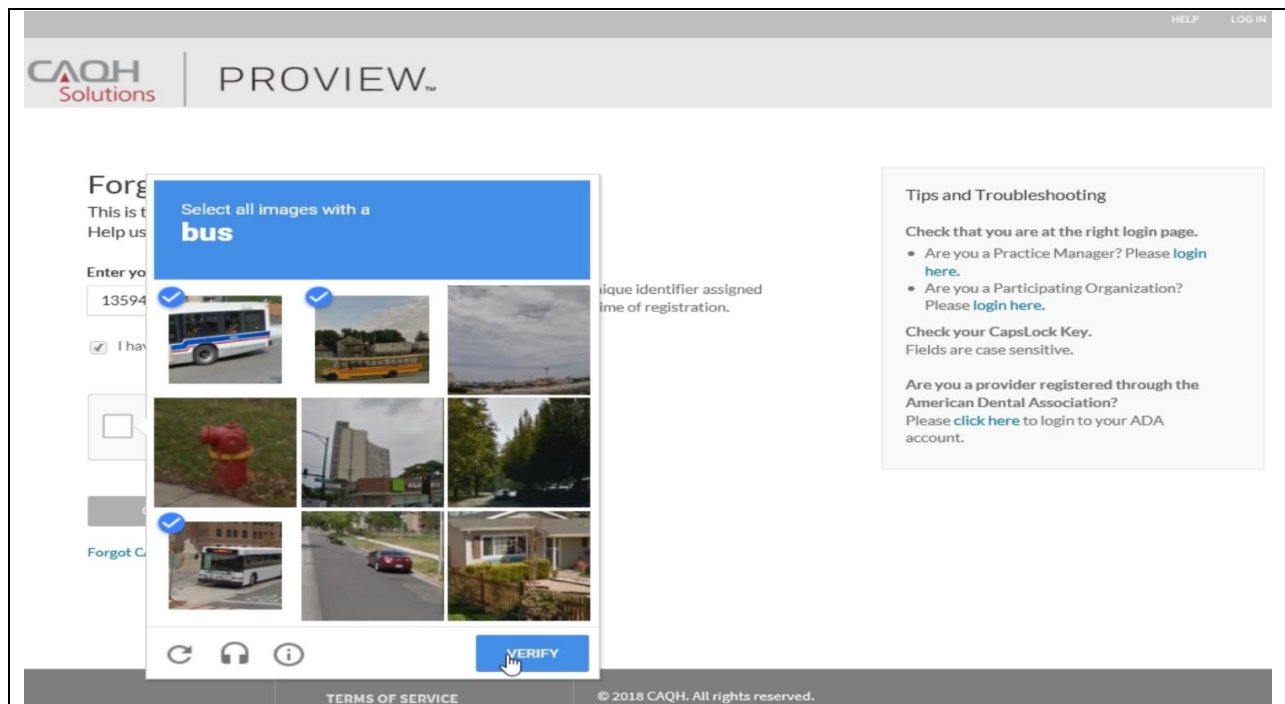
1. If you have forgotten your username, go to CAQH ProView login page and click *Forgot Username*.

The screenshot shows the CAQH ProView login page. On the left, there is a welcome message for CAQH ProView™, formerly the Universal Provider Datasource®, and a brief description of the service. On the right, there is a "SIGN IN" section with fields for "Username" and "Password", a "Remember me" checkbox, and a "Sign In" button. A red circle highlights the "Forgot Username" link in the "SIGN IN" section.

2. You will be prompted to enter your CAQH Provider ID number to retrieve your username. Your CAQH Provider ID number is the unique identifier assigned to you in CAQH ProView at the time of registration. Enter your CAQH Provider ID number. Click the checkbox indicating that you have read and agree to the CAQH Terms of Service.



3. Click the checkbox to confirm you are not a robot. You'll be asked to select images based on the instructions shown on the page, then click *Verify*.



This page also shows some tips for troubleshooting.

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Forgot username?

This is the right place to get your username.
Help us find your account by providing the CAQH Provider ID.

Enter your CAQH Provider ID

Your CAQH Provider ID is the unique identifier assigned to you in CAQH ProView at the time of registration.

I have read and agree to the CAQH [Terms of Service](#).

I'm not a robot  reCAPTCHA
Privacy - Terms

[Continue](#)

[Forgot CAQH Provider ID](#)

Tips and Troubleshooting

Check that you are at the right login page.

- Are you a Practice Manager? Please [login here](#).
- Are you a Participating Organization? Please [login here](#).

Check your CapsLock Key.
Fields are case sensitive.

Are you a provider registered through the American Dental Association?
Please [click here](#) to login to your ADA account.

4. Click *Continue*. Your username will be displayed on the screen together with your CAQH Provider ID number and the primary e-mail address listed on your account. You have the option to save it as a PDF file. If you know your password and you'd like to proceed to the sign-in page, click "Log In".

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Account confirmed!

Your username is **finland1227**.

[Log In](#) [Forgot Password](#)

Account Information

USERNAME
finland1227

CAQH PROVIDER ID
13515114

PRIMARY EMAIL ADDRESS
*****ay@ac*****.com

[Save as PDF](#)

Reset Password

1. If you have forgotten your password and need to reset it, you may click the *Forgot Password* button from the screen above or the *Forgot Password* link on the log-in page.

Welcome to the CAQH ProView application

CAQH Solutions | PROVIEW™

CAQH ProView™

Welcome to CAQH ProView™, formerly the Universal Provider Datasource®.

CAQH ProView is more than a credentialing database. Available at no cost to you, CAQH ProView eliminates duplicative paperwork with organizations that require your professional and practice information for claims administration, credentialing, directory services, and more.

Through an intuitive, profile-based design, you can easily enter and maintain your information for submission to your selected organizations. Help reduce inquiries for your administrative information and save even more time by keeping your CAQH ProView profile complete and up-to-date. Ensure that the healthcare organizations you authorize have instant access to accurate, timely information.

Sign in on the right to update your existing profile information or, if you are a new provider to CAQH ProView, register to create a profile.

[CAQH ProView Reference Material](#)

- [Provider Quick Reference Guide](#)
- [Dentist Quick Reference Guide](#)
- [Provider User Guide](#)
- [Video: Single Sign-on for Dentists](#)
- [Video: Practice Location Reconciliation](#)
- [Video: Providers – Get Started with CAQH ProView](#)

SIGN IN

Username

[Forgot Username](#)

Password

[Forgot Password](#)

Remember me

[Sign In](#)

FIRST TIME HERE?

1. Dentists: Sign in or register for the first time at the American Dental Association's portal. [Register on ADA](#)
2. If you received a welcome email, use the link in your email to begin the sign in process.
3. If you were not registered with CAQH UPD and are new to CAQH ProView: [Register Now](#)

[Practice Manager Sign In](#)
[Participating Organization Sign In](#)

Note: If you entered an incorrect password and clicked “Sign In” five times, you will be redirected to the Forgot Password page. You have the option to either reset your password or go back to the log-in page to enter the correct password.

2. You will be prompted to enter your username to be able to proceed. Click the checkbox indicating that you have read and agree to the CAQH Terms of Service, then click *Continue*.

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Forgot password?

You've come to the right place to reset your password.
Please provide the information below to help us find your account.

Username

I have read and agree to the [CAQH Terms of Service](#).

[Continue](#)

[Forgot Username](#)

Tips and Troubleshooting

Check that you are at the right login page.

- Are you a Practice Manager? Please [login here](#).
- Are you a Participating Organization? Please [login here](#).

Check your CapsLock Key. Fields are case sensitive.

Are you a provider registered through the American Dental Association? Please [click here](#) to login to your ADA account.

3. You will be directed to a page where you need to enter your full e-mail address based on the hint shown on the screen. The e-mail shown here is the primary e-

mail address on your CAQH ProView profile where email notifications and reminders are sent. Click *Continue*.

The screenshot shows the CAQH ProView interface for selecting a primary email address. At the top left is the CAQH Solutions logo, and at the top right is the text 'PROVIEW™'. The main heading is 'Send password reset link to my email'. Below this, it says 'Enter your **primary email address** shown below to receive an email with the link to reset your password.'

There is a box labeled 'PRIMARY EMAIL ADDRESS' containing a masked email address: '*****lo@ca**.org'. To the right of this box is a callout box titled 'Which email is this?' with the text: 'The email shown here is the primary email on CAQH profile that is used for email notifications and reminders.'

Below the masked email, there is a prompt: 'Enter the full email shown in the hint above'. A text input field contains the email 'charles.o.montecillo@caqh.org', which is circled in red. Below the input field is a link: 'I don't know or cannot access this email. [Change Primary Email](#)'.

At the bottom of the form is a red button labeled 'Continue'.

An e-mail containing a link which will allow you to reset your password will be sent to the primary e-mail address we have on file.

The screenshot shows the CAQH ProView interface with a confirmation message. At the top left is the CAQH Solutions logo, and at the top right is the text 'PROVIEW™'. The main heading is 'Your information has been sent!' with a green checkmark icon to the left. Below this, it says 'We've sent your password reset link to your primary email **cristina.a.dipay@accenture.com**.'

At the bottom of the form is a red button labeled 'Log In'.

Change Primary Email

1. If you are trying to reset your password and you don't know or don't have access to the primary e-mail address on file, click the *Change Primary Email* link.

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Send password reset link to my email

Enter your **primary email address** shown below to receive an email with the link to reset your password.

PRIMARY EMAIL ADDRESS
*****lo@ca**.org

Which email is this?
The email shown here is the primary email on CAQH profile that is used for email notifications and reminders.

Enter the full email shown in the hint above

I don't know or cannot access this email. [Change Primary Email](#)

Continue

2. You will be directed to a quick security check. Answer any three questions on the page. You will be able to click the *Continue* button found at the bottom of the page only if three questions were answered.

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Quick security check

We just need a few more things to verify your account. Answer any three questions.

Q Enter the last four digits of your Social Security Number.

Q Select your Certifying Board.
 I have Board Certification I do not have Board Certification

Q Enter your Professional Liability Insurance Policy Expiration Date.
 Select date I do not have PLI or this is not applicable

Q Enter your Professional Liability Insurance Policy Number.
 Ex. 1234-55-67, 00-3456-7890 I do not have PLI or this is not applicable

Continue

3. You may enter the last four digits of your *Social Security Number*. If you have a *Board Certification*, click the radio button for “*I have Board Certification*”. You will be asked to enter your *Provider Type* and the *Name of Certifying Board*. You may also enter your *Professional Liability Insurance Expiration Date* and/or your

Professional Liability Insurance Policy Number. The policy number must be entered exactly as it is shown on your policy face sheet. This may include alphabetical and special characters, as well as leading zeros. Once any three questions were answered, the *Continue* button will turn red and you will now be able to click it. Click *Continue*.

The screenshot shows the 'Quick security check' form in the CAQH ProView interface. The form is titled 'Quick security check' and includes the instruction: 'We just need a few more things to verify your account. Answer any three questions.' There are four questions, each with a 'Q' icon in a circle:

- Question 1: 'Enter the last four digits of your Social Security Number.' The input field contains four dots.
- Question 2: 'Select your Certifying Board.' It has two radio buttons: 'I have Board Certification' (selected) and 'I do not have Board Certification'. Below are two dropdown menus: 'Provider Type' (set to 'Acupuncturist') and 'Name of Certifying Board' (set to 'American Academy of Medic').
- Question 3: 'Enter your Professional Liability Insurance Policy Expiration Date.' It has a date input field (set to '10/04/2018') and a radio button 'I do not have PLI or this is not applicable'.
- Question 4: 'Enter your Professional Liability Insurance Policy Number.' It has a text input field (set to 'CD029022') and a radio button 'I do not have PLI or this is not applicable'.

At the bottom of the form, the 'Continue' button is highlighted in red.

4. If the details that you have entered during the verification process do not match the details on the profile, you will be prompted with a message that says *“Sorry, we could not verify your account based on the information provided. Please try again!”*

The screenshot shows the 'Quick security check' form in the CAQH ProView interface. At the top, there is a red error message: 'Sorry, we could not verify your account based on the information provided. Please try again!'. Below the message, the form is titled 'Quick security check' and includes the instruction: 'We just need a few more things to verify your account. Answer any three questions.' There are four questions, each with a 'Q' icon in a circle:

- Question 1: 'Enter the last four digits of your Social Security Number.' The input field is empty.
- Question 2: 'Select your Certifying Board.' It has two radio buttons: 'I have Board Certification' (selected) and 'I do not have Board Certification'.
- Question 3: 'Enter your Professional Liability Insurance Policy Expiration Date.' It has a date input field (set to 'Select date') and a radio button 'I do not have PLI or this is not applicable'.
- Question 4: 'Enter your Professional Liability Insurance Policy Number.' It has a text input field (set to 'Ex. 1234-55-67, 00-3456-7890') and a radio button 'I do not have PLI or this is not applicable'.

At the bottom of the form, the 'Continue' button is greyed out. Below the form, there is a link: 'Need further Assistance? [Contact CAQH.](#)'

5. If you have passed the verification process, you will be directed to a page where you can enter the new primary e-mail address you would like to use for your account.

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Diane Hall
CAQH ID# 13515114

Choose a new primary email

Please enter the primary email you would like to use for the account **finland1227**.

New Primary Email

Save

What email should you use?
We recommend you use an email that you check regularly. Once this change is made, your profile will be permanently updated and all CAQH notifications will be sent to this address.

6. We recommend that you use an e-mail that you check regularly. Please note that once this change is made, your profile will be permanently updated and all CAQH notifications will be sent to this new e-mail address. Click **Save**.

CAQH Solutions | PROVIEW™

Diane Hall
CAQH ID# 13515114

Choose a new primary email

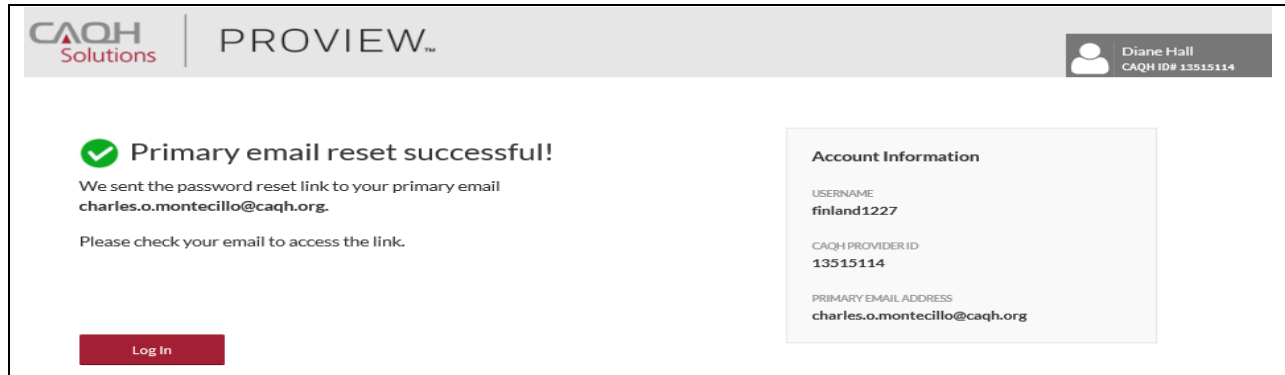
Please enter the primary email you would like to use for the account **finland1227**.

New Primary Email

Save

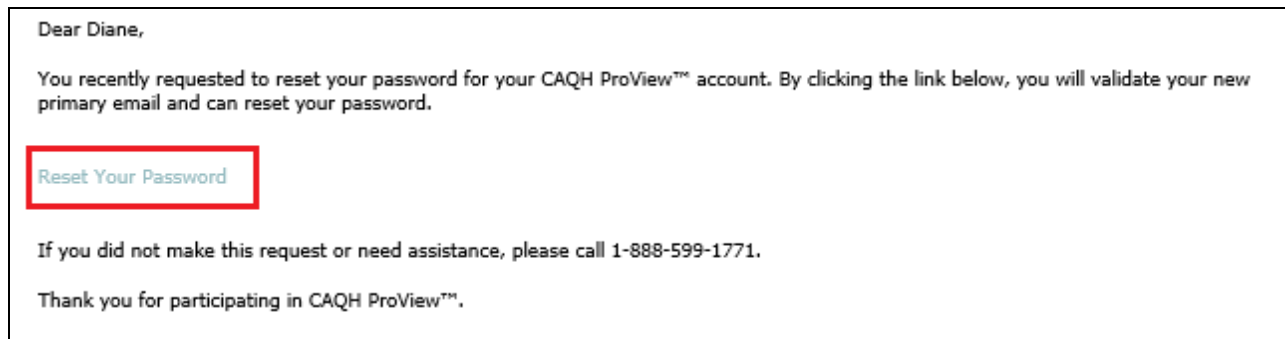
What email should you use?
We recommend you use an email that you check regularly. Once this change is made, your profile will be permanently updated and all CAQH notifications will be sent to this address.

7. An e-mail containing a link which will allow you to reset your password will be sent to the new primary e-mail address.



The screenshot shows the CAQH ProView user interface. At the top left is the CAQH Solutions logo, and next to it is the text 'PROVIEW™'. On the top right, there is a user profile icon and the text 'Diane Hall' and 'CAQH ID# 13515114'. The main content area features a green checkmark icon followed by the heading 'Primary email reset successful!'. Below this, it states: 'We sent the password reset link to your primary email charles.o.montecillo@caqh.org. Please check your email to access the link.' At the bottom left of this section is a red 'Log In' button. To the right, there is a box titled 'Account Information' containing the following details: USERNAME: finland1227, CAQH PROVIDER ID: 13515114, and PRIMARY EMAIL ADDRESS: charles.o.montecillo@caqh.org.

Note: The new e-mail address will be reflected on your profile only after you click the password reset link sent to the new e-mail address.



The screenshot shows an email notification. It begins with 'Dear Diane,'. The main body of the email reads: 'You recently requested to reset your password for your CAQH ProView™ account. By clicking the link below, you will validate your new primary email and can reset your password.' Below this text is a blue button with the text 'Reset Your Password' highlighted by a red rectangular box. The email concludes with: 'If you did not make this request or need assistance, please call 1-888-599-1771. Thank you for participating in CAQH ProView™.'

Forgotten or Unknown CAQH ID Number

1. If you cannot proceed with the process of retrieving your username or resetting your password because you do not know your CAQH Provider ID number, click the *Forgot CAQH Provider ID* link found at the bottom of the Forgot Username page.

CAQH Solutions | **PROVIEW™**


Forgot username?

This is the right place to get your username.
Help us find your account by providing the CAQH Provider ID.

Enter your CAQH Provider ID

Your CAQH Provider ID is the unique identifier assigned to you in CAQH ProView at the time of registration.

I have read and agree to the CAQH [Terms of Service](#).

I'm not a robot  [Privacy - Terms](#)

[Forgot CAQH Provider ID](#)

Tips and Troubleshooting

Check that you are at the right login page.

- Are you a Practice Manager? Please [login here](#).
- Are you a Participating Organization? Please [login here](#).

Check your CapsLock Key.
Fields are case sensitive.

Are you a provider registered through the American Dental Association?
Please [click here](#) to login to your ADA account.

2. To help us find your account, enter your first and last name (do not include your title, degrees, prefix or suffix). Enter your Individual or Type 1 NPI or your date of birth. Answer the question “Are you a Doctor of Dental Medicine (DMD) or Doctor of Dental Surgery (DDS)?”. Click the checkbox indicating that you have read and agree to the CAQH Terms of Service, then click *Continue*.

CAQH Solutions | **PROVIEW™**

Help us find your account

Please provide this information to help us find your account.
* Required fields are indicated with a red asterisk.

1 *Please tell us your name.

Provider First Name Provider Last Name

2 *Please answer one of the questions below based on the information in your Proview profile.

Individual (Type 1) National Provider Identifier (NPI)

Provider Birth Date

Enter your unique Type 1 NPI.
This is a 10-digit numeric identifier.

3 *Are you a Doctor of Dental Medicine (DMD) or Doctor of Dental Surgery (DDS)?
 Yes No

I have read and agree to the CAQH [Terms of Service](#).

If the information that you have entered does not match your account details, you will be prompted with a message saying, “Sorry, we could not find an account that matched your information. Please try again!”

If your account matched the details that you have entered, you will be directed to a quick security check.

3. Answer any three questions on the page. You will be able to click the *Continue* button found at the bottom of the page only if three questions were answered. You may enter the last four digits of your *Social Security Number*. If you have a *Board Certification*, click the radio button for “*I have Board Certification*”. You will be asked to enter your *Provider Type* and the *Name of Certifying Board*. You may also enter your *Professional Liability Insurance Expiration Date* and/or your *Professional Liability Insurance Policy Number*. The policy number must be entered exactly as it is shown on your policy face sheet. This may include alphabetical and special characters, as well as leading zeros. Once any three questions were answered, the *Continue* button will turn red and you will now be able to click it. Click *Continue*.

The screenshot shows the 'Quick security check' form in the CAQH ProView interface. The form is titled 'Quick security check' and includes the instruction: 'We just need a few more things to verify your account. Answer any three questions.' There are four questions, each with a 'Q' icon in a circle:

- Question 1: 'Enter the last four digits of your Social Security Number.' The input field contains four dots.
- Question 2: 'Select your Certifying Board.' There are two radio buttons: 'I have Board Certification' (unselected) and 'I do not have Board Certification' (selected).
- Question 3: 'Enter your Professional Liability Insurance Policy Expiration Date.' There are two radio buttons: '10/04/2018' (selected) and 'I do not have PLI or this is not applicable' (unselected). A calendar icon is next to the date field.
- Question 4: 'Enter your Professional Liability Insurance Policy Number.' There are two radio buttons: 'CD029022' (selected) and 'I do not have PLI or this is not applicable' (unselected).

At the bottom of the form, the 'Continue' button is highlighted in red.

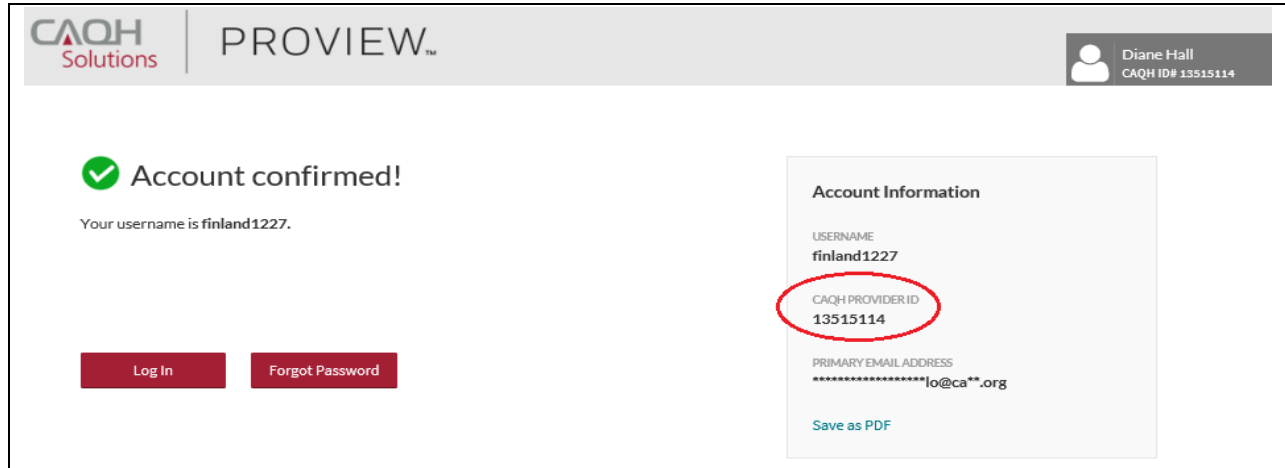
If the details that you have entered during the verification process do not match the details on the profile, you will be prompted with a message that says “*Sorry, we could not verify your account based on the information provided. Please try again!*”

The screenshot shows the 'Quick security check' form in the CAQH ProView interface. At the top, there is a red banner with the message: 'Sorry, we could not verify your account based on the information provided. Please try again!'. Below the banner, the form is titled 'Quick security check' and includes the instruction: 'We just need a few more things to verify your account. Answer any three questions.' There are four questions, each with a 'Q' icon in a circle:

- Question 1: 'Enter the last four digits of your Social Security Number.' The input field is empty.
- Question 2: 'Select your Certifying Board.' There are two radio buttons: 'I have Board Certification' (unselected) and 'I do not have Board Certification' (unselected).
- Question 3: 'Enter your Professional Liability Insurance Policy Expiration Date.' There are two radio buttons: 'Select date' (unselected) and 'I do not have PLI or this is not applicable' (unselected). A calendar icon is next to the date field.
- Question 4: 'Enter your Professional Liability Insurance Policy Number.' There are two radio buttons: 'Ex. 1234-55-67, 00-3456-7890' (unselected) and 'I do not have PLI or this is not applicable' (unselected).

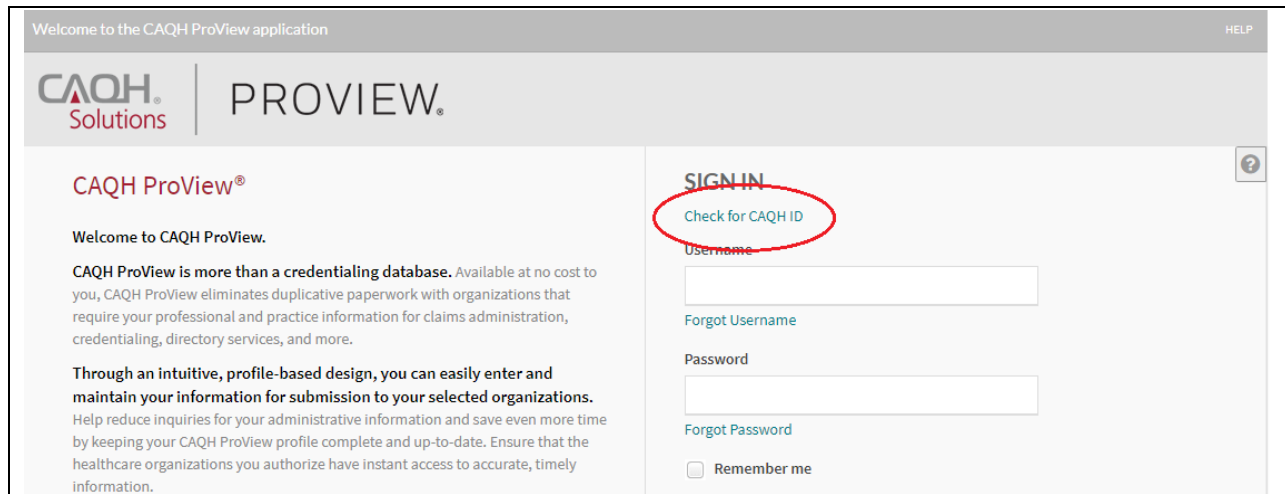
At the bottom of the form, the 'Continue' button is greyed out. Below the form, there is a link: 'Need further Assistance? [Contact CAQH.](#)'

If you have passed the verification process, your CAQH Provider ID number will be displayed on the screen. You can now proceed with retrieving your username.



Check for a CAQH ID

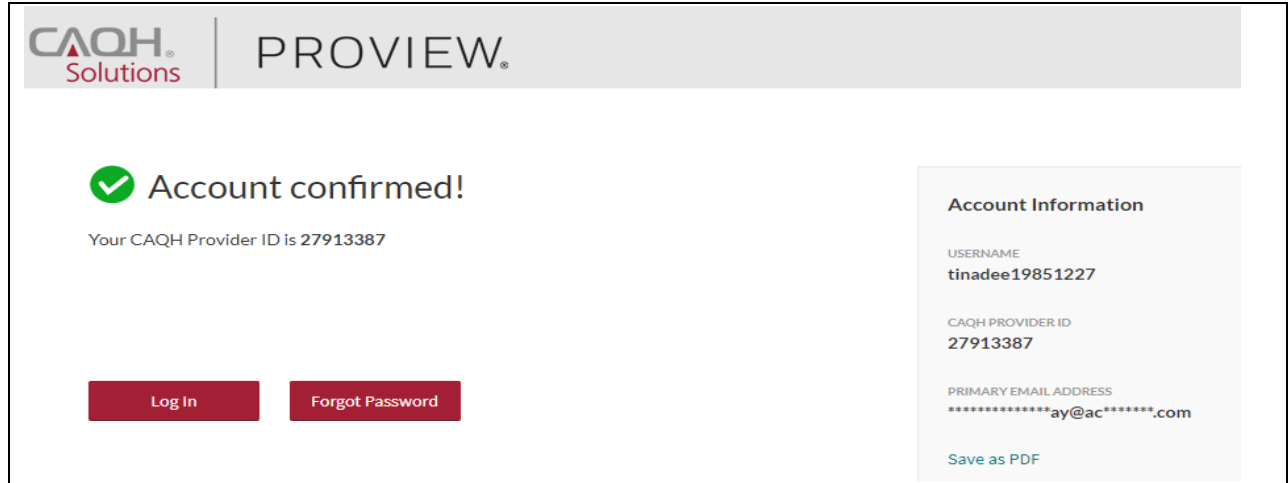
This new feature allows providers to self-lookup a CAQH Provider ID directly in the Provider Portal.



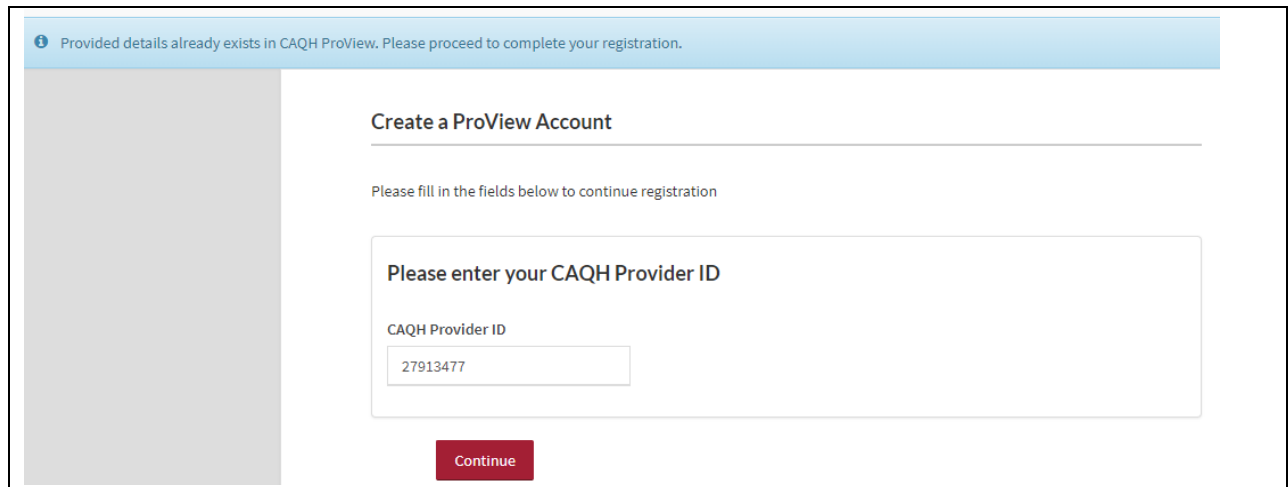
When using this functionality, you will be redirected to the enhanced Provider Self Registration page where you will enter your personal information to receive your CAQH account information if one already exists.

If the updated Provider Matching Logic confirms a profile match, the retrieved CAQH ID will be displayed and will allow you to take the appropriate next steps.

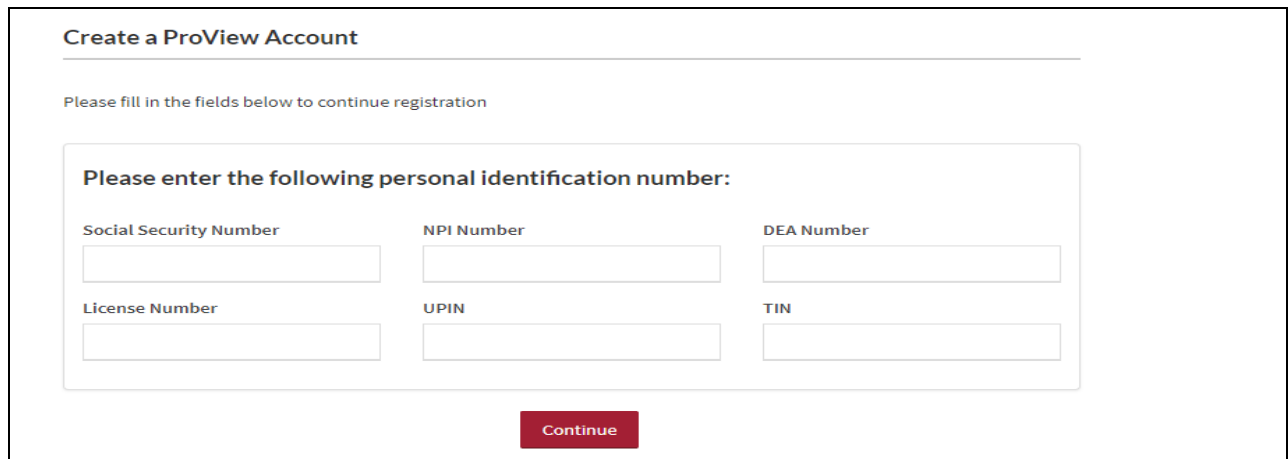
If the existing account has username and password already set up, the screen will show the following: Username, CAQH ID Number, and primary e-mail address.



If the existing account doesn't have a username and a password set up yet, the user will be directed to this page showing the CAQH ID number and a Continue button that will let you set up your username and password and security questions and answers.



Enter your personal identification number/s in the field/s on the screenshot below.



Click Continue to proceed to the page where you can set up your username and password and security questions and answers.

Establish Your CAQH ProView Account

To set up your CAQH ProView account, please enter a username, password, and answer the security questions below.

Please enter a username
Your username must be at least 8 characters. It can be made up of numbers and/or letters, but it cannot include special characters like @ or #.

* Username

Please enter a password
Your password must be at least 8 characters and cannot be the same as your username. If your old password meets these requirements, you may enter it here.

* Password

* Re-enter Password

If you have trouble completing this section, you may have browser issues. ProView is not compatible with some versions of Internet Explorer 8. For the best user experience, please [upgrade](#) your browser.

* Security Question 1:

* Security Answer 1

CHAPTER 3: Home Page

You will see the CAQH ProView Home page after a successful login.

The homepage will display a new design to show how much of your profile remains required to complete.

The completeness percentage, number of required questions remaining, and the last updated date will be displayed next to each page within the Profile Data section. The overall completeness rate will display at the top of the sections as well.

If all required fields for a page are complete, the provider will see a green progress bar and check mark. If required fields are missing data or a validation error exists on a page, the provider will see a blank progress bar, or a yellow bar if some information has been submitted. The Profile Data section will be expanded by default if there are required fixes remaining.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Bethany.
Provider Status: Profile Data Submitted (1/8/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Start here

PROFILE DATA 98% complete, 4 required questions remaining


Section	Completion Status	Updated Date	Remaining
Personal Information	92% complete	Updated January 8, 2021	1 required question remaining
Professional IDs	Required fields complete	Updated January 8, 2021	
Education and Professional Training	96% complete	Updated January 11, 2021	3 required questions remaining
Specialties	Required fields complete		
Practice Locations	Required fields complete	Updated January 11, 2021	
Hospital Affiliations	Required fields complete		3 Hospital Affiliation records

The updated homepage will also provide the user with information around any documents that need attention. If a document is missing, expired, or otherwise has errors, it will be displayed in the Documents section. If any document fixes are required, then this section will be expanded by default.

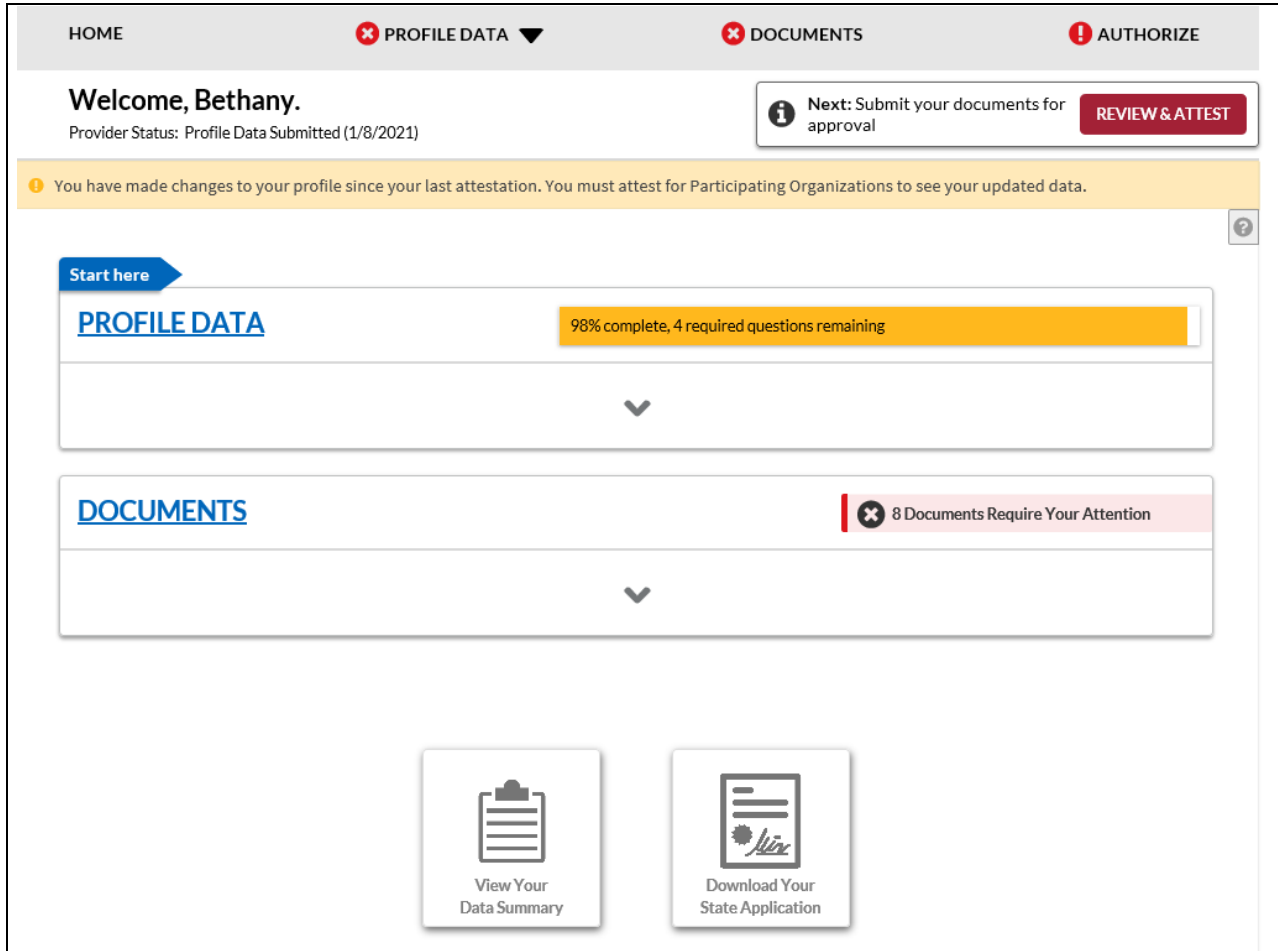
DOCUMENTS

8 Documents Require Your Attention

- Your CDS is **Missing**
- Your CPR Card is **Missing**
- Your Immunization Certificate of Achievement is **Missing**
- Your Professional Liability Insurance - #\$\$^*&@hiywuiiw is **Missing**
- Your Professional Liability Insurance - 1234567890 is **Missing**
- Your Professional Liability Insurance - CD29029229 is **Missing**
- Your Written Protocol is **Missing**
- Your Professional Liability Insurance - 9289202 has **Expired**

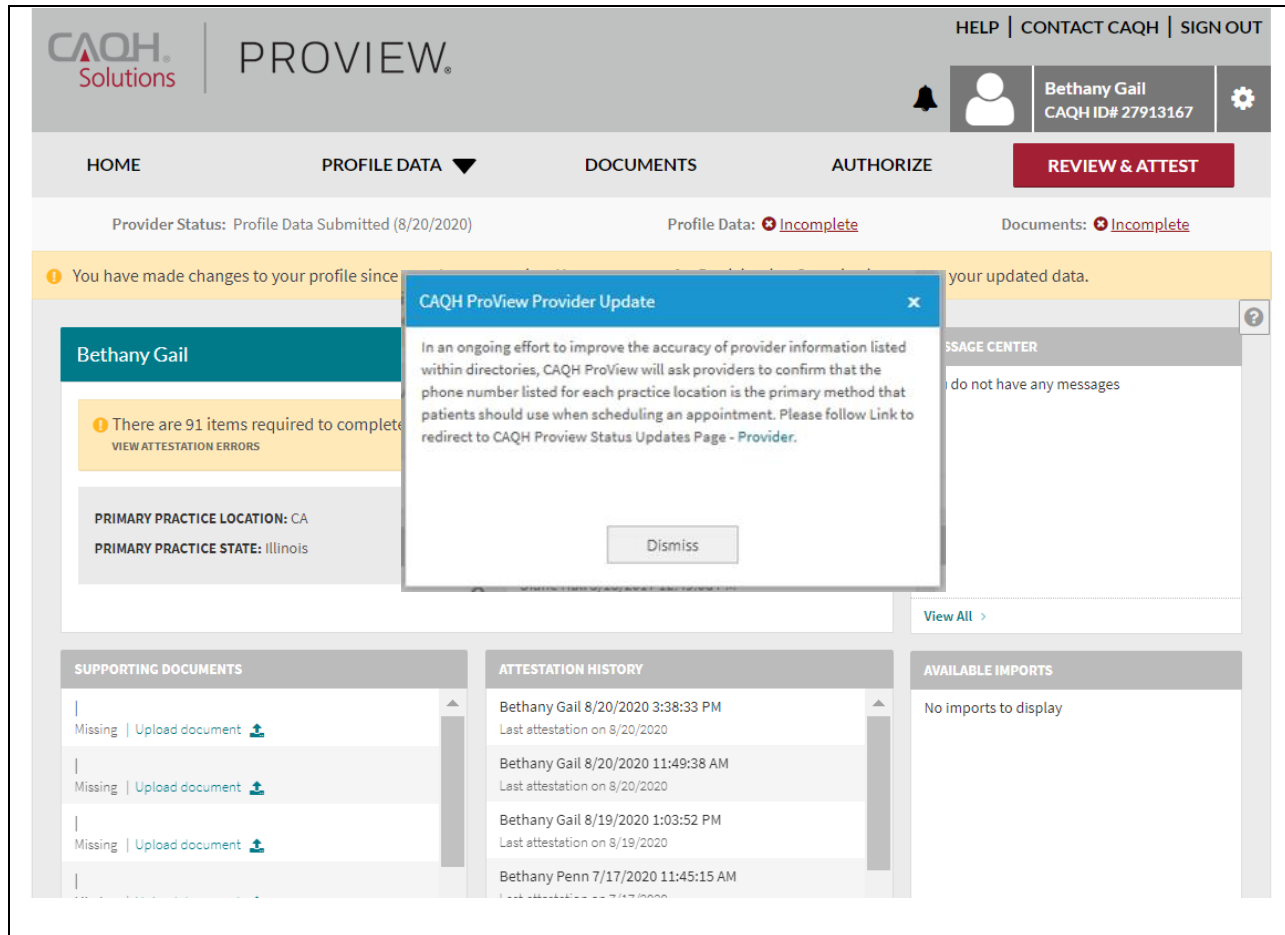


If the Profile Data or Documents section do not have any outstanding required fixes, then they will be collapsed by default. The provider can also manually collapse or expand the sections, as shown in the screenshot. Below the collapsible sections, links to Directory Data, Data Summary, and State Application will also be displayed.



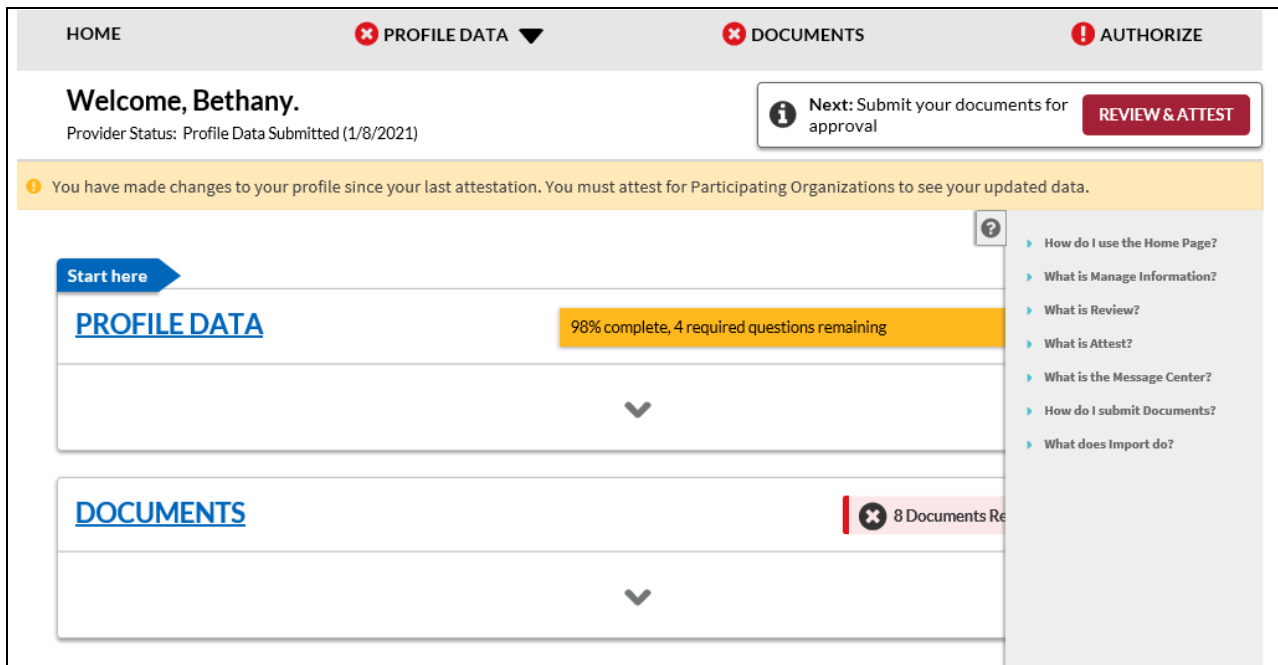
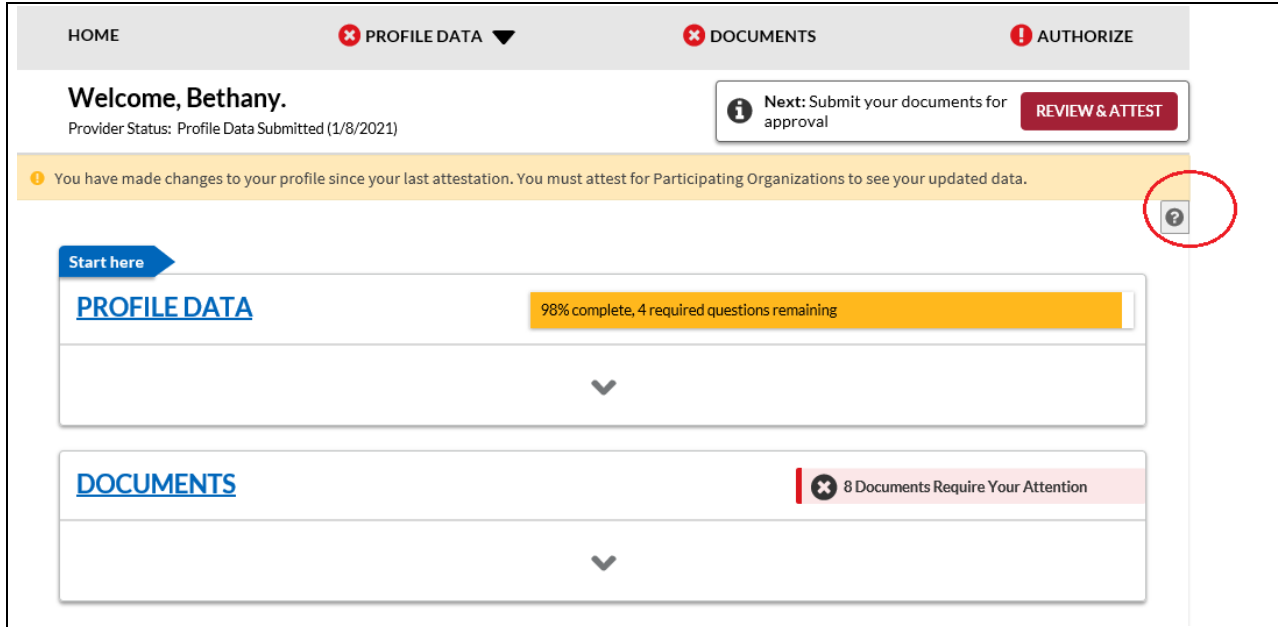
Broadcast Message feature has been added to the CAQH ProView Provider, Practice Manager, and Participating Organization portal. Broadcast Messaging will allow CAQH to communicate upcoming system updates and/or to report system-wide issues to all users.

Whenever there is a published broadcast message, a pop-up message will appear on your screen when you log in to your CAQH ProView account.



If you click the 'X' located at the top, the pop-up message will close but will re-appear upon your next log-in.

If you click the Dismiss button, the pop-up message will close and will NOT appear with future log-ins. If you clicked the Dismiss button and would like to view the broadcast message again, click on the CAQH ProView Provider Update link found above your name.



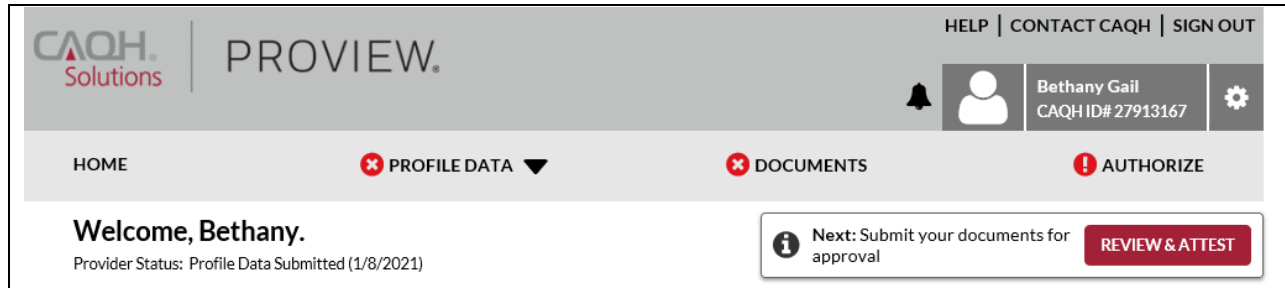
Tip:

- If you need assistance on the Home Page, you can access the “Help” link that is displayed in the top right-hand corner on the Home Page.

In addition, to these components, across the top of the home page is a navigation menu, which allows you to navigate to four sections to complete your profile information:

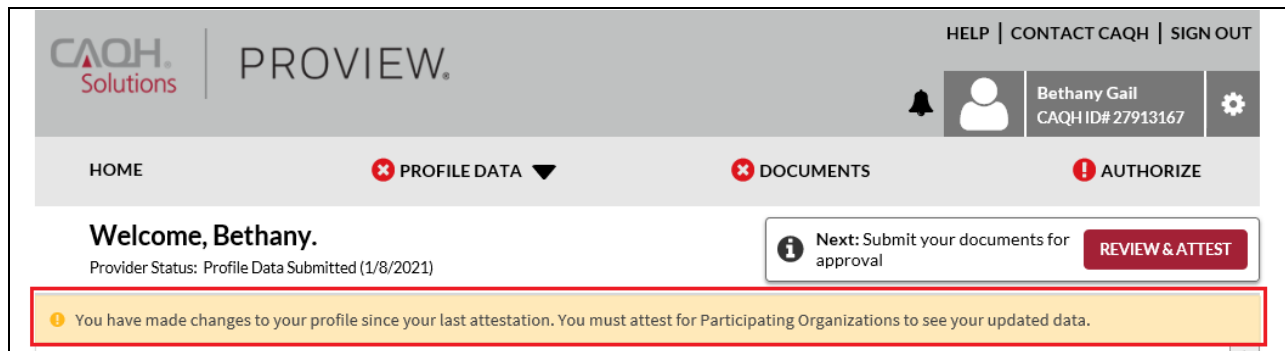
- **Profile Data** – Click this tab to enter your profile information (See Chapter 4)
- **Documents** – Click this tab to review your supporting documents (See Chapter 6)

- **Authorize** – Click this tab to view the list of the organizations that have requested authorization to view your CAQH ProView self-reported information



Attest Reminder Bar

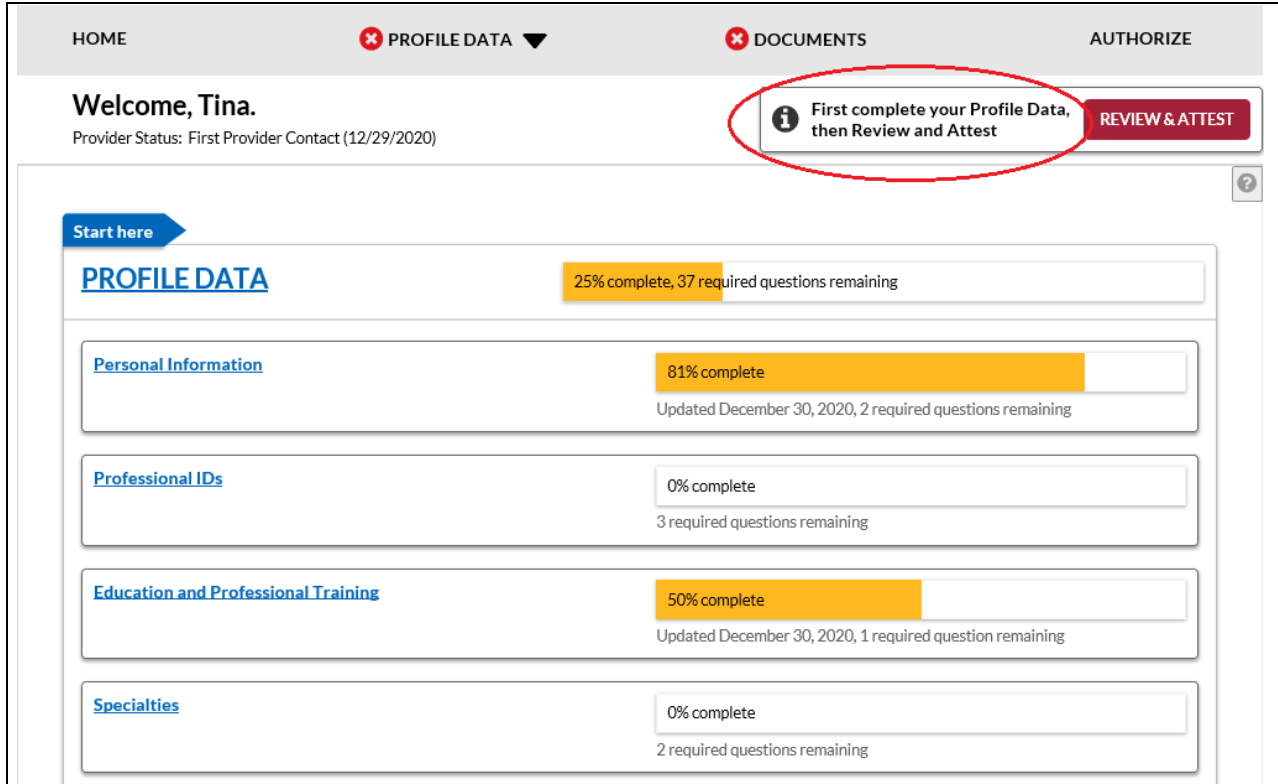
- After you update any information in your profile, you must complete attestation so that your authorized organizations can view your updated profile.
- A reminder message will appear across the top of the page on every page only after you have changed one or more piece of data and have not attested to that change.
- This message will disappear only after you have attested but would re-appear if you changed more data and did not re-attest.
- This message will also appear if CAQH has updated a relevant domain table value.



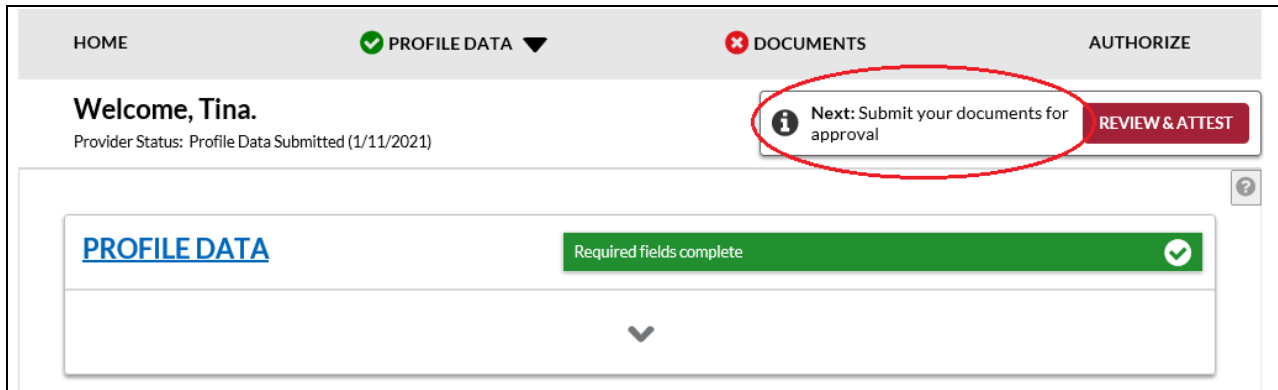
Attest Button

The 'Attest' navigational element can be found right below the Authorize tab.

If you are logging in for the first time, you will see a message *“First complete your Profile Data, then Review and Attest”*. This part of the header will guide providers to profile completion.



The message will change to “Next: Submit your documents for approval” as soon as you have completed your initial attestation and the status changed to Profile Data Submitted.



Once all the required documents are approved and the status changes to Initial Profile Complete, the messaging will change to: “<number of days> until your next attestation Last attested <date> See history”. The same messaging shows if the status of the account is Reattestation.

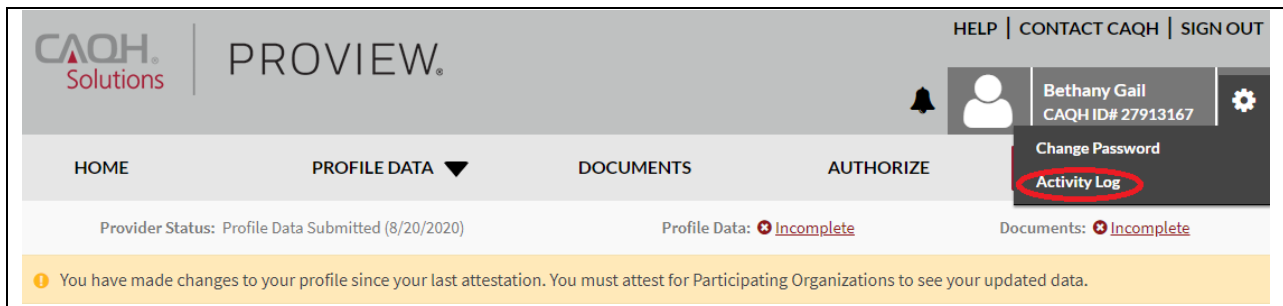


When the status changes to Expired Attestation, the messaging also changes to “<number of days> past attestation Last attested <date> See history”

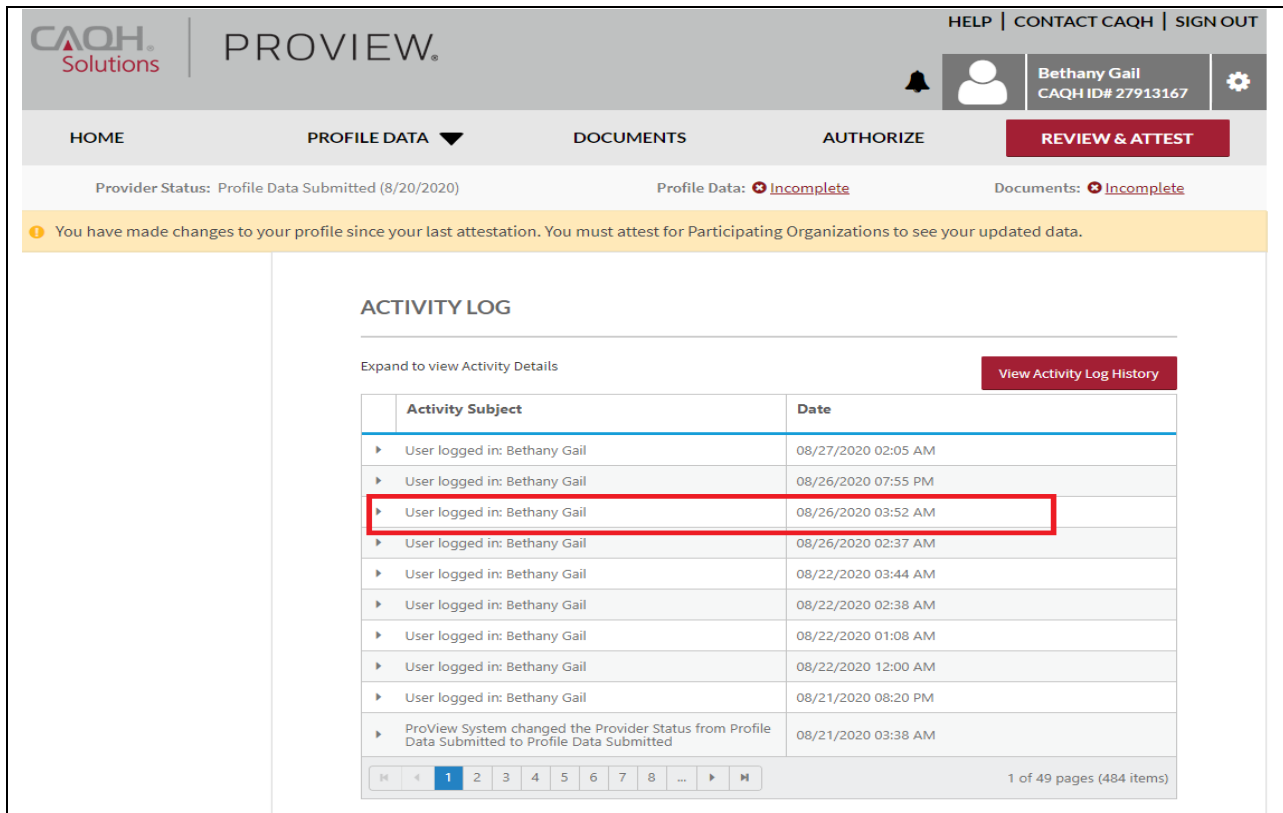


Activity Log

From the Home Page, you can access the “Activity Log” from the top right navigation drop-down menu.



The Activity Log lists all recent activity that has occurred in your account, including recent log-ins, re-attestations, and data updates.



Note:

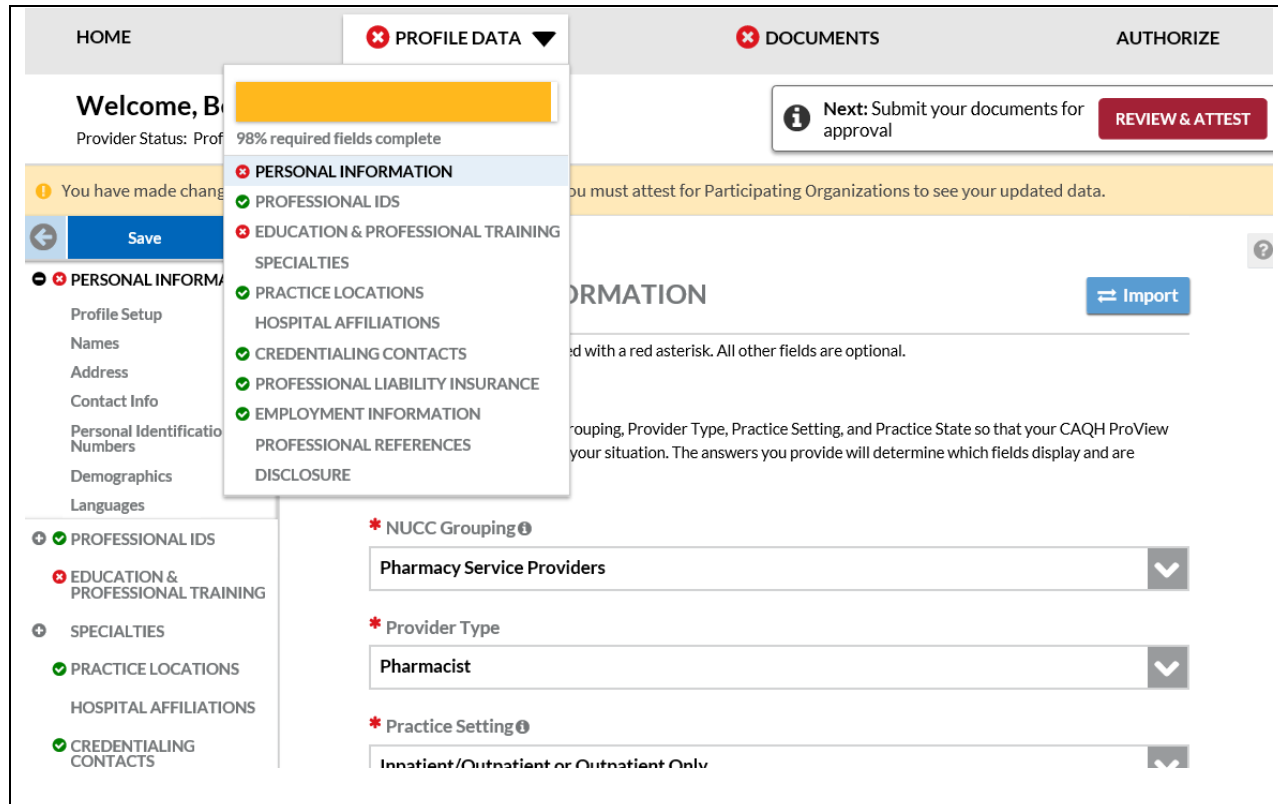
- All changes on the profile will ONLY appear on the Activity Log after you have completed the re-attestation.
- Any changes done after the re-attestation will not be reflected on the Activity Log unless you complete the re-attestation again after making the additional changes.
- If after the re-attestation these changes are still not reflected on the Activity Log, sign out from CAQH ProView and log in again and go to Activity Log. The details of the changes should appear on this page of your profile.
- Changes on the Documents section and Authorization page will reflect on the Activity Log even if you have not yet re-attested.

CHAPTER 4: Completing Your Profile Information

CAQH ProView will guide you through the process of completing your information and managing your profile data and supporting documentation. From the Home Page, click on “Profile Data” on the top navigation bar to begin the process.

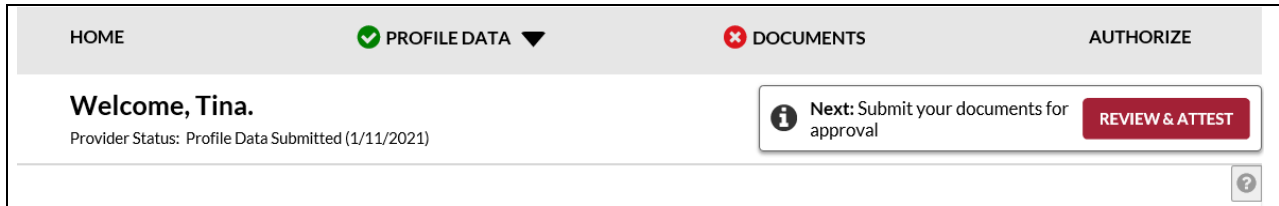
Tips:

1. Throughout the system, required fields are indicated with a red asterisk (*).
2. If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
3. Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
4. It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.



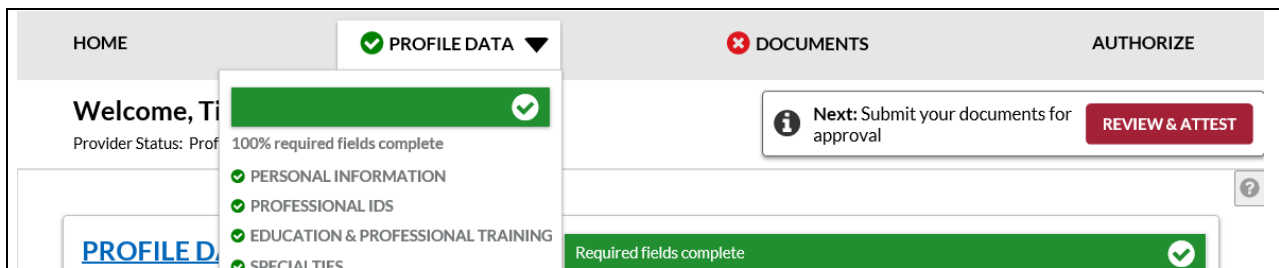
Clicking on “Profile Data” shows a drop-down list of 11 Sections: Personal Information, Professional IDs, Education and Professional Training, Specialties, Practice Locations, Hospital Affiliations, Credential Contacts, Professional Liability Insurance, Employment Information, Professional References, and Disclosure. They are described in further detail below. Questions presented to you may vary based on your primary practice state.

The Profile Data and Documents tabs will be updated to indicate the completion of the application. An "X" will indicate that the provider is missing required information and a checkmark will indicate that all sections are completed for profile data as well as Documents.



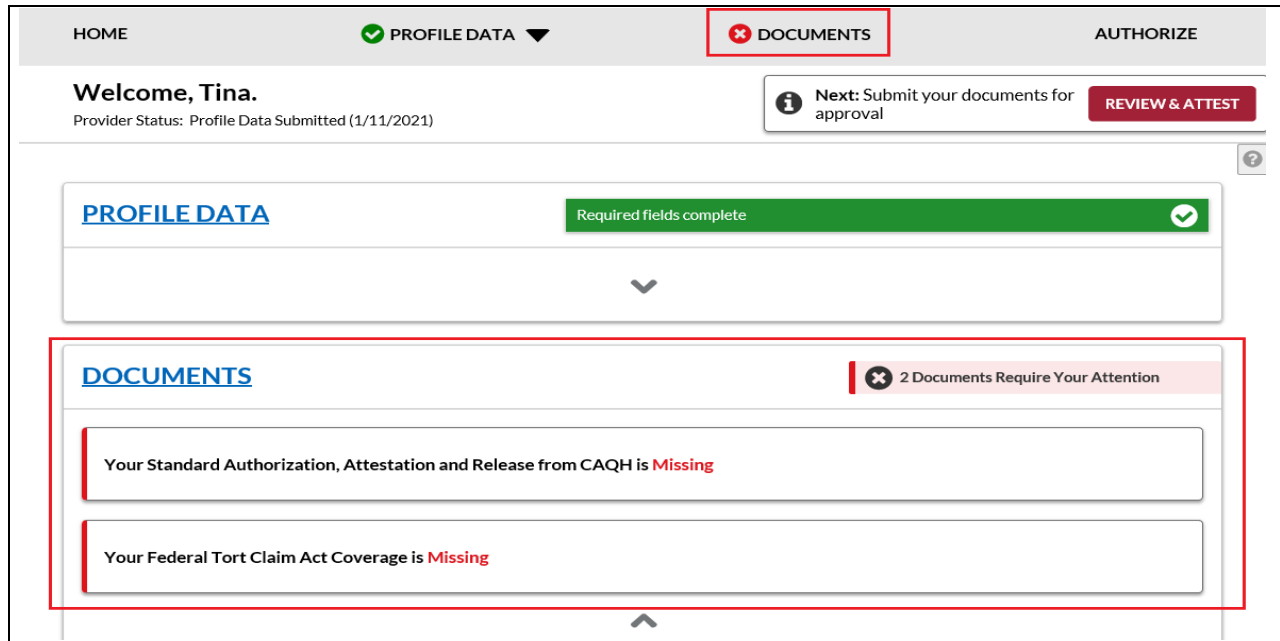
The Profile Data section within the header displays:

- A red indicator when profile is 1-99% complete
- A green indicator when the profile is 100% complete



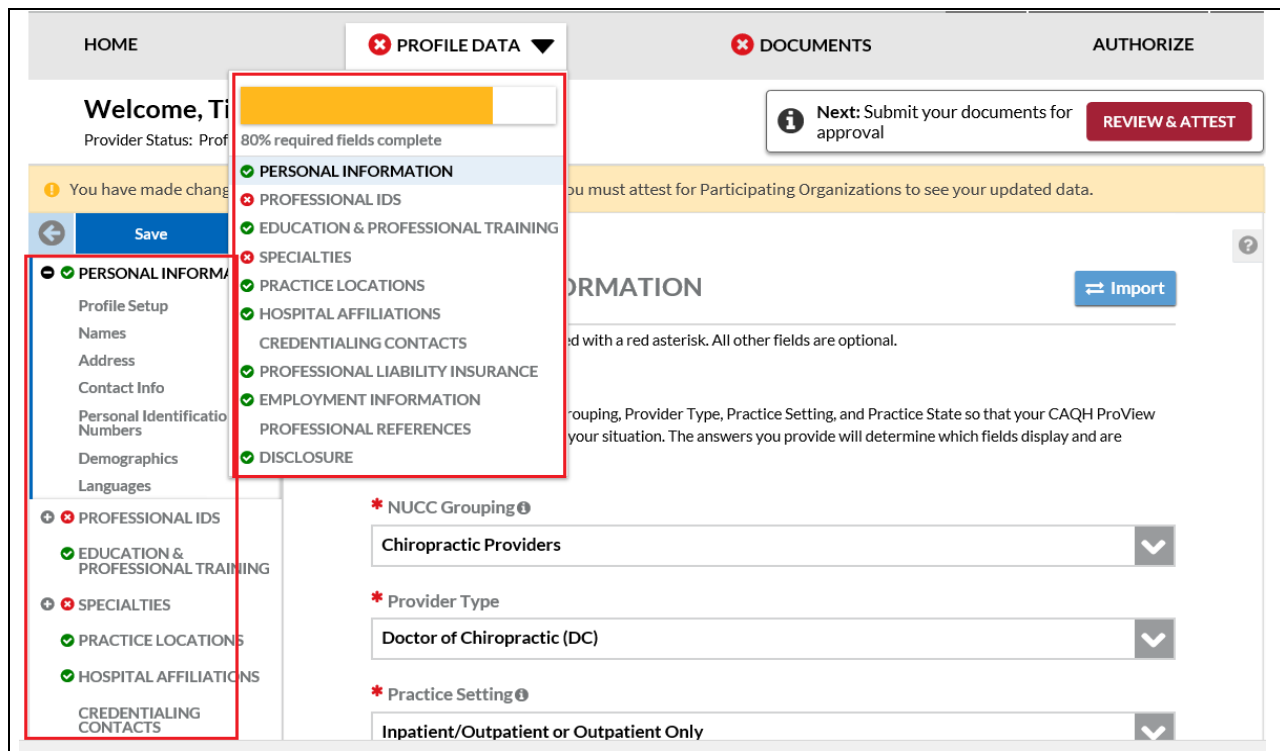
The Documents section within the header displays:

- A red indicator when mandatory documents are missing, invalid, error, etc.
- A green indicator when all mandatory document errors are resolved.
 - When mandatory documents are in the approved status a green indicator will show.
 - If no document slots exist in profile, the portal will show a green indicator.



Completeness visual indicators will be displayed within the profile header drop-down menu and on the left-navigation.

If required fields are missing data or a validation error exists on the page, the user will see a red X indicator for the section. If the required fields are complete and no errors exist, the user will see a green check mark for the section. The full profile completeness is displayed in the progress bar in the profile header drop-down menu.



Upon “Save” or “Save and Continue” or “Save and Go Back” the provider will see any required fix displayed on the page at the top of the page. If a required field is missing data, the user will see a red validation error at the top of the page and the corresponding field will be highlighted red on the page with an error message indicating to enter data into the required field.

The screenshot shows the 'SPECIALTIES' section of the CAQH ProView form. At the top right, there is a blue 'Import' button and a help icon. Below the title, a red asterisk indicates that required fields are marked with a red asterisk. A red error message states: 'Please review the missing information highlighted below.' followed by two bullet points: 'Please enter the field labeled, "Primary Specialty"' and 'Please enter the field labeled, "Board Certified?''.

The 'Primary Specialty' section includes a question: '* Do you have any specialties?' with radio buttons for 'Yes' (selected) and 'No'. Below this is the '* Primary Specialty' field, which is a dropdown menu currently showing '[Select]'. This field is highlighted with a red border, and a red error message 'Please select a value' is displayed below it.

Below the dropdown is a paragraph of text explaining board certification requirements. At the bottom of this section is the '* Board Certified?' question with radio buttons for 'Yes' and 'No'. The 'No' option is selected, and a red error message 'Please select a value' is displayed below it.

CAQH continues to help providers submit accurate data by displaying errors at the top of the page and by highlighting relevant field(s). This ensures providers have a consistent error-handling experience as they progress through their profile. Fields with data entry errors will also be highlighted.

The screenshot shows the 'PERSONAL INFORMATION' section of the CAQH ProView form. At the top right, there is a blue 'Import' button and a help icon. Below the title, a red asterisk indicates that required fields are marked with a red asterisk. A red error message states: 'Please review the missing information highlighted below.' followed by two bullet points: 'Please enter valid Start date. Other name start date must be greater than or equal to your birthdate.' and 'Please enter valid End date. Other name End date must be greater than or equal to your Start date.'

The 'Profile Setup' section includes a paragraph of text: 'Please confirm your NUCC Grouping, Provider Type, Practice Setting, and Practice State so that your CAQH ProView profile can be customized for your situation. The answers you provide will determine which fields display and are required.'

Other Name ✕ Remove	
* First Name <input type="text" value="Callie"/>	Middle Name <input type="text"/>
* Last Name <input type="text" value="Dipay"/>	Suffix <input type="text" value="Select"/>
Start Date <input type="text" value="03/28/1978"/>	End Date <input type="text" value="04/07/1977"/>

Personal Information

The Personal Information section requests basic information such as name, phone numbers, and contact information. Some information on this screen may be pre-populated based on the information you entered during the self-registration process. Additional information or tips are provided below as applicable to assist you with completing these fields.

Tips:

1. If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
2. Use “Save & Continue” to save the changes made on the page and move to the next section.
3. It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.

PERSONAL INFORMATION ≡ Import

* Required fields are indicated with a red asterisk. All other fields are optional.

Profile Setup

Please confirm your NUCC Grouping, Provider Type, Practice Setting, and Practice State so that your CAQH ProView profile can be customized for your situation. The answers you provide will determine which fields display and are required.

* **NUCC Grouping** ⓘ

Dental Providers
▼

* **Provider Type**

Doctor of Dental Medicine (DMD)
▼

* **Practice Setting** ⓘ

Inpatient/Outpatient or Outpatient Only
▼

* **Primary Practice State** ⓘ

TX
▼

Additional Practice State(s)

▼

The Personal Information page has been redesigned to improve CAQH ProView user experience for all providers.

- Profile Set Up (previously Provider Information)
 - New providers will be asked to enter their NUCC Grouping. The Provider Type, Specialties and Certifying Boards will now be based on the NUCC Grouping that you have selected.
 - Existing providers will see NUCC Grouping populated with a value that was based on the existing specialty on the profile. If you have not previously entered a Specialty, the NUCC Grouping showing on your account was based on your Provider Type.
 - Providers who have not previously entered their Specialty nor their Provider Type will see a blank field for NUCC Grouping. This field will appear on the Correct Errors page as a required fix.
 - Provider Type Not Listed has been added to the dropdown for the Provider Type field. Select this value only if your provider type is not in the options.
 - When entering Additional Practice States, click the multi-selection dropdown. A list of practice states will be displayed alphabetically. Click the checkbox of the state/s that you want to add as other practice state/s. To remove a state, click the X button next to the state.
 - Your NUCC Grouping, Provider Type, Practice Setting, and Practice State will drive the questions presented to you throughout CAQH ProView’s profile sections. If you practice in multiple states and one of those states includes a state specific credentialing application, the state specific questions and the

CAQH ProView standardized questions will be presented to you in one integrated flow throughout the system. You will be required to complete all required questions for both the CAQH ProView standardized profile questions as well as any state specific questions.

- Address

If you have previously entered details, the Home Address and the Mailing Address will display in expanded view.


- Home Address


- Not required to complete your application; however, hospitals have identified that this information adds value in confirming your accessibility to the hospital.
 - Click the Add button should you wish to add your home address.

- Mailing Address

- Enter the "Mailing Address" of the physical location of your practice. If you do not have a physical practice location, you may enter a P.O. Box; however, it is important to note that health plans intend to use this information for their directories. If you would like to enter a P.O. Box for the billing address, please enter this information in the Billing Contact section.
 - Click the Add button to add your mailing address.
 - If your mailing address is the same as your home address, click the checkbox for "Mailing address and home address are the same."

Address
Add a reliable address where you receive physical mail, in case your practice location changes.

Home
 Add provider's home address.

Mailing
 Add provider's mailing address.

- Contact Information

The additional e-mail fields will only display in expanded view if you have previously entered details on these fields. Otherwise, only the required field Primary E-mail will be displayed.

- Primary E-mail – Important system reminders will be sent to this e-mail address, so be sure to keep this information current.
 - Additional E-mails – You may enter additional e-mail addresses; in case you use other professional e-mail accounts or have staff that maintains your profile.
 - Additional E-mail 1 – You may use this field for your personal e-mail address.
 - Additional E-mail 2 – If you have previously entered an e-mail address as PMOC CC Email 1, that e-mail address will appear on this field.

Additional E-mail 3 – If you have previously entered an e-mail address as PMOC CC Email 2, that e-mail address will appear on this field.

- Provider’s Phone Number – Click the Add button to add your phone number. Existing providers who have previously entered their phone number, that details will be displayed on this field.

Contact Information

CAQH ProView sends out system reminders to help you keep your profile current. In addition, Participating Organizations may need to reach you directly if they have questions about your profile.

* Primary Email ⓘ

Additional Emails ⓘ

Add additional email address.

Provider's Phone Number

Add provider's phone number.

- Personal Identification Numbers
 - Your Social Security Number is required to complete the application.
 - NPI – National Provider Identification Number
 - This is a provider’s Type 1 National Provider Identifier. It is a unique, 10-digit identification number issued to health care providers by the Centers for Medicare and Medicaid Services (CMS).

Note: All Type 1 NPIs will undergo validation. A Type 1 NPI is validated against the provider name and number in the NPPES (National Plan & Provider Enumeration System). Registry validation failures will be displayed as an error on the Personal Information page and as a required fix on the Correct Errors page.

Personal Identification Numbers

* Social Security Number

* Individual NPI

The Individual (Type 1) NPI is used by Participating Organizations and other entities to accurately and efficiently identify you. If you do not know your NPI or you need to request one, visit the [NPPES NPI Registry](#).

 I do not have an Individual NPI

This NPI number cannot be found in the NPPES NPI Registry.

Foreign National Identification Number

Add FNIN

Unique Physician Identification Number

Add UPIN

Correct Errors

Proview has identified items in your profile that need attention. You must address these items before you attest.

REQUIRED FIXES

Personal Information

The NPI(s) listed below could not be validated. Please check that you have entered an Individual NPI and that the NPI number was entered correctly.

Individual NPI	Error	Action
4624646353	This NPI number cannot be found in the NPPES NPI Registry.	Edit

You may see the following errors on the Required Fixes page:

- ***This NPI number cannot be found in the NPPES NPI Registry.*** – This means that the Type 1 NPI that entered in ProView is an invalid one. Please review for any possible typo error.
- ***This is an Organization (Type 2) NPI. Please enter an Individual NPI.*** – You may have entered a Group NPI in the Individual NPI field. Please review the value that you have entered in the Individual NPI field.
- ***The name associated with this Individual NPI number in the NPPES Registry does not match the names associated with your ProView account. If this is your NPI, please make sure your Name or Other Name in ProView matches the name associated with your Individual NPI in the NPPES Registry.*** – Please review the Individual NPI that you have entered. There might be a typographical error that has caused the mismatch.

Providers who have previously indicated that they do not have a Type 1 NPI will be prompted to review this question again to see if it now applies to them.

Have you received your Individual NPI yet?

At your last attestation you indicated that you had not yet received your NPI. If you have received it, please update your record.

*** Individual NPI**

The Individual (Type 1) NPI is used by Participating Organizations and other entities to accurately and efficiently identify you. If you do not know your NPI or you need to request one, visit the [NPPES NPI Registry](#).

I do not have an Individual NPI

*** Reason for not having an NPI:**

I have not received my Individual NPI yet.
 Other - Please explain

Confirm & Continue

This will appear on the Personal Information page once every 24 hours to confirm this response is still accurate for the provider.

The Correct Errors page will also display the NPI confirmation error once every 24 hours.

Correct Errors

Preview has identified items in your profile that need attention. You must address these items before you attest.

REQUIRED FIXES

Personal Information

Sub Section	Field	Error	Action
Personal Information	National Provider Identifier (NPI) Type 1	At your last attestation you indicated that you had not yet received your NPI. If you have received it, please update your record.	Update I have not received my NPI

For Providers whose Provider Type is either MD, DO, NP, or DMD with Inpatient/Outpatient or Outpatient Only as the Practice Setting, the Primary Practice State and each of the other Practice States (in case of multi-state Providers) should have a matching value populated for the State field in the General information section for any active Practice Location (where you answered Yes to the question: *Do you practice at this location?*). There will be an error for each Practice State that does not match an active Practice Location.

Personal Information			
Sub Section	Field	Error	Action
Personal Information	Practice State	You have selected New York as a practice state but you have not indicated that you practice at a location in New York. Please add a practice location in New York or remove New York as a practice state.	Update Practice Locations Update Practice States Ignore

On the screenshot above, the practice state on the account is Colorado but there is no active practice location in Colorado listed in the profile. The Provider is required to either add an active practice location in Colorado or remove Colorado as a primary practice state, whichever is applicable.

- The *Update Practice States* hyperlink in the error links to the Personal Information Page. Once the user has clicked the hyperlink, the following error is displayed on the top of the Personal Information Page, in red text:

You have selected {Primary Practice State or Practice State} as a practice state but you have not indicated that you practice at a location in {Primary Practice State or Practice State}. Please add a practice location in {Primary Practice State or Practice State} or remove {Primary Practice State or Practice State} as a practice state.

PERSONAL INFORMATION

- You have indicated that you practice at a location in Massachusetts but you have not selected Massachusetts as a practice state. Please select Massachusetts as a practice state or indicate that you do not practice at this location.
- You have selected New York as a practice state but you have not indicated that you practice at a location in New York. Please add a practice location in New York or remove New York as a practice state.

⇌ Import

* Required fields are indicated with a red asterisk. All other fields are optional.

- If you add a practice location to match the Practice State, and click "**Save and Continue**", you will be redirected to the Correct Errors Page and will no longer see the error.

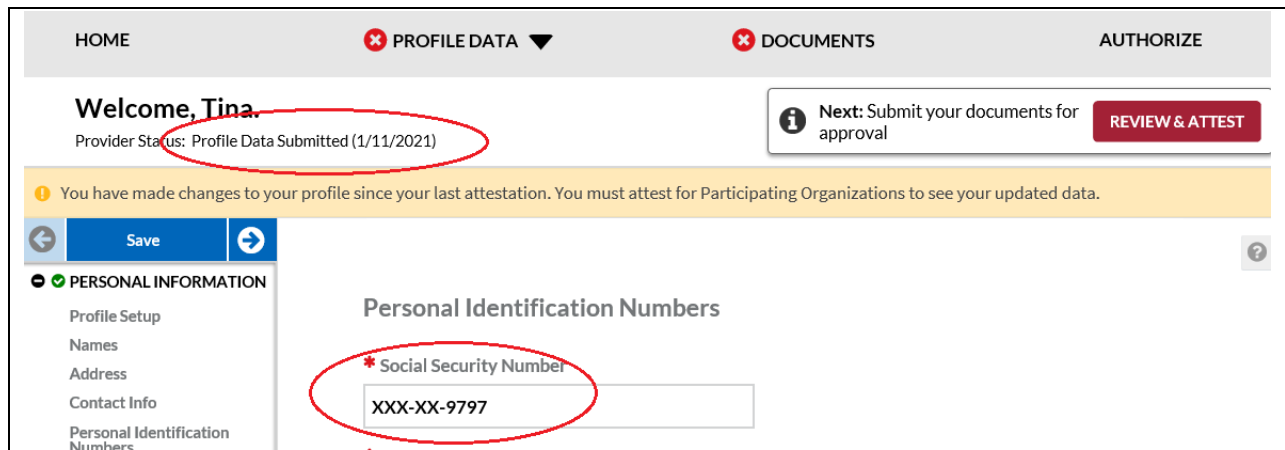
- The **Ignore** hyperlink in the error links to the Ignore pop-up that already exists for Address Standardization. The pop-up should have the same functionality, i.e., if the user clicks the "Yes" button, the error is removed from the Correct Errors Page.
- You are **required to either fix the error or click Ignore** and then click "Yes" in the pop-up so that the error disappears on the Correct Errors Page, and you will be able to attest.

Editing SSN and DOB

With the aim of providing enhanced security for provider profiles, CAQH ProView has been updated with Lock Provider Demographic Information functionality. This document provides guidance on when you can edit your SSN and DOB

Below are the details of the changes:

- Providers who have attested for the first time and thereafter will no longer be permitted to change their Social Security Number and Date of Birth. The SSN and DOB fields will be read-only after the first attestation.



Demographics

* Gender Identity I do not have this information. * Birth Date

Male 12/27/1985

I identify as transgender. ⓘ

Birth City Birth State

Birth Country

- Helpful information is located in CAQH ProView help tab under the "Why are the Social Security Number and Date of Birth fields read-only?" question.

Name

* First Name Middle Name

* Last Name Suffix

Other Names

Please include variations of your name that may be associated with your license, degree, or individual NPI.

Add other names you have used.

▶ How do I upload a document?

▼ **Why are the Social Security Number and Date of Birth fields read-only?**

This field cannot be edited. Please contact the Help Desk if you need assistance.

▶ Can I select "Military/Federal only" if I also work in an Inpatient/Outpatient, Outpatient Only, or Inpatient Only settings?

- Providers who have never attested in CAQH ProView will be able to edit the SSN and DOB fields.

Personal Identification Numbers

*** Social Security Number**

820-22-9200

*** Individual NPI**

The Individual (Type 1) NPI is used by Participating Organizations and other entities to accurately and efficiently identify you. If you do not know your NPI or you need to request one, visit the [NPPES NPI Registry](#).

9282820282

I do not have an Individual NPI

Foreign National Identification Number

+ Add Add FNIN

Unique Physician Identification Number

+ Add Add UPIN

Foreign National Identification Number

+ Add Add FNIN

Unique Physician Identification Number

+ Add Add UPIN

Demographics

*** Gender Identity** I do not have this information.

Male

I identify as transgender. ⓘ

Birth City

December 1985						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today

12/27/1985

Birth State

Select

- Demographics
 - Gender Identity
 - Birth Date
 - Birth City
 - Birth State
 - Birth Country

Demographics

*** Gender Identity** I do not have this information.

I identify as transgender.

*** Birth Date**

Birth City

Birth State

Birth Country

- Race/Ethnicity – Select the options that apply. You may click the Add button to provide additional detail about your background.

*** Race/Ethnicity**

The following options are based on the industry standard, [FHIR](#). **Select all that apply.**

American Indian or Alaska Native

Asian (Asian Indian, Bangladeshi, Bhutanese...)

Black or African American (Black, African American, African...)

Hispanic or Latino (Spaniard, Mexican, Central American...)

Native Hawaiian or Other Pacific Islander (Polynesian, Micronesian, Melanesian)

White (European, Middle Eastern or North African, Arab)

Prefer Not to Say

I do not have the information to answer.

Add to provide additional detail about your background.

If desired, please specify further. ✕

Specifying which race/ethnicities you identify with is optional. Select all that apply.

American Indian or Alaska Native

American Indian

Alaska Native

[Continue](#) [Not Now](#)

○ Languages

Languages ⓘ

Non-English Languages Spoken by Provider

Professional IDs

The Professional ID section requests that you enter all professional identification numbers and upload any applicable supporting documentation. If you have questions on uploading your documentation, refer to *Chapter 6: Uploading Supporting Documentation*.

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left hand navigation will also save your information.
- Select “Add” to enter additional medical licenses or other professional identification numbers.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

The screenshot shows the CAQH ProView interface for a provider named Tina. The top navigation bar includes 'HOME', 'PROFILE DATA', 'DOCUMENTS', and 'AUTHORIZE'. A welcome message and a 'REVIEW & ATTEST' button are visible. A yellow banner indicates profile changes since the last attestation. The left sidebar lists various profile sections, with 'PROFESSIONAL IDS' selected. The main content area is titled 'PROFESSIONAL IDS' and includes an 'Import' button. A note states that required fields are marked with a red asterisk. Below this, the 'Professional License' section explains that license numbers should be added for each practice state. A table displays the following data:

License State	Currently Practicing	License Number	Expiration Date	
AZ	Yes	28208202	01/24/2022	Edit Delete

At the bottom of the table area, there is a pagination indicator '1 of 1 pages (1 items)' and an 'Add' button with the text 'Add another Professional License'.

Professional License
Please add a license number for each of the practice states you listed in the [Personal Information](#) section of your profile.

License State	Currently Practicing	License Number	Expiration Date	
OH	No	1234568905	03/04/2021	Edit Delete
OH	No	1234568905	03/04/2021	Edit Delete

1 of 1 pages (2 items)

[+ Add](#) Add another Professional License

The Professional IDs page has been redesigned to improve CAQH ProView user experience for all providers.

The following professional identification numbers are requested.

- Medical License
 - You must enter all state medical licenses you currently hold or have held as issued by a U.S. or Canadian licensing authority.
 - You will only be allowed enter numbers, letters, dashes and periods in the License Number field.
 - Professional licenses will be displayed in the form of a grid displaying the License State, Currently Practicing (Yes or No), License Number, and Expiration Date.
 - Click the Edit link to update the license details.
 - Click the Delete link to remove the license record.
 - Click the Add button to add a professional license record.

- DEA Registration – Drug Enforcement Administration
 - DEA eligible providers are required to enter their DEA details by clicking the Add button.

Drug Enforcement Administration (DEA) Registration

Add a DEA Registration [+ Add](#)

I do not prescribe

- Those who choose not to prescribe should click the checkbox for "I do not prescribe", select the reason for not having a DEA Registration, and indicate an Alternate Prescriber Name if there is any.

Drug Enforcement Administration (DEA) Registration ⓘ

Add a DEA Registration ➕ Add

I do not prescribe

Reason for not having DEA Registration

Select ▼

Alternate Prescriber Name ⓘ

If you choose "My patients do not require controlled substances", you will be required to provide more information.

I do not prescribe controlled substances

Reason for not having DEA Registration

My patients do not require controlled subst ▼

*** More Information**

I do not prescribe controlled substances for my patients. If I determine that a patient may require a controlled substance, I refer the patient to their PCP or to another practitioner for evaluation and management.

Other


Please select a value

Alternate Prescriber Name ⓘ

If you select "Other", you will be required to provide an explanation.

I do not prescribe controlled substances

Reason for not having DEA Registration

My patients do not require controlled subst 


*** More Information**

I do not prescribe controlled substances for my patients. If I determine that a patient may require a controlled substance, I refer the patient to their PCP or to another practitioner for evaluation and management.

Other

*** Please Explain**

Please enter the field


Alternate Prescriber Name 


test


DEA eligible providers can now indicate if they have a Buprenorphine Waiver by clicking the checkbox for I have a Buprenorphine Waiver when adding a new DEA record or editing an existing record.

Drug Enforcement Administration (DEA) Registration

*** DEA Number**

*** State** 

Issue Date 

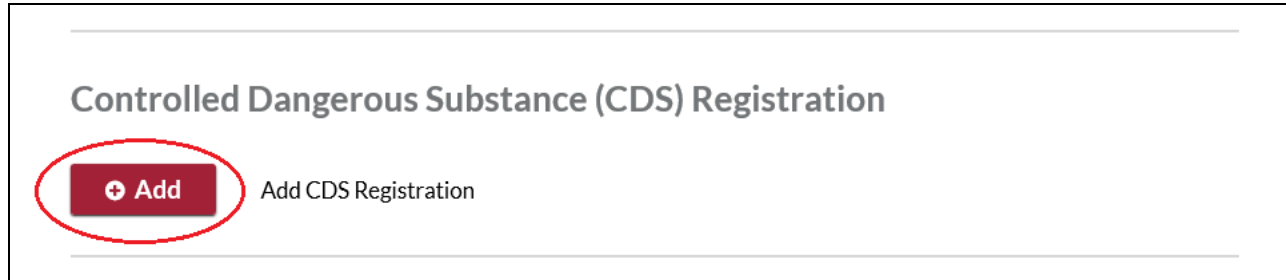
*** Expiration Date** 

I have a Buprenorphine Waiver

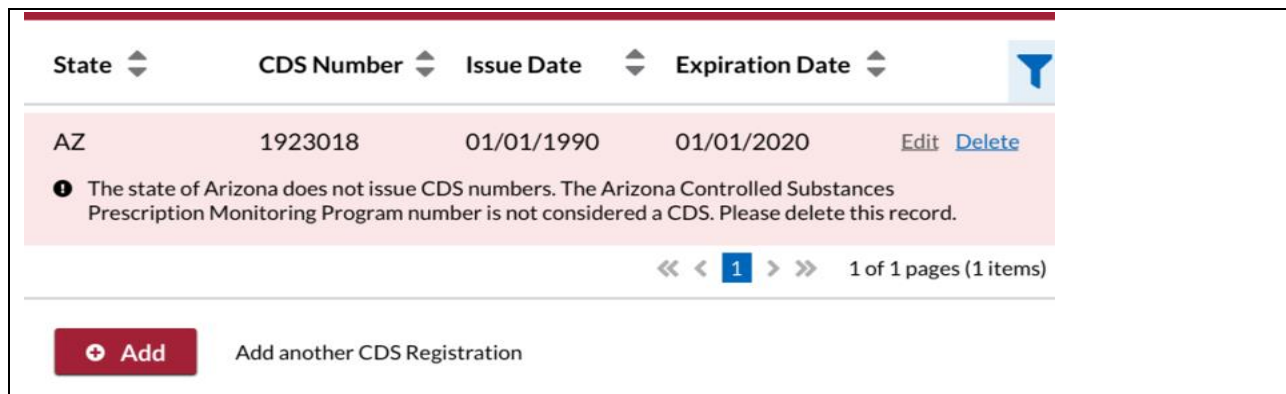
Buprenorphine is used in medication-assisted treatment (MAT) to treat Opioid Use Disorder. For Information on how to receive a practitioner waiver to prescribe or dispense buprenorphine, visit the [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#)

[Not Now](#)

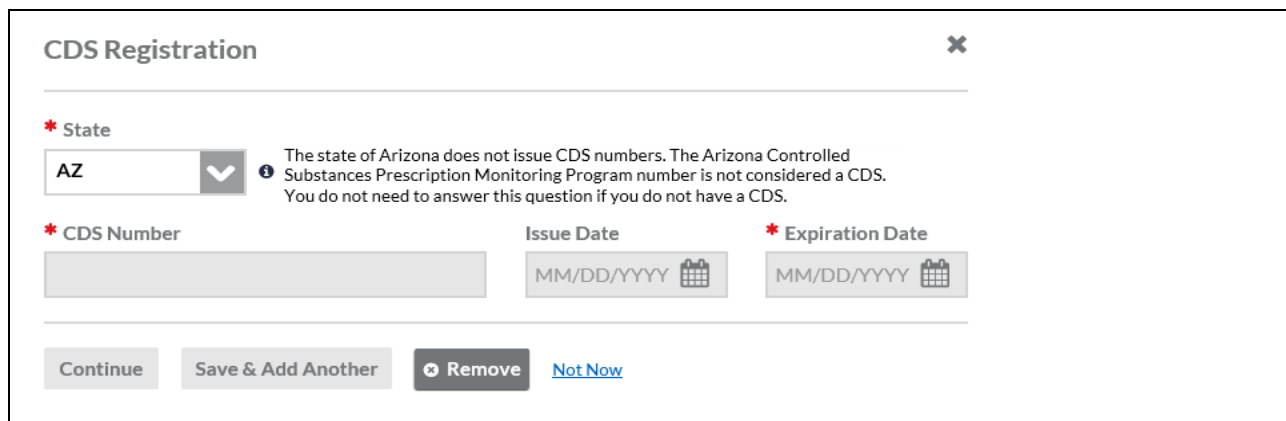
- CDS Registration – Controlled Dangerous Substance
 - Click the Add button to add a CDS Registration record



Providers practicing in AZ are not required to enter a CDS record. Providers who have previously entered a CDS for AZ will be prompted to delete the record the next time they log in.



If you are a new provider trying to add a CDS record for AZ, you will be prompted with the following message.



- Medicaid
- Medicare
- ECFMG

- This is a certificate issued by the Education Commission for Foreign Medical Graduates and applies to US Citizens who graduated from a Medical School outside the United States.
- USMLE – United States Medical Learning Examination
 - The United States Medical Learning Examination is a physician assessment required for physician licensing in the United States.

Education & Professional Training

The Education section and the Professional Training section have been combined to improve CAQH ProView user experience for all providers.

"Education and Professional Training" will replace the "Education" and "Professional Training" menu items in the drop down under "Profile Data" at the top of the page and on the left navigation menu.

The screenshot displays the CAQH ProView interface. At the top, there are navigation tabs: HOME, PROFILE DATA (with a dropdown arrow), DOCUMENTS, and AUTHORIZE. Below the tabs, a welcome message is visible, along with a notification: "Next: Submit your documents for approval" and a "REVIEW & ATTEST" button. A yellow banner states: "You must attest for Participating Organizations to see your updated data." The left sidebar contains a navigation menu with items like PERSONAL INFORMATION, PROFESSIONAL IDS, EDUCATION & PROFESSIONAL TRAINING (highlighted), SPECIALTIES, PRACTICE LOCATIONS, HOSPITAL AFFILIATIONS, CREDENTIALING CONTACTS, PROFESSIONAL LIABILITY INSURANCE, EMPLOYMENT INFORMATION, PROFESSIONAL REFERENCES, and DISCLOSURE. The main content area is titled "PROFESSIONAL TRAINING" and includes a message: "Professional Training now links to Employment Information". Below this, there is a section for "Enter an education record" with an "Add" button. A table lists an education record: Associate in Nursing (ASN) from American College of Traditional Chinese Medicine, dated May 2016 to May 2019, in San Francisco, CA. The record has "Edit" and "Remove" buttons.

The Education information will be placed at the top section of the page. The Education section requests information regarding your education history, including your professional and undergraduate school information.

← Save →

- ✓ PERSONAL INFORMATION
- ✓ PROFESSIONAL IDS
- ✓ EDUCATION & PROFESSIONAL TRAINING
- ✗ SPECIALTIES
- ✓ PRACTICE LOCATIONS
- ✓ HOSPITAL AFFILIATIONS
- CREENTIALING CONTACTS
- ✓ PROFESSIONAL LIABILITY INSURANCE
- ✓ EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- ✓ DISCLOSURE

EDUCATION & PROFESSIONAL TRAINING

* Required fields are indicated with a red asterisk. All other fields are optional.

Education

Education and Professional Training now links to Employment Information

i Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records in your Employment Information section.

Enter an education record ➕ Add

Associate in Nursing (ASN)	American College of Traditional Chinese Medicine May 2016 to May 2019 San Francisco , CA	✎ Edit 🗑 Remove
----------------------------	--	---

Professional Training

Please enter information about your internship, residency, or other training programs. Please be specific as possible when entering contact information as it will be used by your authorized health plans/organizations to verify your training.

Enter a professional training record ➕ Add

Other	December 2018 to September 2020	✎ Edit 🗑 Remove
-------	---------------------------------	---

Tips:

- If you need assistance, please access the “?” link that is displayed on the right-hand side of the screen.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.
- Click on “Add” to add additional education record as necessary.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

EDUCATION

Import

* Required fields are indicated with a red asterisk. All other fields are optional.

* Education Type

Undergraduate

Professional School ⓘ

Fifth Pathway

Country: --Select--

* State: --Select--

County: --Select--

* Professional School

--Select-- Other (Not Listed)

* Degree ⓘ

--Select--

Area of Training / Course of Study / Major

* Start Date:

* End Date:

* Did you graduate (or will you graduate within 90 days) from this school?

Yes

No

When you add a new record or access an existing record, you will see a new “Education Type” field. Beneath this field, there are 3 radio buttons for Undergraduate, Professional School, and Fifth Pathway.

EDUCATION ⇌ Import

***** Required fields are indicated with a red asterisk. All other fields are optional.

*** Education Type**

Undergraduate

Professional School ⓘ

Fifth Pathway

Country

*** State**

County

*** Professional School**

 Other (Not Listed)

Address

2700 W Anderson Ln,
Austin,78757

PhoneNumber

FaxNumber

*** Degree**

When creating a new education record, the Education Type Name value will default to Professional School. Hover over the tooltip for additional information and instructions.

EDUCATION ⇌ Import

***** Required fields are indicated with a red asterisk. All other fields are optional.

*** Education Type**

Undergraduate

Professional School ⓘ

Fifth Pathway

Select if you received a graduate degree that prepared you for your current professional role.

Country

*** State**

County

*** Professional School**

 Other (Not Listed)

When creating a new education record, the country should default to United States. If you select Fifth Pathway as the Education Type, United States should be the only option. When you select Undergraduate as the Education Type, no fields are required.

Note: Providers who have previously saved education records will not be subject to additional field requirements.

The Professional Training subsections are listed below:

- Internship
 - Include any incomplete internship programs.
- Residency
 - Include any incomplete residency programs.
 - If your training program was Rotating or Transitional, please enter a separate entry for each rotation. For credentialing, the health plans need to know the specifics of each rotation including the specialty or department and the time associated with each.
- Fellowship
 - The period of medical training in the United States and Canada that a physician or dentist may undertake after completing a specialty training program (residency)
- Faculty Positions/Academic Appointments

Click the Add button to add a Professional Training section

← Save →

- ✓ PERSONAL INFORMATION
- ✓ PROFESSIONAL IDS
- ✓ EDUCATION & PROFESSIONAL TRAINING
- ✗ SPECIALTIES
- ✓ PRACTICE LOCATIONS
- ✓ HOSPITAL AFFILIATIONS
- CREREDENTIALING CONTACTS
- ✓ PROFESSIONAL LIABILITY INSURANCE
- ✓ EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- ✓ DISCLOSURE

EDUCATION & PROFESSIONAL TRAINING

* Required fields are indicated with a red asterisk. All other fields are optional.

Please review the missing information highlighted below.

- Please enter at least one education record.

Education

Education and Professional Training now links to Employment Information

i Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records in your Employment Information section.

*Please enter at least one education record **Add**

Professional Training

Please enter information about your internship, residency, or other training programs. Please be specific as possible when entering contact information as it will be used by your authorized health plans/organizations to verify your training.

Enter a professional training record **Add**

You will be directed to a page where you can enter your Professional Training details.

PROFESSIONAL TRAINING Import ?

*** Required fields are indicated with a red asterisk. All other fields are optional.**

*** Training Type**
Internship

Country: --Select-- State: --Select-- County: --Select--

*** Institution/Hospital Name**
--Select-- Other (Not Listed)

Affiliated University
--Select-- Other (Not Listed)

Email Address

*** Start Date** MM/YYYY *** End Date** MM/YYYY

Type of Program
--Select--

*** Department** **Specialty** --Select--

Name of Director

*** Did you complete (or will you complete within the next 90 days) the training program at this institution?**
 Yes
 No

If there are existing records for these 2 sections, the user shall be able to Edit or Remove the existing record/s.

EDUCATION & PROFESSIONAL TRAINING

* Required fields are indicated with a red asterisk. All other fields are optional.

Education

Education and Professional Training now links to Employment Information
 Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records in your Employment Information section.

Enter an education record Add

Associate in Applied Science (AAS)	Academy of Oriental Medicine At Austin September 2019 to September 2020 Austin , TX	Edit Remove
------------------------------------	---	--

Professional Training

Please enter information about your internship, residency, or other training programs. Please be specific as possible when entering contact information as it will be used by your authorized health plans/organizations to verify your training.

Enter a professional training record Add

Internship	Abraham Lincoln Memorial Hospital January 2016 to February 2017 Lincoln , IL	Edit Remove
Residency	Adventist Health Glendale June 2019 to June 2020 Los Angeles , CA	Edit Remove

Have you completed cultural competency training?

Cultural Competence Training, often referred to as cultural and linguistically appropriate services (CLAS), can help reduce health disparities and improve health equity. To find training opportunities, [click here](#).

Yes
 No

Save and Go Back Save Save & Continue

- The user should add at least 1 education record.
- The Degree will be displayed on the left side of the card instead of the Education Type name value (Undergraduate, Professional School, and Fifth Pathway)
- Fifth pathway will be displayed as a tag in the card.
- The cards will be displayed in reverse chronological order of the end date for the education and professional training. The record with the newest end date is displayed first.
- All education/training records without an end date will be displayed in the end, in the reverse chronological order of creation date. The last record created is displayed first.
- The portal will display the Training Type (Internship, Fellowship, Residency, and others in the Professional Training tile.)

Specialties

The Specialties section requests information regarding your specialties and certification information. Specialties and Certifying Boards are based on the NUCC Grouping that you have selected in the Personal Information section.

PERSONAL INFORMATION ⇌ Import

* Required fields are indicated with a red asterisk. All other fields are optional.

Profile Setup

Please confirm your NUCC Grouping, Provider Type, Practice Setting, and Practice State so that your CAQH ProView profile can be customized for your situation. The answers you provide will determine which fields display and are required.

* **NUCC Grouping**

Chiropractic Providers

* **Do you have any specialties?**

Yes
 No

* **Primary Specialty**

Chiropractor (111N00000X)

[Select]

Chiropractor (111N00000X)

Chiropractor, Independent Medical Examiner (111NI0013X)

Chiropractor, Internist (111NI0900X)

Chiropractor, Neurology (111NN0400X)

Chiropractor, Nutrition (111NN1001X)

HMO
PPO
POS

ard Certified" title recognizes
is certification process is
ded to apply for a license to

Yes No
 Yes No

The taxonomy codes corresponding to the specialties will help you confirm if you have selected the correct specialty. The same details will also be displayed on your Data Summary.

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left hand navigation will also save your information.
- Click on “Add” to add additional specialties as necessary.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

Note: Providers whose provider type is either MD, DO, DDS, or DMD will be required to select a primary specialty.

Primary Specialty

* Primary Specialty

[Select]

[Select]

Allergy & Immunology (207K00000X)

Allergy & Immunology, Allergy (207KA0200X)

Allergy & Immunology, Clinical & Laboratory Immunology (207KI0005X)

Anesthesiology (207L00000X)

Anesthesiology, Addiction Medicine (207LA0401X)

primary specialty?

Yes No

Yes No

HMO

PPO

POS

Board Certified" title recognizes
is certification process is
ded to apply for a license to

- You are now asked to respond to this question: *Does your board certification have an expiration date?*

SPECIALTIES

- Primary Specialty
- Secondary Specialty
- Additional Specialty
- Failed Board Examination
- Certifications
- Clinical Practice
- Other Interests
- Other Professional Activities
- Special Experience, Skills and Training

* Initial Certification Date
01/10/2020

* Does your board certification have an expiration date?
 Yes
 No
 Please select a value

Do you wish to be listed in the directory under this secondary specialty?

<input type="radio"/> Yes	<input type="radio"/> No	HMO
<input type="radio"/> Yes	<input type="radio"/> No	PPO
<input type="radio"/> Yes	<input type="radio"/> No	POS

- If you responded with a Yes, the Expiration Date field and the last Recertification date fields will be required.

SPECIALTIES

- Primary Specialty
- Secondary Specialty
- Additional Specialty
- Failed Board Examination
- Certifications
- Clinical Practice
- Other Interests
- Other Professional Activities
- Special Experience, Skills and Training

* Initial Certification Date
01/10/2020

* Does your board certification have an expiration date?
 Yes
 No

* Expiration Date
MM/DD/YYYY

* Last Recertification Date
MM/DD/YYYY

The specialties that are included in the drop-down list are collected from the National Uniform Claim Committee (www.nucc.org). If you cannot locate your specialty in this list, select the specialty that is most appropriate for your practice. If your specialty is not listed, you may enter it in the “Areas of Other Interest”, which is towards the bottom of the “Specialty” page.

The subsections are listed below and may vary based on your practice state.

- Primary Specialty
- Secondary Specialty
- Additional Specialty
- Board Examination – dynamically displayed/hidden based on your entries
- Certifications – The system will ask if you have received any of the following certifications. Additional information regarding each certification is provided below for your reference.
 - CPR - Cardio-Pulmonary Resuscitation certification:** Community level classes concentrate on performing CPR on adults and older children. Some also include AED training, which teaches how to use the electronic defibrillation unit on heart attack victims. Professional level classes are

designed for health care professionals, ski patrol, police, firefighters and emergency medical technicians. These classes teach all the skills previously mentioned, as well as removal of airway obstructions for victims of all ages. Other skills are also included in these classes, including inserting tubes to keep the airway open, using an oxygen tank, artificial breathing apparatuses and techniques for performing two-person CPR.

- **BLS - Basic Life Support Certification:** Basic Life Support (BLS) certification is a relatively short training course required of many health professionals to help revive, resuscitate, or sustain a person who is experiencing cardiac arrest or respiratory failure of some sort. This could include a drowning victim, heart attack or stroke patient, or any scenario where breathing or heartbeats have been compromised.
- **ACLS - Advanced Cardiovascular Life Support Certification:** ACLS is an acronym for Advanced Cardiovascular Life Support. This certification is required of many healthcare providers who will be interacting with patients. Like its name implies, ACLS is usually required of more advanced medical professionals, as it does include some invasive procedures, unlike Basic Life Support (BLS), which is required of almost all healthcare professionals.
- **ALSO - Advanced Life Support in OB Certification:** Advanced Life Support in Obstetrics (ALSO[®]) is an evidence-based multidisciplinary training program that prepares maternity health care providers to better manage obstetric emergencies when and wherever they occur. ALSO's evidence-based learning path bridges knowledge gaps and boosts skill sets using a team-based approach, hands-on training, and mnemonics to reduce errors and save lives.
- **Health Care Provider (Core)**
- **ATLS - Advanced Trauma Life Support Certification:** Advanced Trauma Life Support (ATLS) is a training program for medical providers (MD/DO/DPM/PA/NP/CO) in the management of acute trauma cases, developed by the American College of Surgeons. Similar programs exist for nurses (ATCN) and paramedics (PHTLS). The program has been adopted worldwide in over 60 countries, sometimes under the name of Early Management of Severe Trauma (EMST), especially outside North America. Its goal is to teach a simplified and standardized approach to trauma patients. Originally designed for emergency situations where only one doctor and one nurse are present, ATLS is now widely accepted as the standard of care for initial assessment and treatment in trauma centers. The premise of the ATLS program is to treat the greatest threat to life first. It also advocates that the lack of a definitive diagnosis and a detailed history should not slow the application of indicated treatment for life-threatening injury, with the most time-critical interventions performed early.

- **NRP – Neonatal Resuscitation Program certification:** NRP was developed and is maintained by the American Academy of Pediatrics. This program focuses on basic resuscitation skills for newly born infants.
- **NALS - Neonatal Advanced Life Support certification:** NALS training, administered by the American Academy of Physician Assistants, delivers the same syllabus as NRP, has similar flexibility in its format, and equips trainees with identical knowledge and skills.
- **PALS - Pediatric Advanced Life Support Certification:** The PALS Course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements.
- **Anesthesia Permit**
 - Other Interests
 - Professional Associations: A professional association or professional society is usually an organization seeking to further a particular profession and the interests of individuals engaged in that profession. This is the section where you specify which Medical Professional Associations and Societies you are affiliated to. You can add more than one association to the list.

The Special Experience, Skills and Training subsection previously was only available to providers completing the MA application. Beginning June 8, 2020, all applications will include Special Experience, Skills and Training under Specialties section.

Special Experience, Skills and Training

Please select one or more special experience, skills and training that apply from the list below:

Patient populations

- Adolescents
- Children
- Children in the Care or Custody of DCF (Department of Children and Families)
- Child Welfare
- Homelessness
- Lesbian, Gay, Bisexual, Transgender (LGBT) Issues
- Youth Affiliated With DYS (Department of Youth Services) Either Detained or Committed

Physical Conditions

- Blindness Or Visual Impairment
- Deafness Or Hard-of-hearing
- People with Disabilities
- Physical Disabilities

Behavioral Conditions

- Anger Issues
- Anxiety
- Attention Deficit/Hyperactivity Disorder (ADHD)
- Bipolar Disorder
- Depression
- Gender Dysphoria
- Geriatric Behavioral Health
- Obsessive Compulsive Disorder (OCD)
- Serious Mental Illness
- Sleep Disorders
- Substance Abuse
- Trauma

Therapeutic Methods and Tools

- Dialectical Behavioral Therapy (DBT)
- Group Therapy
- Marriage and Family Therapy
- Medical Illness and Therapy
- Medication Management and Therapy
- Neuropsychological Testing (Adolescents)
- Neuropsychological Testing (Children)
- Play Therapy
- Postpartum Depression and/or Psychosis
- Psychological Testing (Adolescents)
- Psychological Testing (Children)

Additional Experience, Skills or Training

- Autism Spectrum Disorders
- Chronic Illness
- Co-occurring Disorders
- HIV/AIDS
- Other

Gender Identity Disorder has been changed to Gender Dysphoria.

Practice Locations

The Practice Locations section asks for detailed information regarding your practice location(s).

A Practice Location summary table will be displayed on the Practice Locations start page.

- The table contains the following column headers:
 - Physician Group/Practice Name
 - Tax ID – All Tax IDs associated with the practice location will be displayed with a line break.
 - Location – displays the general address and phone number for the practice location; Address 1 and Address 2, City, State ZIP, Phone
 - Actions – Edit and Archive

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Go Back Save & Continue

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS**
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

PRACTICE LOCATIONS

* Required fields are indicated with a red asterisk. All other fields are optional.

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations Import

Add practice location Add

Primary Practice

Test Test Test, CA 33833-8033	Tax ID 29-2792928	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
---	-----------------------------	---	---

Save and Go Back Save & Continue

A message will be displayed to indicate that a record has an error.

Go Back Save & Continue

- PERSONAL INFORMATION**
- PROFESSIONAL IDS**
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS**
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION**
- PROFESSIONAL REFERENCES
- DISCLOSURE
- AUTHORIZE

PRACTICE LOCATIONS

* Required fields are indicated with a red asterisk. All other fields are optional.

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations Import

Add practice location Add

Primary Practice

Test Test, Test Test, CA 09282-8022	Tax ID	*Affiliation Response required	Edit Archive
---	---------------	--	---

Please review and correct the error(s) in this record.

Save and Go Back Save & Continue

If you have not indicated your affiliation with this location, the following will appear in red font in the Physician Group/Practice Name column: *“Response required”*

Primary Practice			
Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
Test1 111 st san jose, CA 11111	Tax ID 12-3445676	*Affiliation Response required	Edit Archive

If you have selected Office Type = Primary Practice for one or more practice locations, that practice location/s will be outlined with a bright blue line. On the top right side of the row, a blue chevron that says, “Primary Practice” will also be displayed. The practice location tagged as primary will appear first in the list.

HOME
✖ PROFILE DATA ▼
✖ DOCUMENTS
AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval [REVIEW & ATTEST](#)

! You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Go Back
Save & Continue

- + ✔ PERSONAL INFORMATION
- + ✔ PROFESSIONAL IDS
- + ✔ EDUCATION & PROFESSIONAL TRAINING
- + ✖ SPECIALTIES
- + ✔ **PRACTICE LOCATIONS**
- + ✔ HOSPITAL AFFILIATIONS
- + ✔ CREDENTIALING CONTACTS
- + ✔ PROFESSIONAL LIABILITY INSURANCE
- + ✔ EMPLOYMENT INFORMATION
- + ✔ PROFESSIONAL REFERENCES
- + ✔ DISCLOSURE

PRACTICE LOCATIONS

* Required fields are indicated with a red asterisk. All other fields are optional.

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

[Import](#)

[Add](#)

Primary Practice

Test Test Test, CA 33833-8033	Tax ID 29-2792928	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
---	-----------------------------	---	---

[Save and Go Back](#)
[Save & Continue](#)

The Help text on the Practice Location start page will guide you through completing this section of your application.

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.
- Select “Add” to enter information for a practice location.
- Select “Edit” to edit the information within a practice location.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

An error icon will be displayed indicating which tab the error is located on and display the validation error message at the top of the page in the record.

The screenshot shows the 'PRACTICE LOCATION' record page. On the left is a navigation menu with tabs: PERSONAL INFORMATION, PROFESSIONAL IDS, EDUCATION & PROFESSIONAL TRAINING, SPECIALTIES, PRACTICE LOCATIONS (selected), HOSPITAL AFFILIATIONS, CREDENTIALING CONTACTS, PROFESSIONAL LIABILITY INSURANCE, and EMPLOYMENT INFORMATION. The main content area has three tabs: Practice Details, Provider at the Location, and Services and Resources. The Practice Details tab is active and contains a red error icon. A red box highlights a message: 'Please review the missing information highlighted below. • Please enter the field labeled, "Tax ID" • Please enter the field labeled, "Type of Tax ID?"'. Below this is a dropdown menu for 'Copy Practice Details from another location' with 'Select' chosen. A 'Back to List' button is in the top right.

The Practice Locations page has been redesigned to improve CAQH ProView user experience for all providers. There were 6 tabs within the practice location record namely General Information, Hours, Coverage & Contact, Practice Limitations, Accessibility, and Services. We have compressed them into 3: Practice Details, Provider at the Location, and Services and Resources.

The detailed screenshot shows the 'PRACTICE LOCATION' form. It includes a 'Back to List' button in the top right. The record information is: Test, 123 ST, ADVANCE, NC 27006. The 'Practice Details' tab is active. A red asterisk indicates required fields. A dropdown menu for 'Copy Practice Details from another location' is set to 'Select'. The 'Practice Location Name' field contains 'Test'. The 'Location Address' section includes a 'Street 1' field with '123 st' and a checkbox for 'I have a Building, Suite, or Office to add'. The 'City' field contains 'advance', 'State' is 'NC', and 'Zip Code' is '27006'. The 'Country' field is 'United States' and the 'County' field is '--Select--'. There are empty fields for 'Practice Location Email Address' and 'Practice Location Website'.

The Copy function has been added to the practice location section to make data entry as easy as possible. The copy function will be available on each tab of the practice location. Providers can now copy each section from one location to the other as long as the Tax ID is different from each practice location.

- Providers can copy information from active and archived locations.
- Providers can only copy location with the same address but different Tax ID.
- Providers can only copy tab-specific (Practice Details, Provider at the Location, and Services and Resources) information from one location record to another.
- Copying practice location information from different state can be done but state specific information will be asked as an additional required fix.
- Copied archived locations should not copy the *Do you practice at this location?* or the *Describe your affiliation with this location* question response. These fields are required to be completed by the provider.

The screenshot shows the 'PRACTICE LOCATION' form for 'Tina Dee Clinic, CA'. It has three tabs: 'Practice Details', 'Provider at the Location', and 'Services and Resources'. A 'Back to List' button is in the top right. A note states: '* Required fields are indicated with a red asterisk. All other fields are optional.' Below this is a section titled 'Copy Practice Details from another location' with a dropdown menu showing 'Tina Dee Clinic, 98-0988098'. A red-bordered box highlights a yellow error message: 'ⓘ This is a duplicate of another location record in your profile. To save this location, you will need to update either the Location Address and/or the Tax ID.' Below the error is a required field 'Practice Location Name ⓘ' with a text input containing 'Tina Dee Clinic'.

- A Duplicate error message will prompt the provider if the information added has the same practice address and Tax ID with the existing record.
- Providers must change the location address and/or the Tax ID to correct the error.

Practice Details

The Practice Details tab includes the following:

- Practice Location Name - the practice name that is referenced when a patient calls to make an appointment
- Location Address - the exact address that patients use to find the practice and the address the plans often publish in their directories; this includes the following: Street1, City, State, Zip Code, Country, County, Practice Location E-mail Address, and Practice Location Website

ALL practice location addresses in your profile will undergo USPS address standardization. When you edit or add an address, you will be asked to confirm whether the suggested address is correct.

Note: PO Box information will not be accepted on the practice location address fields. Valid characters for Practice Name/City and Street 1 & 2 are limited to space, Aa-Zz, 0-9, and the following special characters # - . , ' /&.

PRACTICE LOCATION

[← Back to List](#)

Test
123 ST
ADVANCE, NC 27006

Practice Details Provider at the Location Services and Resources

* Required fields are indicated with a red asterisk. All other fields are optional.

Copy Practice Details from another location

Select ▼

* Practice Location Name ⓘ

Test

Virtual-only Location

If this is a virtual-only location that is never accessible to patients, select the option below. If you sometimes see patients here, do not select this option.

This is a virtual-only location


* State

NC ▼

Practice Location Email Address ⓘ Practice Location Website

Providers with the NUCC Grouping of Behavioral Health & Social Service Providers will be allowed to indicate whether the practice location is virtual-only and that is never accessible to patients.

Copy Practice Details from another location

Select 

*** Practice Location Name** ⓘ

Test

Virtual-only Location

If this is a virtual-only location that is never accessible to patients, select the option below. If you sometimes see patients here, do not select this option.

This is a virtual-only location


Location Address

Provide the exact address that patients use to find this practice. Plans will often publish this address in their directories.


*** Street 1**
(Example: 123 Main st., 123 Main Street NW)


I have a Building, Suite, or Office to add

*** City**

*** State** 

*** Zip Code**

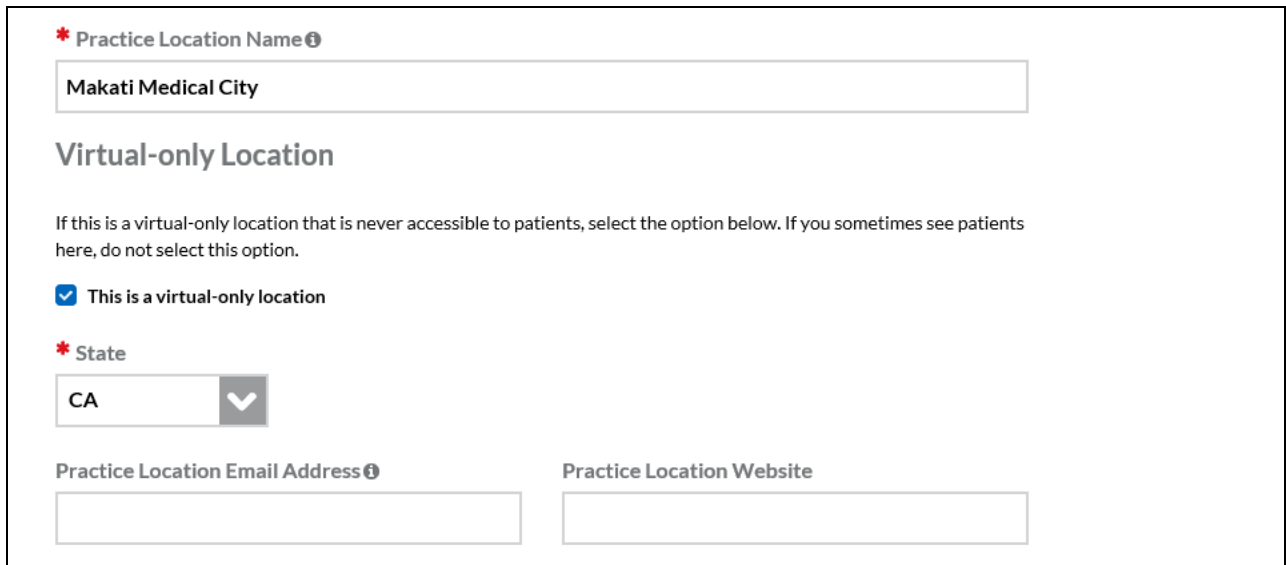
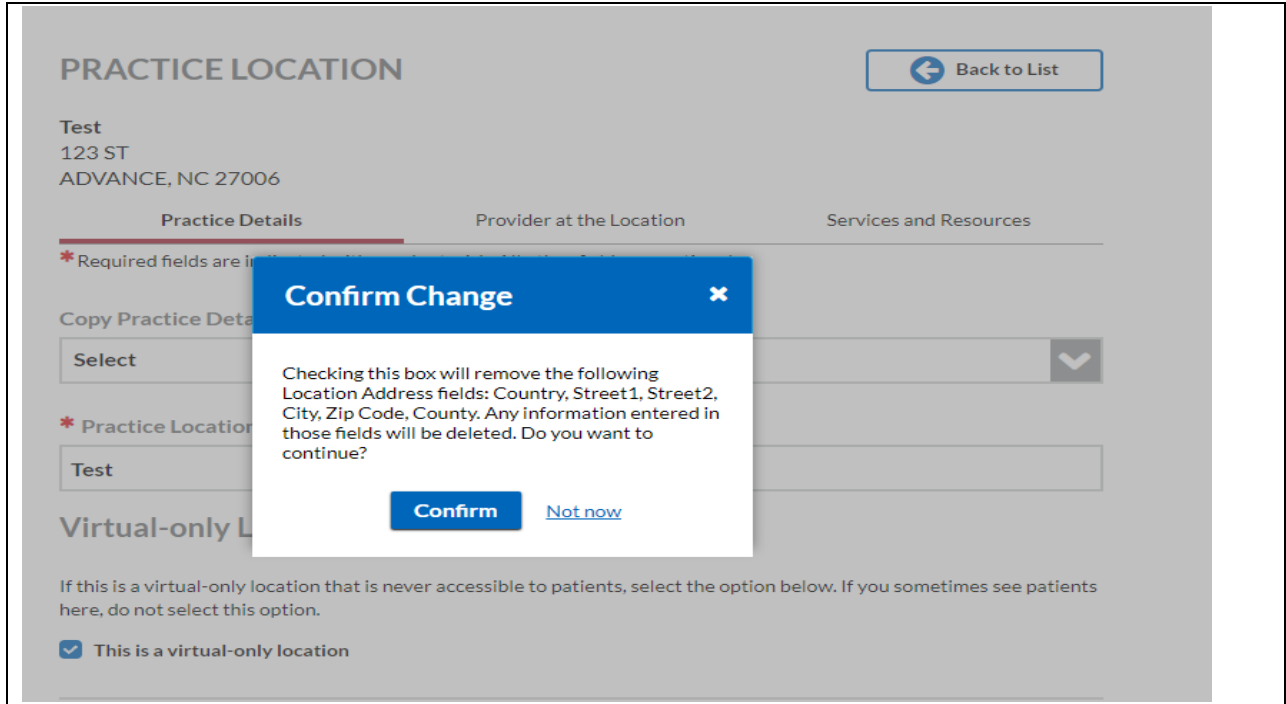
*** Country** 

County 

Practice Location Email Address ⓘ

Practice Location Website

If you select the checkbox indicating the practice location is virtual-only, the Location Address such as Street 1, City, Zip Code, and Country will be removed retaining the State.



If you have indicated that the location is virtual-only, you will be required to enter the Mailing Address on the Services and Resources tab.

Duplicate Location Records

If you update a location record to an address and Tax ID Number similar to an existing location record, you will be prompted with this message.

It looks like this location already exists in your profile. ✕

You cannot maintain multiple locations with the same address and Tax ID Number combination. To proceed, you may select one of the below locations and edit the address/TIN or choose to remove one from your profile.

Existing Active Location
Select and click continue to retain the location that already exists in your profile. The new location will not be saved.

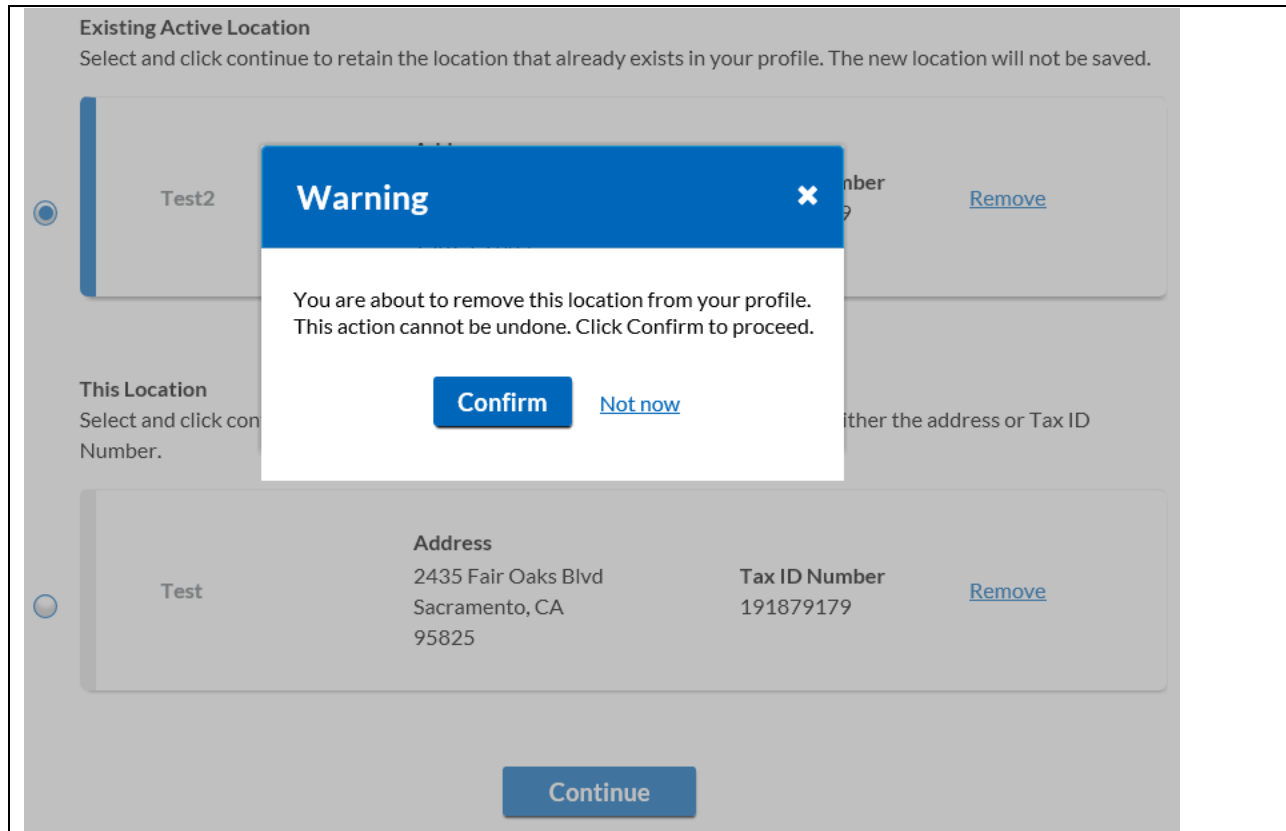
<input checked="" type="radio"/>	Test2	Address 2435 Fair Oaks Blvd Sacramento, CA 95825-7684	Tax ID Number 191879179	Remove
----------------------------------	-------	---	-----------------------------------	------------------------

This Location
Select and click continue to edit this location. To save this location, you must edit either the address or Tax ID Number.

<input type="radio"/>	Test	Address 2435 Fair Oaks Blvd Sacramento, CA 95825	Tax ID Number 191879179	Remove
-----------------------	------	--	-----------------------------------	------------------------

[Continue](#)

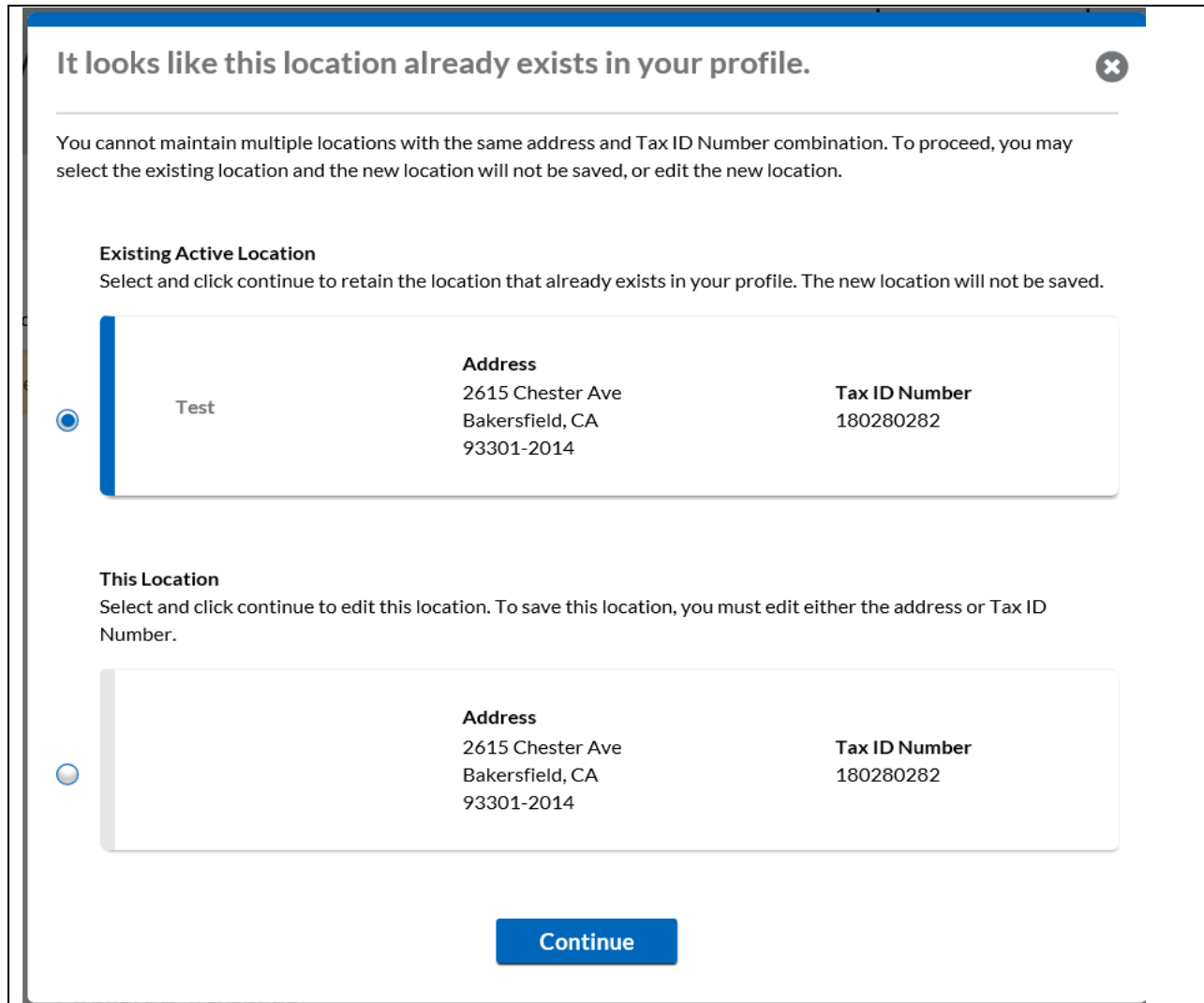
You may remove one of these locations by clicking the Remove link. You will be prompted with a confirmation message to proceed.



You may also select the location record at the top and click Continue. The changes to the other location will not be saved.

If you select the location record at the bottom and click Continue, you will be required to edit either the address or the Tax ID Number.

If you add a new location record with the same address and Tax ID Number as an existing record, you will be prompted with this message.



You may select the location record at the top and click Continue. The new location record that you are trying to add will not be saved.

If you select the other record and click Continue, you will be required to edit either the address or the Tax ID Number to save the new record.

- **Phone Numbers** - the phone number that a patient uses to make an appointment. If the provider does not take appointments, enter the main number for the location.

Patients depend on the accuracy of provider directories when choosing a health plan and physicians. Inaccurate directories pose significant challenges for patients, contributing to delays in care, limiting choices of providers and masking problems with network adequacy.

In an ongoing effort to improve the accuracy of provider information listed within directories, CAQH ProView will ask providers to confirm that the phone number listed for each practice location is the primary method that patients may use when scheduling an appointment. If you do NOT take appointments, confirm that the phone number listed on the Practice Location section Office Phone Number field is the main number for the location.

To meet provider directory requirements, the phone number entered in the Practice Location field "Office Phone Number" must be the number that a patient uses to make an appointment. Please confirm that the phone number that displays in the "Office Phone Number" column is the appointment phone number or, if the provider does not take appointments, the main number for the location.

Location	Office Phone Number	Please confirm that this is the appointment phone number
Makati Medical City Peach St Angels, OH 12345-1234	927-929-2727	Confirm Edit

- If you click the Edit link, you will be taken to the Practice Details screen for that Practice Location.
 - If you click the Confirm link for a Practice Location, that line item will disappear from the Correct Errors page.
- Business Identifiers - includes the Legal Business name, the Tax ID, and the Type of Tax ID
 - Organization (Type 2) NPI

Note: All Type 2 NPIs will undergo a one-time validation. A Type 2 NPI is only validating the NPI format. It is not validating practice name against the registry. Validation failures will be displayed as a required fix.

The United States Postal Service standardized format has been applied to ensure your address is accurate and complete per USPS address standards. Please confirm that the Suggested Address is correct.

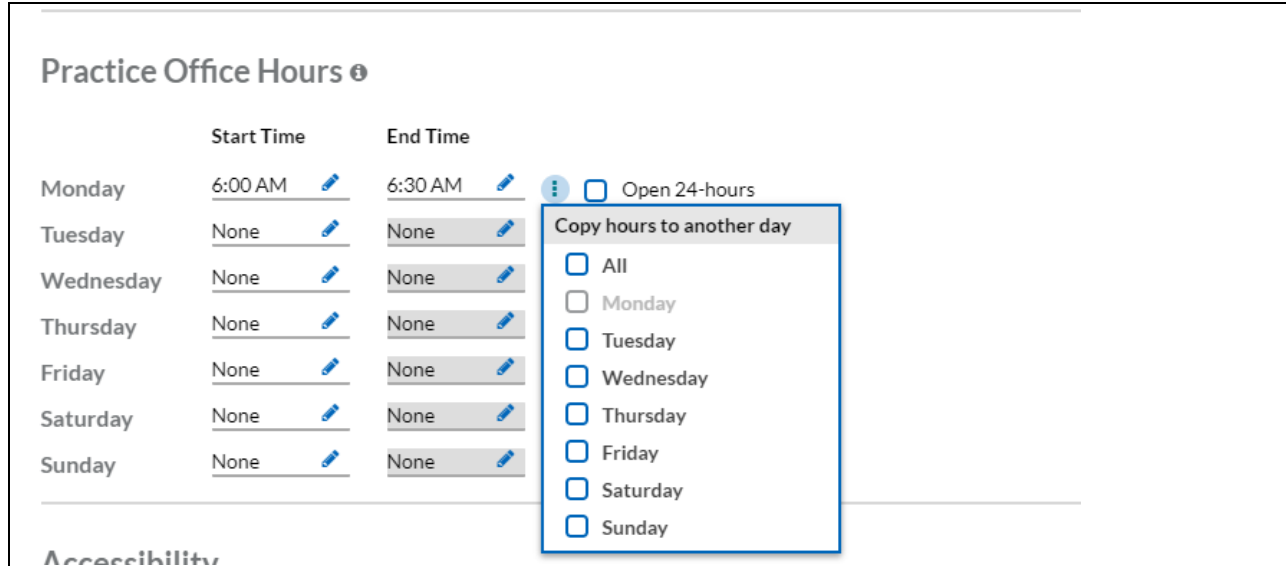
Group/Practice Name	Original Address	Suggested Address	Action	
Smith Internal Medicine	875 10th st NE Washington, DC 20006	USPS could not find this address. Please click "Edit" to correct this address.	Edit	Ignore

The NPI(s) listed below could not be validated. Please check that you have entered a Organization (Type 2) NPI and that the NPI number was entered correctly.

Group/Practice Name	Organization (Type 2) NPI	Error	Action	
Smith Internal Medicine	0125431989	This number could not be found in the NPI database.	Edit	Ignore
Smith Geriatrics	254876345	This is not an Organization (Type 2) NPI.	Edit	Ignore

You may see the following errors on the Required Fixes page:

- ***This number could not be found in the NPI database.*** - This means that the Type 2 NPI that you have entered is an invalid one. Please review for any possible typo error.
- ***This is not an Organization (Type 2) NPI.*** - You may have entered an Individual NPI on the Group/Organization NPI field. Please review the value that you have entered on the Group/Organization NPI field.
- Type of Practice
- Practice Office Hours
 - *Errors on the Practice Office Hours will appear on the Required Fixes page.*
 - *If start time is entered, an end time will be required.*
 - *The end time should be later than the start time.*
 - *Users will also have the option to copy hours to another day by clicking the three vertical dots beside the End Time.*



- Accessibility
 - ADA Accessibility
 - The Americans with Disabilities Act (ADA) ensures access to the built environment for people with disabilities. The ADA Standards establish design requirements for the construction and alteration of facilities subject to the law. These enforceable standards apply to places of public accommodation, commercial facilities, and state and local government facilities.
 - Handicapped Accessibility
 - Public Transportation Accessibility
 - Other Accessibility Services
 - Disabled Accessibility
- Languages

PRACTICE LOCATION

[← Back to List](#)

Test
123 ST
ADVANCE, NC 27006

Practice Details

Provider at the Location

Services and Resources

* Required fields are indicated with a red asterisk. All other fields are optional.

Copy Practice Details from another location

Select 

* Practice Location Name 

Test

Location Address

Provide the exact address that patients use to find this practice. Plans will often publish this address in their directories.

* Street 1
(Example: 123 Main st., 123 Main Street NW)

123 st

I have a Building, Suite, or Office to add


* City
advance

* State
NC 

* Zip Code
27006

* Country
United States 

County
--Select-- 

Practice Location Email Address 

Practice Location Website

Phone Numbers

* Appointment Phone Number ⓘ

I have a phone extension to add

Fax Number

Business Identifiers

Tax ID

Legal Business Name (as it appears on the W-9) ⓘ

* Tax ID

Primary

* Type of Tax ID?

Group

Individual

Add another Tax ID

Organization (Type 2) NPI

The group name is different than the legal business name

Organization (Type 2) NPI

Add Organization (Type 2) NPI

Type of Practice

--Select--
▼

Practice Office Hours ⓘ

	Start Time	End Time	
Monday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Tuesday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Wednesday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Thursday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Friday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Saturday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours
Sunday	None ✎	None ✎	<input type="checkbox"/> Open 24-hours

Accessibility

Please indicate how this location is accessible, according to the Americans with Disabilities Act (ADA) standards:

Select All

Exterior building

Portable lifts

Interior building

Radiologic equipment

Wheelchair access to exam room

Signage & documents

Exam table/scale/chair

Parking

Gurneys & stretchers

Restroom

Other access for people with disabilities

Staff at this location receive ADA compliance training

Please specify how this location accommodates people who have intellectual, cognitive or hearing disabilities

Accommodations for people with intellectual/cognitive disabilities (e.g., on-site staff to explain instructions)

Teletypewriter (TTY) or Telecommunications Device for the Deaf (TDD)

American Sign Language

Mental/Physical Impairment Services

Other disability services

Please specify how this office is accessible by public transportation

Bus

Subway

Regional Train

Other transportation

Additional Accommodations

This location provides child care services

This location meets all state and local fire, safety and sanitation requirements

Languages

Non-English language(s) spoken by office personnel ⓘ

Non-English language(s) spoken by interpreters ⓘ

↶ Save and Go Back

Save

Save & Continue ↷

Provider at the Location

The Provider at the Location tab displays the following details:

- Affiliation - describes the provider's affiliation with the location; select your affiliation from the dropdown

Which value to choose from the options?

Option 1: *I see patients by appointment at least one day per week on a regular basis.*

This option would be appropriate when:

- this is your primary practice;
- a patient can make an appointment to see you at this location;
- you practice regularly at this location; or
- you have been hired at this location and have a start date in the near future.

Option 2: *I see patients by appointment at least one day per month, but less than one day per week on a regular basis.*

This option would be appropriate when:

- you work at this location on a seasonal or monthly basis;
- you have a regular routine where you see patients at this location infrequently but on a schedule; or
- you do not consider this your primary practice but you routinely see patients at this location and patients can even make an appointment.

Option 3: *I see patients at this location, but not by appointment.*

This option would be appropriate for:

- non-appointment providers who work at this location

Option 4: *I cover or fill-in for colleagues within the same medical group on an as needed basis.*

This option would be appropriate when:

- you see patients at this location on an on-call basis;
- you are part of a larger practice and usually practice at another location but might need to fill-in for a provider at this one; or
- you serve in an urgent care capacity within a practice where you do not take appointments at the location, but you deliver care.

Option 5: *I read tests, perform imaging, or provide other services as my primary function at this location*

This option would be appropriate when:

- you perform administrative tasks at this location but do not see patients; or
- you read tests for patients at this location but do not see patients.

Option 6: I no longer practice at this location

This option would be appropriate when:

- you left the practice all together and no longer practice at any locations affiliated with the practice; or
- you are still employed with the practice but have switched to a different location and will no longer submit claims for services rendered at this location

Note: If you choose "*I no longer practice at this location.*" a new date selector field "*End date*" will appear.

- The field format should be MM/DD/YYYY in the portal.
- The date entered on the "End Date" field must occur after the date entered in the field "Provider's Start Date".
- You should remember to update the Employment Information section of your profile with this information.

Affiliation

* Please describe your affiliation with this location

I no longer practice at this location

* End Date

Select date

* Provider's Start Date

05/02/2016

Option 7: I do not practice here, but the location is within the medical group with which I am employed

This option would be appropriate when:

- You are employed by a large group and the practice manager for the group lists this location for you even though you would never submit claims to this location.

Option 8: I never practiced here and have no affiliation with this location

This option would be appropriate when:

- The practice location was entered by mistake.

- Network Denial - displays a checkbox for "I have closed my practice to at least one plan or program"
- Patients - The questions in this section pertain to your general activity and preferences at this location. They are not specific to your activity in relation to any health plan. This is also where you can indicate the types of patients accepted into the practice.
- Practice Limitations - any restriction you have set on the gender or age of your patient population
 - Gender Limitations – Female Only or Male Only
 - Age Limitations - The value in the Age Maximum field must be greater than the value in the Age Minimum field. Otherwise, it will appear on the Correct Errors page.
 - Other Limitation

A tooltip was added next to the Primary Practice question on the page to inform only one “Yes” response is allowed. “At least one Practice Location is required” is triggered when “Inpatient/Outpatient or Outpatient Only” or “Military/Federal or Emergency Responder” practice settings is chosen.

If multiple records have the Primary Practice Location selected as “Yes” an error will display on the summary page and within the record.

When multiple Practice Locations exist but none are selected as the primary, the Correct Errors page will display: "You are required to have one Primary Practice. Please edit the location you consider to be your primary, and update the Provider at the Location tab."

Practice Location		
Sub Section	Field	Error
Practice Location		You are required to have one Primary Practice. Please edit the location you consider to be your primary, and update the Provider at the Location tab.

Patients

The questions in this section pertain to your general activity and preferences at this location. They are not specific to your activity in relation to any health plan.

*** Does this location accept new patients into this practice location?**

Yes
 No

Number of active patients enrolled with you at this site
 Number of patient visits you have at this site per year

Routine Care Statistics

+ Add Add routine care statistics

Preventive Routine Care Statistics

+ Add Add preventive routine care (e.g., physical) statistics

Urgent Care Statistics

+ Add Add urgent care statistics

Emergency Care Statistics


+ Add Add emergency care statistics

Symptomatic Care Statistics

+ Add Add symptomatic care (e.g., sore throat) statistics



General Statistics

+ Add Add general statistics

Practice Limitations 

Limitations

- Gender
- Age
- Other

 Save and Go Back Save Save & Continue 

Services and Resources

The Services and Resources tab includes the following details:

- Telehealth - allows providers to indicate if they offer telehealth/telemedicine services for a practice location
 - The system will require you to answer the question “Do you use a telehealth application or platform that is compliant with the Health Insurance Portability and Accountability Act (HIPAA)?” after clicking the checkbox for “I provider telehealth services”
- Services
- Payment and Remittance
- Colleagues
- Covering Colleagues Not at This Location
- Office Personnel
- Mailing Address


The following Mailing Address fields will be required for Behavioral Health & Social Service providers who have indicated that the practice location is a virtual-location: Street1, City, State, Zip Code, and Country.

Mailing Address



* Street 1

Street 2

* City * State * Zip Code

 --Select-- 

* Country County

 --Select--  --Select-- 

- Phone Coverage
- Other Location Information

PRACTICE LOCATION

[← Back to List](#)

My Health
123 TEST
SAN JOSE, CA 12345

Practice Details Provider at the Location **Services and Resources**

* Required fields are indicated with a red asterisk. All other fields are optional.

Copy Services and Resources from another location

Select▼

Telehealth

I provide telehealth services

* Do you use a telehealth application or platform that is compliant with the Health Insurance Portability and Accountability Act (HIPAA)?

Yes

No

Services

Does this location provide any of the following services:

- Age Appropriate Immunizations
- Allergy Injections
- Allergy Skin Testing
- Anesthesia
- Asthma Treatment
- Cardiac Stress Test
- Care of Minor Lacerations
- Drawing Blood
- EKG Services
- Flexible Sigmoidoscopy
- IV Hydration Treatment
- Laboratory Services
- Office Gynecology
- Osteopathic Manipulation
- Physical Therapy
- Pulmonary Function Testing
- Radiology Service
- Surgical Procedures
- Tympanometry / Audiometry Screening
- X-Ray

Other Services

Special Skills By The Practitioner

Special Skills By The Staff

Payment and Remittance

Billing Department Name

Billing

Check Payable To

My Health

Billing Policies

- This practice offers Electronic Billing
- The office manager and payee contact are the same person

Workers' Compensation Information

- I accept Workers' Compensation patients at this location

Paraprofessionals

- This site employs paraprofessionals for direct patient care

Colleagues

Add a Partner, Associate, or Mid-Level Practitioner who practices at this location

+ Add

Mid-Level Practitioner

Jane Smith

Edit

Remove

Covering Colleagues Not at This Location

Add a Covering Colleague who does not practice at this location

 Add

Covering Colleague Rob Smith

 Edit

 Remove

Do you have any partners, associates, or other covering colleagues that provide call coverage for you?

Yes

No

Office Personnel

Add an Office Manager, Business Staff Contact, or other staff member

 Add

Office
Manager/Business John Smith
Staff Contact

 Edit

 Remove

The office manager is also the credentialing contact

The office manager and billing contact are same

Note: If you have more than one contact for each contact type, you will have the ability to designate one contact as the primary contact.

Billing Contact	Dixie Alix Primary Contact	Edit Remove
Billing Contact	Mae Catabay Mark as Primary Contact?	Edit Remove
Office Manager/Business Staff Contact	Adrienne Rich Mark as Primary Contact?	Edit Remove
Office Manager/Business Staff Contact	Callie Dee Primary Contact	Edit Remove

To designate a contact as the primary, click the link “Mark as Primary Contact?” and click the checkbox at the top of the pop-up window.

Office Personnel ✕

* What support does this person provide? This is a primary contact for this contact type. ⓘ

Office Manager/Business Staff Contact ▼

* First Name: Adrienne Middle Name:

* Last Name: Rich Suffix: Other ▼

Phone Number: 191-819-8191 Fax Number: 892-829-2892

Email Address: tinadee8527@gmail.com

[Continue](#) [Save & Add Another](#) [Remove](#) [Not Now](#)

Mailing Address Remove

General correspondence can be sent to the practice location address

Street 1

Street 2

City State Zip Code

Country County

Phone Coverage

This location provides 24 hour / 7 day per week phone coverage

Please indicate if you would like to add any of the phone numbers listed below:

- Back Office Phone Number
- Pager Number
- Emergency Phone

Answering Service Company Remove

Phone

Other Location Information

Group Medicaid Number Group Medicare Number

Save and Go Back Save Save & Continue

For Providers whose Provider Type is either MD, DO, NP, or DMD with Inpatient/Outpatient or Outpatient Only as the Practice Setting, each active practice location (where you answered Yes to the question: *Do you practice at this location?*) should have a matching Primary Practice State or Practice State on the Personal Information section. There will be an error for each active practice location that does not have a matching Practice State.

Practice Location			
Sub Section	Field	Error	Action
Practice Details	State	You have indicated that you practice at a location in Colorado but you have not selected Colorado as a practice state. Please select Colorado as a practice state or indicate that you do not practice at this location.	Update Practice Locations Update Practice States Ignore

On the screenshot the account has an active practice location in Colorado but Colorado is not selected as a Practice State in the Personal Information section. The Provider is required to either change the answer to the question “*Do you practice at this location?*” from Yes to No for this practice location record or archive the practice location record or add Colorado as a Practice State.

- The Update Practice Locations hyperlink in the error is a hyperlink to the Practice Locations Home Page.

To add a practice location to your profile, go to the Practice Location section of your CAQH ProView application. Click the Add button.

PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations Import

Add practice location Add

Primary Practice			
Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
Ortigas Hospital 123 N HIGH ST DENVER, CO 80218	Tax ID 11-1111111	Affiliation I see patients by appointment at least one day per month, but less than one day per week on a regular basis.	Edit Archive

When adding a new practice location to your profile, you will be directed to the Practice Details page.

PRACTICE LOCATION

[← Back to List](#)

Practice DetailsProvider at the LocationServices and Resources

* Required fields are indicated with a red asterisk. All other fields are optional.

Copy Practice Details from another location

Select▼

* Practice Location Name ⓘ

Location Address

Provide the exact address that patients use to find this practice. Plans will often publish this address in their directories.

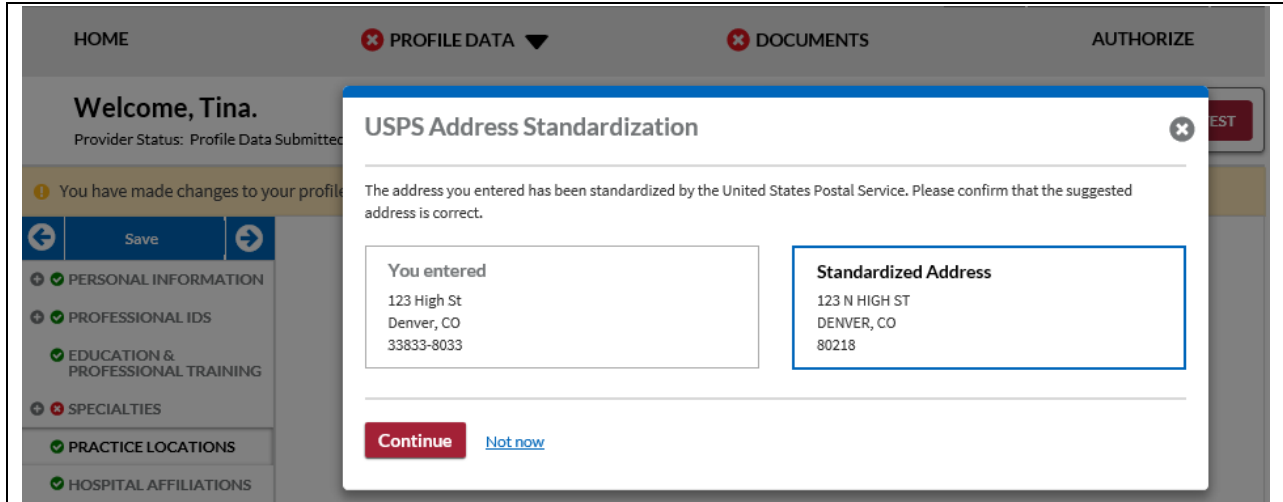
* Street 1
(Example: 123 Main st., 123 Main Street NW)

I have a Building, Suite, or Office to add

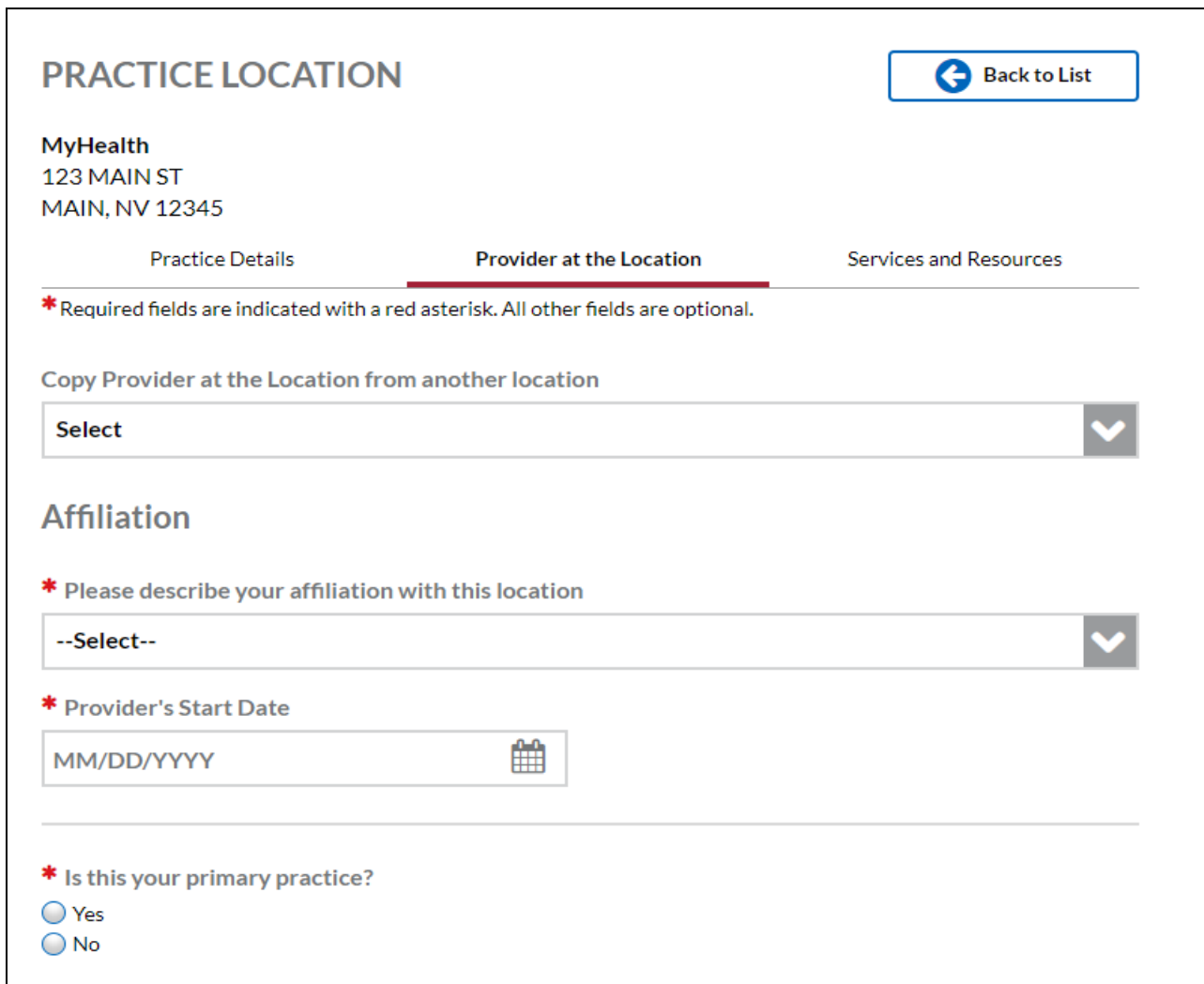
* City	* State	* Zip Code
<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;">--Select--▼</div>	<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
* Country	County	
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;">United States▼</div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;">--Select--▼</div>	

Practice Location Email Address ⓘ	Practice Location Website
<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>

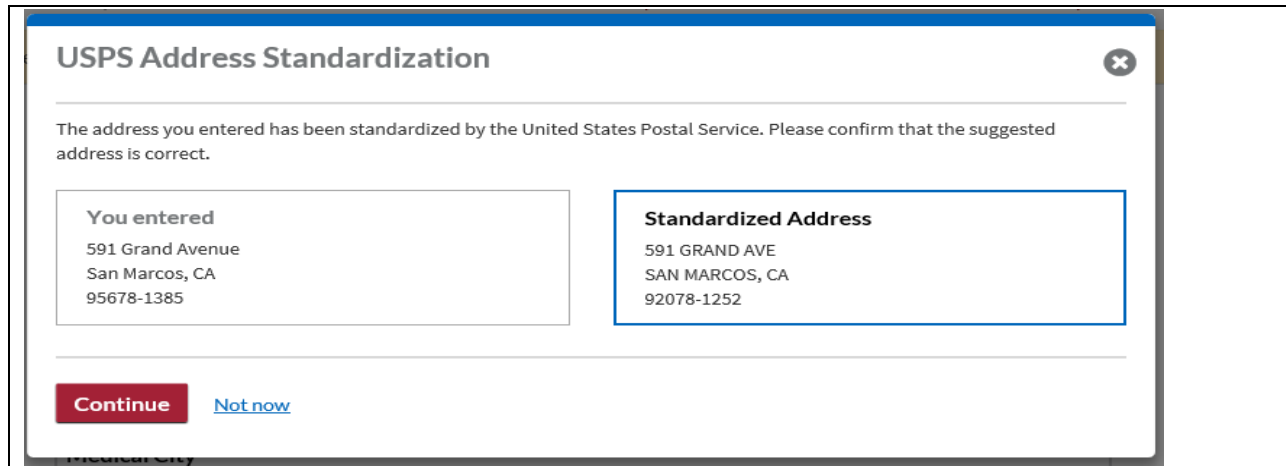
The address will be standardized by the United State Postal Service (USPS). You need to confirm that the suggested address is correct.
If you select the box for the address that you have just entered, you will be prompted with a message that states: *By selecting the un-standardized address, you acknowledge that Health Plans are likely to contact you directly to confirm your address.*



If you select Continue, the address that you have entered will be displayed at the top of the page and you will be directed to the Provider at the Location tab.



On the other hand, if you select the Standardized Address (Suggested) and click Continue, the standardized address will be displayed at the top of the page and you will be directed to the Provider at the Location page.



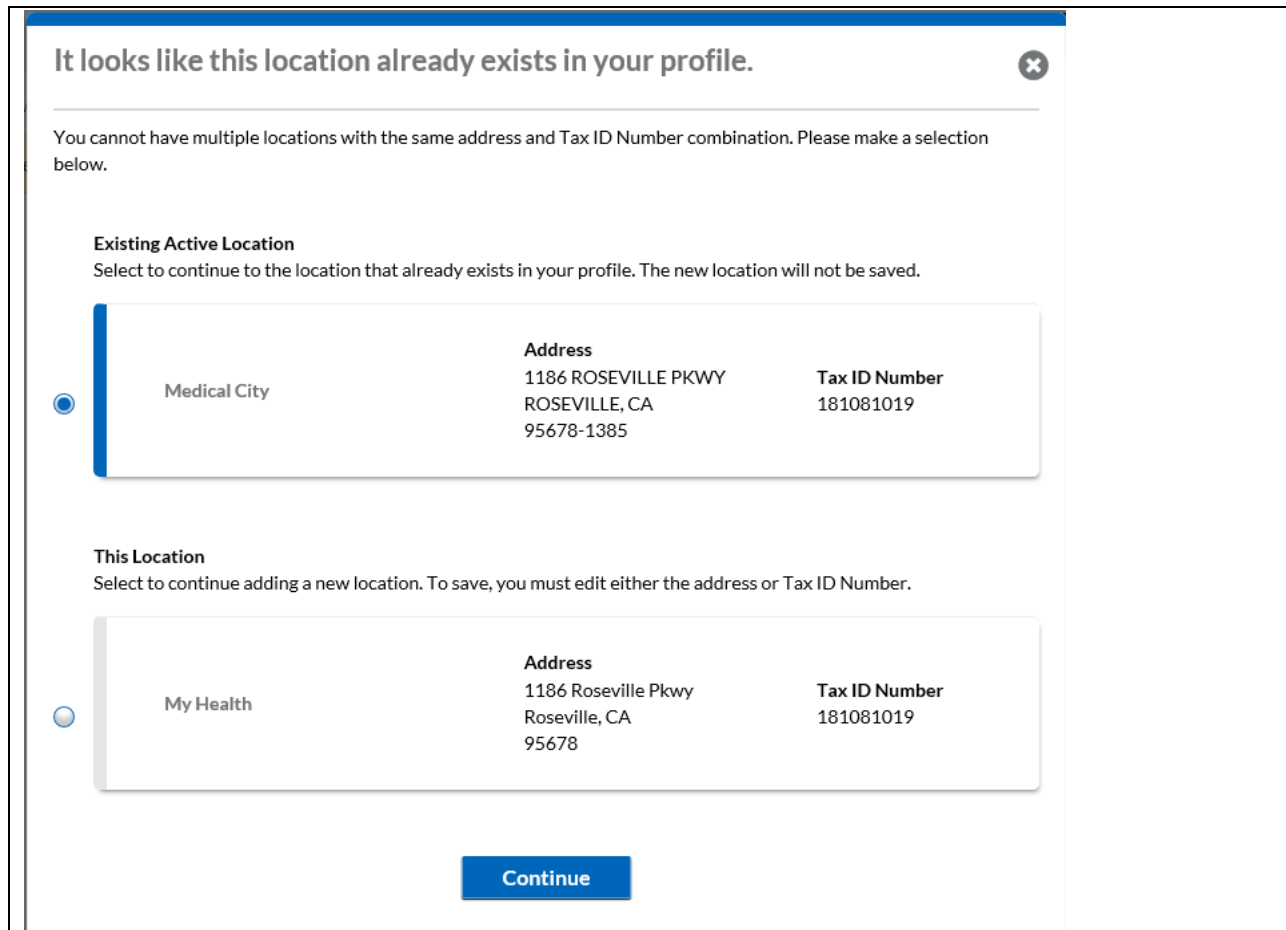
USPS Address Standardization ✕

The address you entered has been standardized by the United States Postal Service. Please confirm that the suggested address is correct.

You entered 591 Grand Avenue San Marcos, CA 95678-1385	Standardized Address 591 GRAND AVE SAN MARCOS, CA 92078-1252
--	--

Continue [Not now](#)

If you are adding a practice location with the same exact address and tax ID with an active practice location in your profile, you will be prompted with a message that states: *It looks like this location already exists in your profile.*



It looks like this location already exists in your profile. ✕

You cannot have multiple locations with the same address and Tax ID Number combination. Please make a selection below.

Existing Active Location
Select to continue to the location that already exists in your profile. The new location will not be saved.

<input checked="" type="radio"/>	Medical City	Address 1186 ROSEVILLE PKWY ROSEVILLE, CA 95678-1385	Tax ID Number 181081019
----------------------------------	---------------------	--	-----------------------------------

This Location
Select to continue adding a new location. To save, you must edit either the address or Tax ID Number.

<input type="radio"/>	My Health	Address 1186 Roseville Pkwy Roseville, CA 95678	Tax ID Number 181081019
-----------------------	------------------	---	-----------------------------------

Continue

If you are adding a practice location with the same exact address and tax ID with an existing record in your profile but is in your archived locations, you will be prompted with a message that states: It looks like this location already exists in your profile.

It looks like this location already exists in your profile. ✕

You cannot have multiple locations with the same address and Tax ID Number combination. Please make a selection below.

Existing Archived Location
Select to view this location in your list of archived locations. To claim this location, please restore it. The new location will not be saved.

<input checked="" type="radio"/>	Makati Medical City	Address 591 GRAND AVE SAN MARCOS, CA 92078-1252	Tax ID Number 123456678
----------------------------------	---------------------	---	-----------------------------------

This Location
Select to continue adding a new location. To save, you must edit either the address or Tax ID Number.

<input type="radio"/>	test	Address 591 Grand Avenue San Marcos, CA 92069	Tax ID Number 123456678
-----------------------	------	---	-----------------------------------

[Continue](#)

Archiving a Location/s

The “Delete” functionality has been replaced with the “Archive” functionality. Archive a location where you do not practice. To archive a location, click the Archive link for that location.

The screenshot displays the 'PRACTICE LOCATIONS' section of the CAQH ProView interface. On the left, a navigation sidebar lists various profile sections, with 'PRACTICE LOCATIONS' highlighted. The main content area features a heading 'PRACTICE LOCATIONS' and a note about required fields. Below this, there is an 'Add practice location' button and an 'Import' button. A 'Primary Practice' entry is shown with the following details: Name: Test, Address: 123 N HIGH ST DENVER, CO 80218, Tax ID: 29-2792928, and Affiliation: I see patients by appointment at least one day per week on a regular basis. An 'Archive' button is circled in red next to the 'Edit' button for this practice. At the bottom, there are 'Save and Go Back' and 'Save & Continue' buttons.

You will be prompted to select the reason for archiving the location. Click the radio button for the reason. If you select “I no longer practice at this location”, you will be required to enter the end date. Click Confirm Archive.

The screenshot shows a 'Confirm Archival' dialog box. The title is 'Confirm Archival' and the question is 'Why do you want to archive this location?'. There are three radio button options: 'I no longer practice at this location', 'I do not practice here, but the location is within the medical group with which I am employed', and 'I never practiced here and have no affiliation with this location'. At the bottom, there are 'Submit' and 'Cancel' buttons.

If you are archiving a location for the first time, a section for Archived Locations will be displayed on the page.

Note: When you change your Practice Affiliation to indicate that you are not practicing at the location, that practice location will be moved to the Archived Locations.

To view the archived location/s, click Show.

PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations Import

Add practice location Add

Primary Practice

Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
Tina Dee CA	Tax ID 16-7218101	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive

ARCHIVED LOCATIONS Show

Save and Go Back Save & Continue

The page will display the archived location/s.

PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations

[Import](#)

Add practice location
+ Add

Primary Practice

Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
-------------------	-----------------------------	---	---

Tina Dee CA	Tax ID 16-7218101	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
-----------------------	-----------------------------	---	---

ARCHIVED LOCATIONS

[Hide](#)

Tina Dee Clinic CA	Your Actions Archived	Tax ID 98-0988098	Affiliation I never practiced here and have no affiliation with this location	Restore
------------------------------	---------------------------------	-----------------------------	---	-------------------------

To hide the archived location/s, click Hide.

PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations

[Import](#)

Add practice location [Add](#)

Primary Practice

Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive
Tina Dee CA	Tax ID 16-7218101	Affiliation I see patients by appointment at least one day per week on a regular basis.	Edit Archive

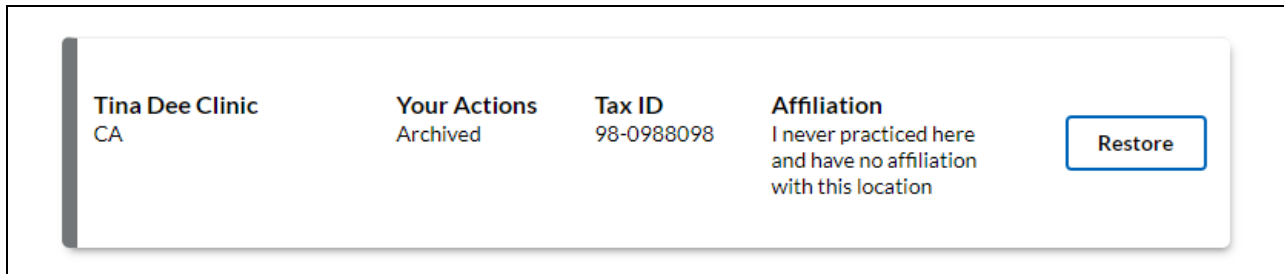
ARCHIVED LOCATIONS

[Hide](#) ^

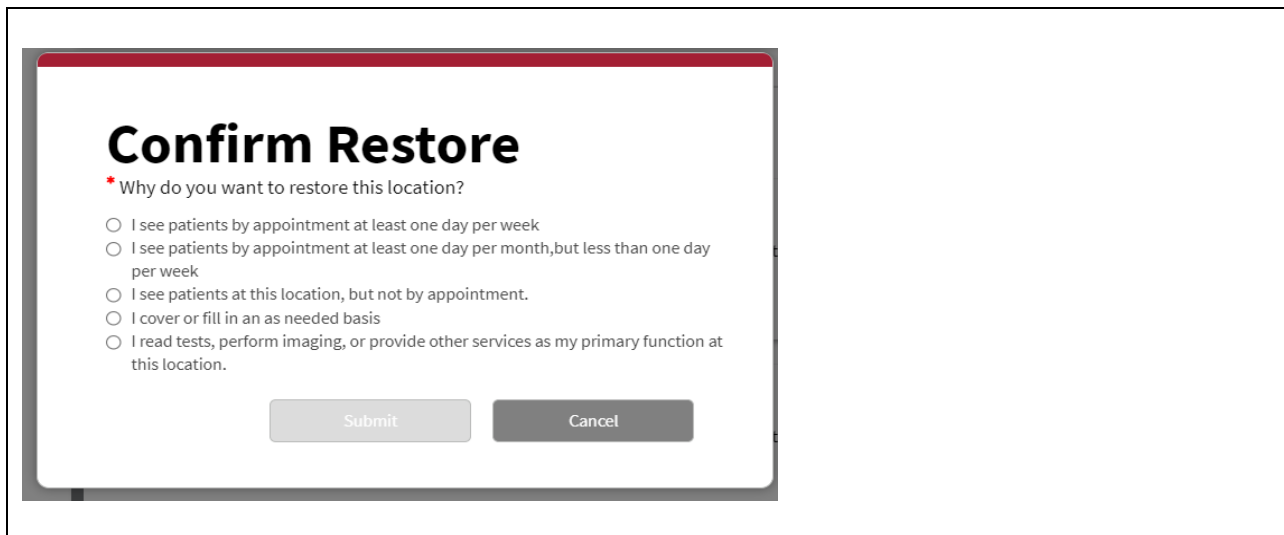
Tina Dee Clinic CA	Your Actions Archived	Tax ID 98-0988098	Affiliation I never practiced here and have no affiliation with this location	Restore
------------------------------	---------------------------------	-----------------------------	---	-------------------------

Restoring an Archived Location/s

If you wish to restore the location, click on the Restore link for that practice location.



You will be prompted to select the reason for restoring the location. Select one from the options and click Confirm Restore.



The location will now show as active.

PRACTICE LOCATIONS ?

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Practice Locations

⇌ Import

Add practice location
+ Add

Primary Practice

Test CA	Tax ID 08-7654321	Affiliation I see patients by appointment at least one day per week on a regular basis.	✎ Edit Archive
Tina Dee CA	Tax ID 16-7218101	Affiliation I see patients by appointment at least one day per week on a regular basis.	✎ Edit Archive
Tina Dee Clinic CA	Tax ID 98-0988098	Affiliation I see patients by appointment at least one day per week on a regular basis.	✎ Edit Archive

Health Plan Participation

Providers who fall into these criteria will see a section for Health Participation on the Provider at the Location tab:

- Rostered by a Participating Organization/s for Provider Directory
- The rostering Participating Organization is authorized (see authorization page of your application)
- The following fields in the practice location record are populated:
 - Physician Group/Practice Name
 - State

Please indicate if you are in the contracting process or currently contracted with the Participating Organizations listed below. If you are, please indicate your panel status for new patients.

The Health Plan Participation will appear next to the question “Is this your primary practice?”

If you select Yes, another required question will be displayed.

Health Plan Participation

Please indicate if you are in the contracting process or currently contracted with the Participating Organizations listed below. If you are, please indicate your panel status for new patients.

Plan	Participation	Actions
Aetna	Do you participate with any products or plans for Aetna at this location?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't know
	Are you accepting NEW patients with Aetna at this location?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Centene	Do you participate with any products or plans for Centene at this location?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> I don't know
HealthNet	Do you participate with any products or plans for HealthNet at this location?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't know
	Are you accepting NEW patients with HealthNet at this location?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Hospital Affiliations

The Hospital Affiliations section requires you to:

- clarify admitting privileges status;
- explain why an admitting privilege is no longer active;
- declare admitting arrangements and non-admitting affiliations; and
- enter complete information for all hospitals you are affiliated with.

The Hospital Affiliations page has been redesigned to improve CAQH ProView user experience for all providers.

HOSPITAL AFFILIATIONS

Import

* Required fields are indicated with a red asterisk. All other fields are optional.

If there are hospitals where you have current or pending admitting privileges, current or pending arrangements, or a different non-admitting affiliation, enter them below.

Admitting Privileges

Add if you can admit patients on an unrestricted, limited, or temporary basis. This also includes hospitals where you have pending admitting privileges.

+ Add

Admitting Arrangements

Add if you have an admitting arrangement where another provider or hospitalist group admits for you. This also includes hospitals where you have pending admitting arrangements.

+ Add

Non-Admitting Affiliations

Add if you are affiliated with a hospital, but you cannot admit. This may be called "courtesy" or "consulting" privileges at some hospitals. Please also enter in pending non-admitting hospital affiliations.

+ Add

Save and Go Back
Save
Save & Continue

Inpatient Only providers are required to have at least one Hospital Affiliation. If your practice setting is Inpatient Only and you have not entered any hospital affiliation records yet, an error will be displayed on the Required Fixes page.

Hospital Affiliation		
Sub Section	Field	Error
Manage Hospital Affiliations		Inpatient Only providers are required to have at least one Hospital Affiliation.

HOSPITAL AFFILIATIONS Import

* Required fields are indicated with a red asterisk. All other fields are optional.

If there are hospitals where you have current or pending admitting privileges, current or pending arrangements, or a different non-admitting affiliation, enter them below.

Admitting Privileges

Add if you can admit patients on an unrestricted, limited, or temporary basis. This also includes hospitals where you have pending admitting privileges.

Add

Primary Hospital

Adventist Health Bakersfield	Active Bakersfield, CA	Edit Remove
------------------------------	----------------------------------	--

Admitting Arrangements

Add if you have an admitting arrangement where another provider or hospitalist group admits for you. This also includes hospitals where you have pending admitting arrangements.

Add

The content of the self-help option has also been updated with commonly asked questions.

HOSPITAL AFFILIATIONS

* Required fields are indicated with a red asterisk. All other fields are optional.

If there are hospitals where you have current or pending admitting privileges, current or pending different non-admitting affiliation, enter them below.

Admitting Privileges
Add if you can admit patients on an unrestricted, limited, or temporary basis. This also includes pending admitting privileges.

Enter an admitting privilege

Primary Hospital

Adventist Health Bakersfield	Active
Bakersfield, CA	

- How do I use the Import Button?
- How do I edit the answers to the hospital affiliation questions?
- Do I enter hospitals where I did my training?
- I have more than one Admitting Privilege. How do I add another Admitting Privilege?
- I have more than one Admitting Arrangement. How do I add another Admitting Arrangement?
- I have more than one Non-Admitting Affiliation. How do I add another Non-Admitting Affiliation?
- Why can't I add an Admitting Privilege?
- Why can't I add an Admitting Arrangement?
- Why can't I add a Non-Admitting Affiliation?
- How do I use the Delete Button?
- Why was my hospital removed from the drop down list?

Providers practicing in North Carolina will see an additional optional question which will be displayed below the Non-Admitting Affiliation records.

Non-Admitting Affiliations

Add if you are affiliated with a hospital, but you cannot admit. This may be called "courtesy" or "consulting" privileges at some hospitals. Please also enter in pending non-admitting hospital affiliations.

Enter a non-admitting affiliation + Add

Please explain any incident(s) in which you have involuntarily or voluntarily withdrawn your application for appointment, clinical privileges or reappointment before a decision was made by a hospital or healthcare facility's governing board.

Admitting Privileges

To add an admitting privilege record for the first time, click the “Add button” beside the statement “Enter an admitting privilege” You will be directed to a page where details of an admitting privilege record can be entered. Required fields are indicated with a red asterisk. All other fields are optional.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Admitting Privilege Record [Back to List](#)

* Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Admitting Privilege Record. An admitting privilege means that you can admit patients on an unrestricted, limited or temporary basis.

* State Country

* Hospital Name

* Is this your primary hospital?
 Yes
 No

* Admitting Privilege Status
 Active
 Inactive
 Pending

Start Date

* Admitting Privilege Type
 Full and unrestricted
 You have privileges to admit patients with no limitations on number of patients or frequency of admit.
 Temporary
 You have unrestricted access to admit patients but the privileges are temporary. These privileges are often granted prior to full medical staff membership or strictly as locum tenens.
 Limited
 You can only admit under certain circumstances or for certain conditions. This type does not include limitations common to your specialty type.

There is a self-help option to answer the commonly asked questions for the Admitting Privilege records page.

HOME
✖ PROFILE DATA ▼
✖ DOCUMENTS
AUTHORIZE

Welcome, Tina.

Provider Status: Profile Data Submitted (1/11/2021)

i
Next: Submit your documents for approval
REVIEW & ATTEST

! You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

- ✔ PERSONAL INFORMATION
- ✔ PROFESSIONAL IDS
- ✔ EDUCATION & PROFESSIONAL TRAINING
- ✖ SPECIALTIES
- ✔ PRACTICE LOCATIONS
- ✔ HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- ✔ PROFESSIONAL LIABILITY INSURANCE
- ✔ EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- ✔ DISCLOSURE

Admitting Privilege Record

* Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Admitting Privilege Record. An admitting privilege means that you can admit patients on an unrestricted, limited or temporary basis.

* State

--Select--
▼

Country

United States
▼

* Hospital Name

--Select--
▼

* Is this your primary hospital?

Yes

No

* Admitting Privilege Status

Active

Inactive

Pending

Start Date

MM/YYYY
📅

? What is the Admitting Privilege Status?

Your Admitting Privilege Status is Active if you currently have privileges at this hospital. Your Admitting Privilege Status is Inactive if you previously had privileges, but no longer have privileges at this hospital. Your Admitting Privilege Status is Pending if you have applied for privileges, but have not yet been granted privileges at this hospital.

? What is the Admitting Privilege Type?

Your Admitting Privilege Type is Full and unrestricted if you do not have any limitations on number of patients you can admit, or on the frequency of admits. Your Admitting Privilege Type is Temporary if you currently have unrestricted privileges to admit patients, but the privileges are only valid until a certain date. Your Admitting Privilege Type is Limited if you can only admit under certain circumstances or for certain conditions.

? What if I don't know the exact percentage of my admissions per hospital?

Exact percentages are not required. It is sufficient to estimate the percentages, provided your responses do not add up to more or less than 100%.

Admitting Arrangements

To add an admitting arrangement, record for the first time, click the *“Add button”* beside the statement *“Enter an admitting arrangement.”* You will be directed to a page where details of an admitting arrangement record can be entered. Required fields are indicated with a red asterisk. All other fields are optional.

HOME **PROFILE DATA** **DOCUMENTS** **AUTHORIZE**

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

Admitting Arrangement Record

Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Admitting Arrangement Record. An admitting arrangement is where you do not have admitting privileges but your patients are admitted through an arrangement with a separate provider. This includes arrangements with hospitalists, colleagues or others.

* State: --Select-- Country: United States

* Hospital Name: --Select--

* Admitting Arrangement Status:
 Active
 Inactive
 Pending

Start Date: MM/YYYY

* Who admits for you?
 A provider in my practice
 A provider not in my practice
 A hospitalist group
 Other

There is a self-help option to answer the commonly asked questions for the Admitting Arrangement records.

HOME **PROFILE DATA** **DOCUMENTS** **AUTHORIZE**

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

Admitting Arrangement Record

Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Admitting Arrangement Record. An admitting arrangement is where admitting privileges but your patients are admitted through an arrangement with a separate provider arrangements with hospitalists, colleagues or others.

* State: --Select-- Country: United States

* Hospital Name: --Select--

* Admitting Arrangement Status:
 Active
 Inactive
 Pending

Start Date: MM/YYYY

* Who admits for you?
 A provider in my practice
 A provider not in my practice
 A hospitalist group
 Other

What is the Admitting Arrangement Status?

Your Admitting Arrangement Status is Active if you currently have an arrangement to admit at this hospital. Your Admitting Arrangement Status is Inactive if you previously had an arrangement to admit, but no longer have an arrangement at this hospital. Your Admitting Arrangement Status is Pending if your admitting arrangement is in process, but has not yet been finalized at this hospital.

What if I have an Admitting Arrangement at multiple hospitals through the same Provider or group?

Enter in a different Admitting Arrangement for each hospital. You can answer with the same provider or group to the "Who admits for you?" question.

Non-Admitting Affiliations

To add a non-admitting affiliation record for the first time, click the “Add button” beside the statement “Enter a non-admitting affiliation” You will be directed to a page where details of a non-admitting affiliation record can be entered. Required fields are indicated with a red asterisk. All other fields are optional.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval REVIEW & ATTEST

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS**
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

Non-Admitting Affiliation Record

Back to List

* Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Non-Admitting Affiliation Record. A non-admitting affiliation is one where you are affiliated with the hospital but do not have admitting privileges or admitting arrangements.

* State: --Select-- Country: United States

* Hospital Name: --Select--

* Non-Admitting Affiliation Status:
 Active
 Inactive
 Pending

Start Date: MM/YYYY

* Please describe the non-admitting affiliation

Cancel Save and Continue

There is a self-help option to answer the commonly asked questions for the Non-Admitting Affiliation records page.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval REVIEW & ATTEST

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
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- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS**
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

Non-Admitting Affiliation Record

Required fields are indicated with a red asterisk. All other fields are optional.

Please enter the details of your Non-Admitting Affiliation Record. A non-admitting affiliation is one with the hospital but do not have admitting privileges or admitting arrangements.

* State: --Select--
Country: United States

* Hospital Name: --Select--

* Non-Admitting Affiliation Status:
 Active
 Inactive
 Pending

Start Date: MM/YYYY

* Please describe the non-admitting affiliation

Cancel

What is Non-Admitting Affiliation Status?
Your Non-Admitting Affiliation Status is Active if you currently have an affiliation with this hospital. Your Non-Admitting Affiliation Status is Inactive if you previously had an affiliation, but no longer have an affiliation with this hospital. Your Non-Admitting Affiliation Status is Pending if you have applied for affiliation, but have not yet been accepted by this hospital.

A consolidated list of all the Hospital Affiliation records will be displayed in a summary table.

HOME
✖ PROFILE DATA ▼
✖ DOCUMENTS
AUTHORIZE

Welcome, Tina.
Provider Status: Profile Data Submitted (1/11/2021)

Next: Submit your documents for approval

REVIEW & ATTEST

ⓘ You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Save

- ✓ PERSONAL INFORMATION
- ✓ PROFESSIONAL IDS
- ✓ EDUCATION & PROFESSIONAL TRAINING
- ✖ SPECIALTIES
- ✓ PRACTICE LOCATIONS
- ✓ HOSPITAL AFFILIATIONS
- ✓ CREDENTIALING CONTACTS
- ✓ PROFESSIONAL LIABILITY INSURANCE
- ✓ EMPLOYMENT INFORMATION
- ✓ PROFESSIONAL REFERENCES
- ✓ DISCLOSURE

HOSPITAL AFFILIATIONS Import

* Required fields are indicated with a red asterisk. All other fields are optional.

If there are hospitals where you have current or pending admitting privileges, current or pending arrangements, or a different non-admitting affiliation, enter them below.

Admitting Privileges

Add if you can admit patients on an unrestricted, limited, or temporary basis. This also includes hospitals where you have pending admitting privileges.

Add

Primary Hospital

Adventist Health and Rideout	Active Marysville, CA	<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">Edit</div> <div style="background-color: #666; color: white; padding: 2px 5px; border-radius: 3px;">Remove</div>
------------------------------	--------------------------	--

Admitting Arrangements

Add if you have an admitting arrangement where another provider or hospitalist group admits for you. This also includes hospitals where you have pending admitting arrangements.

Add

Adventist Health and Rideout	Active Marysville, CA	<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">Edit</div> <div style="background-color: #666; color: white; padding: 2px 5px; border-radius: 3px;">Remove</div>
------------------------------	--------------------------	--

Non-Admitting Affiliations

Add if you are affiliated with a hospital, but you cannot admit. This may be called "courtesy" or "consulting" privileges at some hospitals. Please also enter in pending non-admitting hospital affiliations.

Add

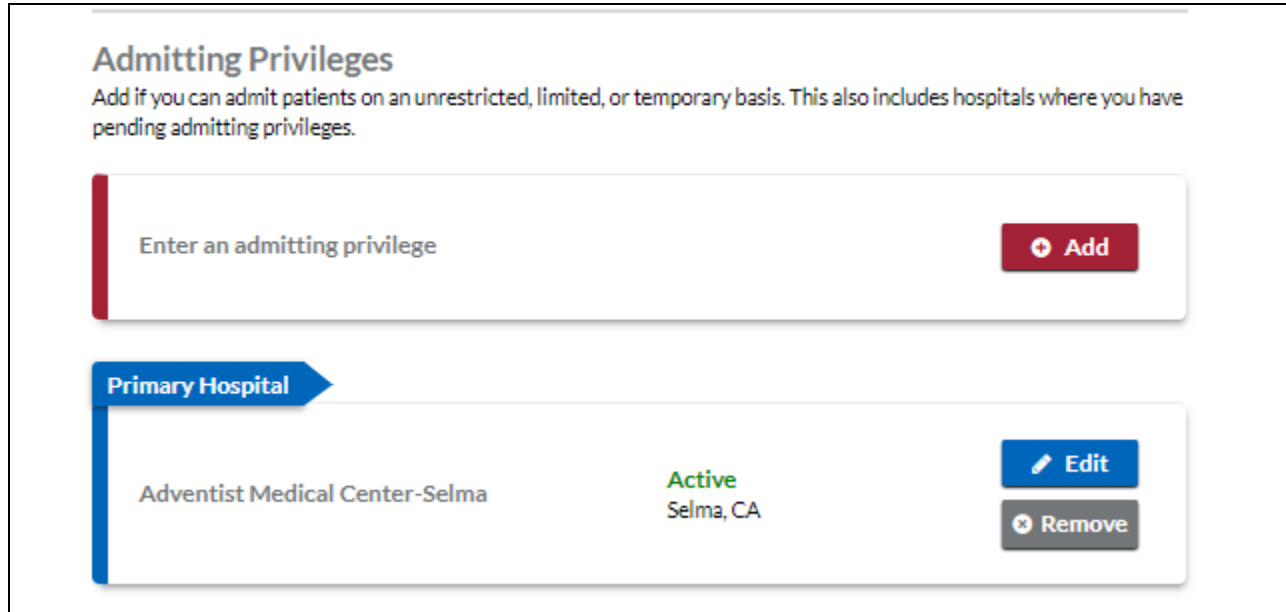
Adventist Health Clear Lake	Active Clearlake, CA	<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">Edit</div> <div style="background-color: #666; color: white; padding: 2px 5px; border-radius: 3px;">Remove</div>
-----------------------------	-------------------------	--

Save and Go Back

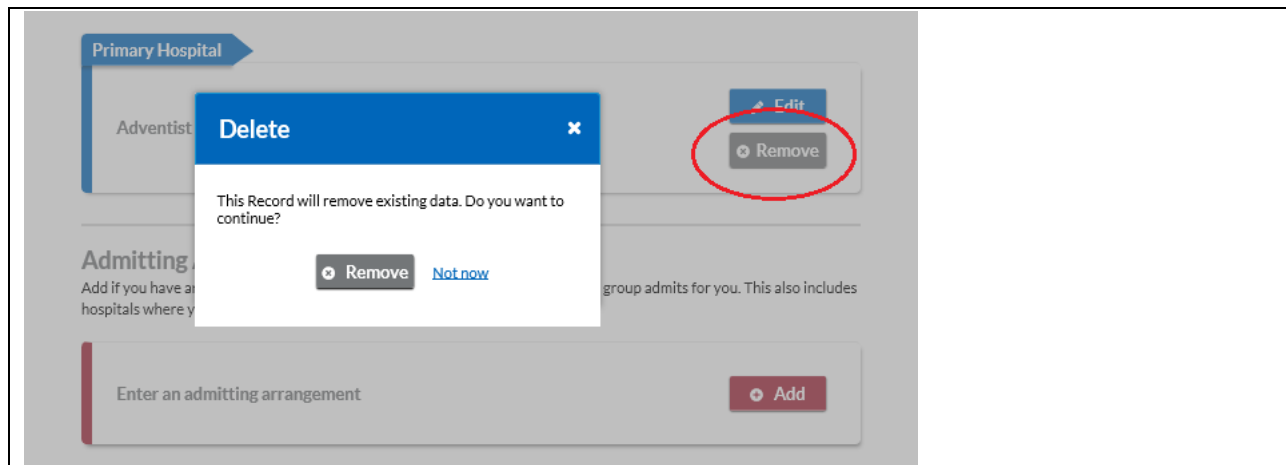
Save

Save & Continue

All admitting privilege records with “*Is this your primary hospital?*” = Yes are marked with a backwards chevron with the white text “Primary Hospital” on the far left.



Within each record in the summary table is a gray “Remove” button which when clicked, will display the Delete pop-up message.



Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left hand navigation will also save your information.

- Select “Add” to enter information for a hospital affiliation.
- Select “Edit” to edit the information within a hospital affiliation record.
- Select “Remove” to remove a hospital affiliation from your application. Please note that by selecting “Remove”, all information entered for that hospital affiliation will be deleted.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

Credentialing Contact

The Credentialing Contact section asks for specific contact information for your credentialing contacts.

- You may provide multiple credentialing contacts based on their location by first indicating the “Location Type”, e.g. practice location or hospital affiliation, and then by selecting from a drop-down list of your previously entered practices or hospitals.
- You may also indicate the same credentialing contact for multiple locations by selecting the appropriate locations from the drop-down menu in the “Location” field.

The screenshot displays the 'CREDENTIALING CONTACT' form within the CAQH ProView interface. At the top, navigation tabs include HOME, PROFILE DATA, DOCUMENTS, and AUTHORIZE. A welcome message for 'Tina' is shown, along with a notification to submit documents for approval and a 'REVIEW & ATTEST' button. A yellow banner indicates that profile changes have been made since the last attestation. The left sidebar contains a menu with categories like PERSONAL INFORMATION, PROFESSIONAL IDS, EDUCATION & PROFESSIONAL TRAINING, SPECIALTIES, PRACTICE LOCATIONS, HOSPITAL AFFILIATIONS, CREDENTIALING CONTACTS (highlighted), PROFESSIONAL LIABILITY INSURANCE, EMPLOYMENT INFORMATION, PROFESSIONAL REFERENCES, and DISCLOSURE. The main form area is titled 'CREDENTIALING CONTACT' and includes an 'Import' button. A note states: 'Required fields are indicated with a red asterisk. All other fields are optional.' The form fields are: First Name, Middle Name, Last Name, Street 1, Street 2, City, State (dropdown), Zip Code, Country (dropdown), Province, Phone Number, Fax Number, and Email Address. A 'Remove' button is located above the Last Name field. At the bottom, there is a 'Primary Credentialing Contact' section with radio buttons for 'Yes' and 'No'.

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left hand navigation will also save your information.
- Select “Add” to enter information for a credentialing contact.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.

Professional Liability Insurance

CAQH is changing the Professional Liability Insurance (PLI) page to make it easier to manage PLI records.

Providers can now add traditional and non-traditional malpractice policies.

The leading question “*Are you covered under a professional liability insurance policy?*” has been removed and replaced with “*Please enter at least one insurance policy.*”

PROFESSIONAL LIABILITY INSURANCE Import

* Required fields are indicated with a red asterisk. All other fields are optional.

Insurance Coverage

* Please enter at least one insurance policy
You must maintain at least one current policy record Add

Federal Tort Claims Act (FTCA) Coverage
The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Indian Health Services (IHS)
- Community Health Centers
- Migrant Health Centers
- Health Care for the Homeless Centers
- Public Housing Primary Care Centers

[Visit HRSA](#) to learn more about FTCA and eligible entities.

I am covered by FTCA

Not-insured

I am not insured

Save and Go Back Save Save & Continue

CAQH ProView Provider User Guide v32

By clicking the Add button, providers can access the CAQH insurance coverage form to add malpractice insurance information.

- Click “Add” to enter the details.

Insurance Coverage Import

* Required fields are indicated with a red asterisk. All other fields are optional.

* Policy Number

Covered Practice Location

* Current Effective Date

* Current Expiration Date

Original Effective Date

* Carrier/Self Insured Name
 Other (Not Listed)

* Street 1

Street 2

* City Province

Country State * ZIP Code

Phone Number Phone Extension

Fax Number

Length of Time With Carrier

Type of coverage

* Amount of coverage per occurrence \$

* Amount of coverage aggregate \$

If you have changed your coverage within the last ten years, did you purchase tail and/or nose (prior occurrence/acts) coverage?
 Yes
 No

* Individual Coverage Yes No

* Self Insured Yes No

Institution Affiliation

- When adding a Professional Liability Insurance record, you are required to fill in the following fields:
 - Policy Number – The following are the only special characters allowed in the Policy Number field:
 - . period
 - - hyphen
 - / slash
 - & ampersand
 - () parenthesis
 - # pound/hash

If there are any other special characters in the Policy Number field, you will get a validation message:

“Please enter a valid policy number. Only .) (#/-& special characters are allowed.”

You can now copy and paste an insurance policy number into the Policy Number field.

- Current Effective Date – The Current Effective Date must not be greater than the Current Expiration Date. Otherwise, an error will appear on the Required Fixes page.

Correct Errors

Proview has identified items in your profile that need attention. You must address these items before you attest.

REQUIRED FIXES

PLI

Sub Section	Field	Error
Insurance	Current Expiration Date	The Current Expiration Date must be after the Current Effective Date.
Insurance	Policy Number	Please enter the field labeled, "Policy Number"

- Current Expiration Date.
- Carrier Name
 - Street 1 *(pre-populated depending on the carrier name selected)*
 - City *(pre-populated depending on the carrier name selected)*
 - Zip Code *(pre-populated depending on the carrier name selected)*
- Do you have unlimited coverage with this insurance carrier? *(required only when you are practicing in multiple states)*
- Amount of coverage per occurrence
- Amount of coverage aggregate
- Individual Coverage

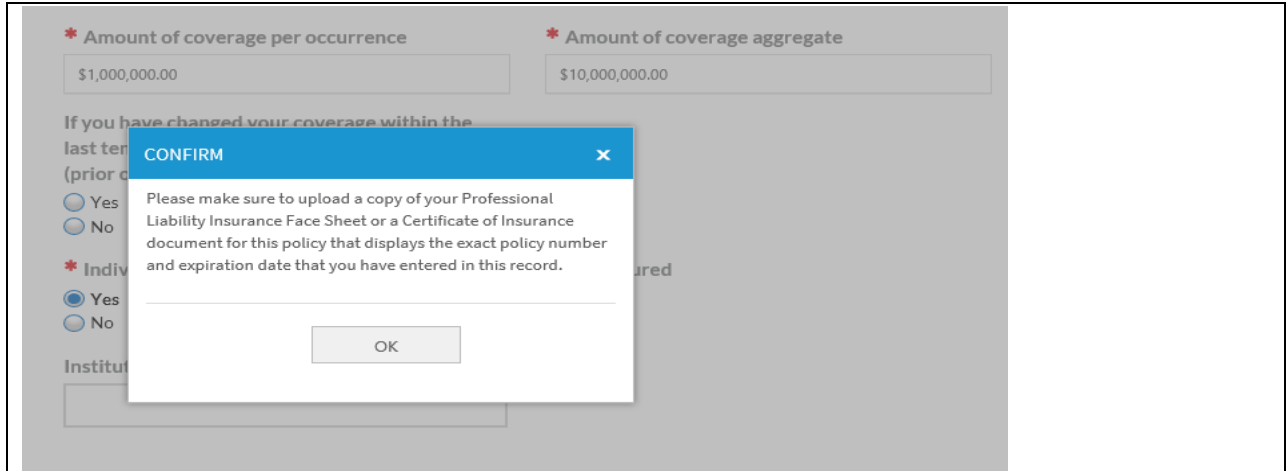
- **Self-Insured** - *required only when you are practicing in any of these states: CAQH States, Oklahoma, and Texas (NOT Colorado, Georgia, Massachusetts, Minnesota, North Carolina, Mississippi, Nevada, Oregon, Washington, and West Virginia)*

A screenshot of a web form titled "Self-Insured". It features two radio buttons for "Yes" and "No". Below them is a text input field labeled "Institution Affiliation". At the bottom right, there are two buttons: "Cancel" and "Save and Continue" with a right-pointing arrow.

CAQH has added an optional field “Covered Practice Location”. Provides can now map active practice locations to insurance policies using this field. Click the checkbox of the applicable practice location/s.

A screenshot of the "Insurance Coverage" form. It includes an "Import" button in the top right. A note states: "* Required fields are indicated with a red asterisk. All other fields are optional." The form contains several fields: a text input for "Policy Number", a dropdown menu for "Covered Practice Location" (highlighted with a red border), and two date pickers for "Current Effective Date" and "Current Expiration Date", both with the format "MM/DD/YYYY".

After you have entered all the required details, click “Save & Continue” found at the bottom of the page. You will be prompted with a message reminding you to upload a copy of your Professional Liability Insurance Face Sheet or a Certificate of Insurance document for the policy record that you have just entered.

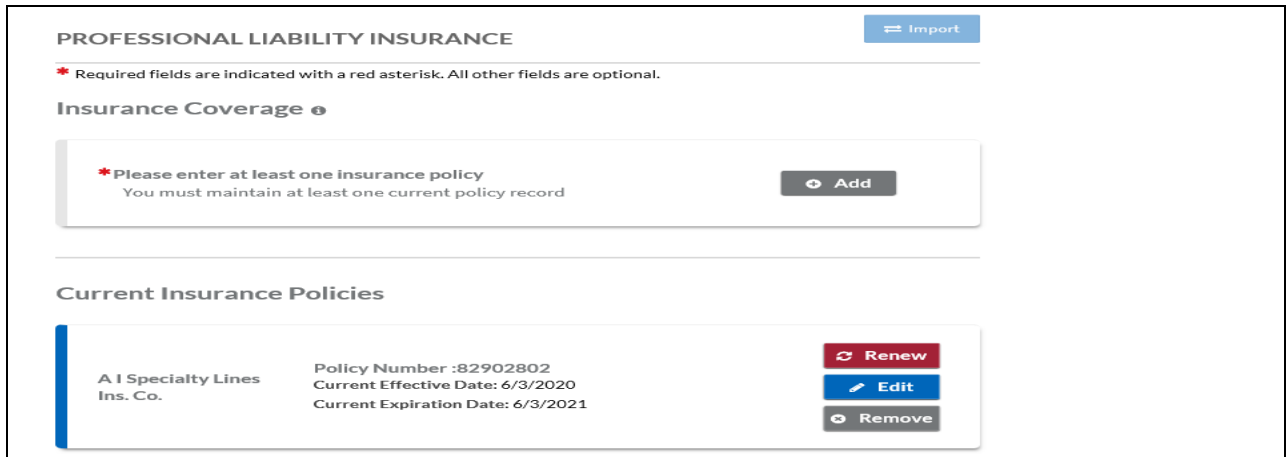


Note: Please ensure that the following should match the details on your face sheet:

- Provider's Name
- Current Expiration Date
- Policy Number entered

If these details on the PLI document do **NOT** match the information listed in your profile, the document will be rejected.

- A consolidated preview list of all the Provider's insurance policy records will be displayed on the page.



The PLI section will be categorized by “Current” and “Expired” insurance policies.

Current Insurance Policies

A I Specialty Lines Ins. Co.

Policy Number :839028202
Current Effective Date: 6/3/2020
Current Expiration Date: 6/3/2021

[Renew](#)
[Edit](#)
[Remove](#)

Expired Insurance Policies

[Hide](#) ^

A I Specialty Lines Ins. Co.

Policy Number :82902802
Current Effective Date: 5/1/2019
Current Expiration Date: 5/1/2020

[Renew](#)
[Edit](#)
[Remove](#)

Providers will see a tooltip for current insurance policies that are expected to expire before their next attestation date.

Current Insurance Policies

A I Specialty Lines Ins. Co.

Policy Number :839028202
Current Effective Date: 6/3/2019
Current Expiration Date: 6/3/2020

[Renew](#)
[Edit](#)
[Remove](#)

ⓘ This policy will expire before your next attestation.

Tooltips are also visible for expired insurance policies that are older than 10 years.

Expired Insurance Policies

[Hide](#) ^

A I Specialty Lines Ins. Co.

Policy Number :82902802
Current Effective Date: 5/1/2008
Current Expiration Date: 5/1/2009

[Renew](#)
[Edit](#)
[Remove](#)

ⓘ ProView does not require carrier information that is older than 10 years.

Providers operating with FTCA exempt health centers can indicate FTCA coverage by selecting “I am covered by FTCA”.

Insurance Coverage

*Please enter at least one insurance policy
You must maintain at least one current policy record **Add**

Current Insurance Policies

A I Specialty Lines
Ins. Co.

Policy Number :839028202
Current Effective Date: 6/3/2019
Current Expiration Date: 6/3/2020

Renew
Edit
Remove

This policy will expire before your next attestation.

Federal Tort Claims Act (FTCA) Coverage
The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Indian Health Services (IHS)
- Community Health Centers
- Migrant Health Centers
- Health Care for the Homeless Centers
- Public Housing Primary Care Centers

[Visit HRSA](#) to learn more about FTCA and eligible entities.

I am covered by FTCA

You can select the field “FTCA-Covered Practice Location(s) to indicate which of your active locations is associated with an insurance policy.

Federal Tort Claims Act (FTCA) Coverage
The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Migrant Health Centers

Test
 Tina Dee Clinic
 Tina Dee
 Tina Dee Clinic

Tina Dee Clinic

You can also select the same location for FTCA coverage and traditional malpractice insurance if a location is FTCA exempt and covered by traditional malpractice insurance.

Additional details have been added to the page to help providers understand more about FTCA. A link to HRSA is also available should you wish to learn more about FTCA and eligible entities.

Federal Tort Claims Act (FTCA) Coverage

The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Indian Health Services (IHS)
- Community Health Centers
- Migrant Health Centers
- Health Care for the Homeless Centers
- Public Housing Primary Care Centers

[Visit HRSA](#) to learn more about FTCA and eligible entities.

I am covered by FTCA ?

Providers who have indicated that they are covered by FTCA will be required to upload a copy of the FTCA document in the Documents section. Once the checkbox is selected and saved, a slot for the FTCA document will be automatically created in the Documents section. You are required to upload a copy of your FTCA document in this slot.

DOCUMENTS

? **Your profile requires you to "Review & Attest" before you can upload documents.**

Uploaded documents are always compared with your profile data. Once you confirm the accuracy of the information in your ProView profile, you will be able to upload documents.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status ?	Document Actions
* Application Release	Illinois			Missing	Download Upload
* DEA				Missing	Upload
* Federal Tort Claim Act Coverage				Missing	Upload
* Form A-Adverse and other actions Document for Illinois State_Question_1_Record_2	Illinois			Missing	Download Upload
* Form A-Adverse and other actions Document for Illinois State_Question_2_Record_1	Illinois			Missing	Download Upload

Providers without any traditional or non-traditional malpractice insurance are required to confirm their coverage before they can proceed.

PROFESSIONAL LIABILITY INSURANCE Import

* Required fields are indicated with a red asterisk. All other fields are optional.

Insurance Coverage

*Please enter at least one insurance policy
You must maintain at least one current policy record Add

Federal Tort Claims Act (FTCA) Coverage
The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Indian Health Services (IHS)
- Community Health Centers
- Migrant Health Centers
- Health Care for the Homeless Centers
- Public Housing Primary Care Centers

[Visit HRSA](#) to learn more about FTCA and eligible entities.

I am covered by FTCA

Not-insured
 I am not insured

Save and Go Back Save Save & Continue

By selecting “confirm” the options to add other malpractice insurance is deactivated.

*Please enter at least one insurance policy
You must maintain at least one current policy record Add

Confirm ×

You will be required to upload a "Letter of Self Insurance/ Explanation of No Insurance" in the Documents section.
Are you sure you want to proceed without adding an insurance policy or FTCA-coverage?

Confirm Not now

I am not insured

Note: You are required to upload a confirmation letter on your professional letterhead stating lack of coverage or providing further explanation. Please navigate to the Documents page to do so. This document will appear as missing and required on the Documents section of your application.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status ⓘ	Document Actions
* Standard Authorization, Attestation and Release	CAQH			Missing	Download Upload
* DEA				Missing	Upload
* Letter of Self Insurance/Explanation of No Insurance				Missing	Upload
Form A - Adverse And Other Actions	Illinois	06/01/2020		Received	Delete Replace
Form B - Professional Liability Actions	Illinois	05/25/2020		Received	Delete Replace

Renewing an Expired PLI Record

Renew an expired policy record for you to be able to upload a copy of the renewed policy. If you plan to send the renewed PLI document through e-mail or US mail, it is critical that you first renew the expired PLI record in the portal. Otherwise, your document will be rejected and you will be asked to re-upload it in the portal using the document slot for the renewed PLI record.

- When renewing an expired policy with an associated document in "Received", "Approved", or "Expired" status, the "Edit" option will not work. Instead, click on the "Renew" button for the applicable policy and you will be prompted to enter an updated Effective Date and Expiration Date. You will also be prompted to upload an updated Insurance Face Sheet or Certificate of Insurance for the renewed policy. A missing PLI document will appear on the Documents section for the renewed policy.

Expired Insurance Policies [Hide](#) ^

Aana Insurance Services

Policy Number : 9282982
 Current Effective Date: 5/10/2019
 Current Expiration Date: 5/10/2020

↻ Renew

✎ Edit

✖ Remove

- If you click the "Renew" button, you will be directed to a page where you need to enter the "Current Effective Date" and "Current Expiration Date" of your renewed insurance policy.

Insurance Coverage Import

* Required fields are indicated with a red asterisk. All other fields are optional.

* Policy Number

Covered Practice Location

* Current Effective Date

* Current Expiration Date

Original Effective Date

Note:

- The Current Effective Date should **NOT** be greater than the Current Expiration Date. You will be prompted with a message “The Current Expiration Date must be after the Current Effective Date.”

* Current Effective Date

* Current Expiration Date

The Current Expiration Date must be after the Current Effective Date

- The expiration date entered here must match the expiration date listed on the insurance face sheet. If it does not match, the insurance face sheet will be rejected from the CAQH ProView.
- b. Review the other details found on the page. Click Save and Continue after making the changes.

* City San Diego		Province 	
Country Select		State Select	
		* ZIP Code 03830-8303	
Phone Number 	Phone Extension 		
Fax Number 			
Length of Time With Carrier 			
Type of coverage Select			
* Amount of coverage per occurrence \$1,000,000.00		* Amount of coverage aggregate \$10,000,000.00	
If you have changed your coverage within the last ten years, did you purchase tail and/or nose (prior occurrence/acts) coverage? <input type="radio"/> Yes <input type="radio"/> No			
* Individual Coverage <input checked="" type="radio"/> Yes <input type="radio"/> No		* Self Insured <input type="radio"/> Yes <input checked="" type="radio"/> No	
Institution Affiliation 			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> Save Save & Continue ↻ </div>			

Additional Information about PLI Documents/Letter of Self-Insurance

- The policy number will be added in the Document Name column next to the document name "Professional Liability Insurance". Example - Professional Liability Insurance - PL13483N.
- You will not see the "Replace" document action for any Professional Liability Insurance document type with a status of "Approved" or "Expired".
- You will only see the "Delete" action on Professional Liability Insurance documents with an "Expired" status.
- If you are self-insured, you will no longer see the Document Name "Letter of Self Insurance" from the document dropdown list but you will now see the Document Name "Letter of Self Insurance/Explanation of No Insurance".

- You will not see a document showing as “Missing” for any associated data record that has a “Current Expiration Date” that is prior to today’s date.
- All "Professional Liability Insurance" documents with a status of "Expired" will appear as "Optional" if at least one PLI document exists for a current PLI record with a status of "Missing", "Received", "Approved", or "Failed".

Throughout each step of completing the PLI section, help copy, and tooltips are available for help.

Providers can hover over each of the available options for additional information and instructions.

The ‘self-insured’ question and answer will continue to show in the portal but on the Professional Liability Insurance Record screen, right next to the question “Individual Coverage?” for Providers practicing in CAQH States, Oklahoma, and Texas (NOT Colorado, Georgia, Massachusetts, Minnesota, North Carolina, Mississippi, Nevada, Oregon, Washington, and West Virginia).

- If you have previously answered the “Self-Insured” question, your answer should remain for that self-insured question.
- When you log in to your account after these changes have been implemented and navigate to the Professional Liability Insurance section, you will no longer see the leading question “*Are you covered under a professional liability insurance policy?*”

PROFESSIONAL LIABILITY INSURANCE Import

* Required fields are indicated with a red asterisk. All other fields are optional.

Insurance Coverage

* Please enter at least one insurance policy
You must maintain at least one current policy record Add

Federal Tort Claims Act (FTCA) Coverage
The FTCA provides liability coverage for providers that offer services through entities that are supported by the Health Resources and Service Administration (HRSA). FTCA-eligible entities include:

- Federally Qualified Health Centers (FQHC)
- Indian Health Services (IHS)
- Community Health Centers
- Migrant Health Centers
- Health Care for the Homeless Centers
- Public Housing Primary Care Centers

[Visit HRSA](#) to learn more about FTCA and eligible entities.

I am covered by FTCA

Not-insured

I am not insured

Save and Go Back Save Save & Continue

- If you previously answered "Yes" to "Self-Insured?", the checkbox for “I am not insured will be ticked.
If you previously entered a professional liability insurance policy, that record will be displayed in your profile.

Employment Information


The Employment Information section asks for information regarding your employment history, including your current and previous work information, any work history gaps, and any military employment information.

In order to create a seamless timeline of a provider's work history reducing provider outreach and documentation redundancies, the following Education and Professional Training types will create an associated Gap record in the Employment History if the record includes both Start Date and End Date and is within the last ten years from the current year.

- Internship
- Residency
- Fellowship (start date now required)
- Preceptorship
- Other Trainings (start date now required)
- Undergraduate (start date now required)
- Fifth Pathway
- Professional School

Gap Records

Gap History now links to Education and Professional Training

 Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records for you.

You must document any gaps in employment longer than 6 months (jobs not related to your profession, family leave, etc.) within the past 10 years.

- The North Carolina credentialing application asks providers to account for gaps longer than 90 days.

Add an explanation for employment gaps longer than 6 months + Add

Gap Record
Academic/Training leave September 2018 - September 2020 Edit
Remove

Professional School : Abilene Christian University

This Gap Record represents details from Education and Professional Training
[Click here to edit or remove this information](#)

Gap Record
Charitable work November 2016 - August 2018 Edit
Remove

An employment gap record will be created for each individual education and professional records in the last 10 years. The Start and End date for gap records will match the dates entered in the Professional Training and Education record. The Gap Explanation field value will be pre-populated as "Academic/Training leave".

The card will provide a link to the Education and Professional training record that the gap is sourced from. This will allow providers to navigate to that section if they need to make changes.

The screenshot displays four 'Gap Record' cards. Each card contains the following information:

- Card 1:** Title: Gap Record; Description: Academic/Training leave; Dates: September 2018 - September 2020; Source: Professional School : Abilene Christian University. Includes 'Edit' and 'Remove' buttons. Footer: This Gap Record represents details from Education and Professional Training. [Click here to edit or remove this information](#)
- Card 2:** Title: Gap Record; Description: Charitable work; Dates: November 2016 - August 2018. Includes 'Edit' and 'Remove' buttons.
- Card 3:** Title: Gap Record; Description: Academic/Training leave; Dates: October 2015 - October 2016; Source: Fellowship : Albert Einstein Medical School. Includes 'Edit' and 'Remove' buttons. Footer: This Gap Record represents details from Education and Professional Training. [Click here to edit or remove this information](#)
- Card 4:** Title: Gap Record; Description: Academic/Training leave; Dates: June 2015 - September 2016; Source: Other : Albany Medical Center South. Includes 'Edit' and 'Remove' buttons. Footer: This Gap Record represents details from Education and Professional Training

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.
- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.

- Select “Add” to enter an employer and the related information.
- If the “Import” button is active, information already entered by a practice manager is available for you to view and import if you choose to do so.
- If you have not yet started work at a location, enter your expected start date in the Start Date field.
- In general, a gap is any break in continuous, full-time employment for 3 months or longer.
- Some organizations may require a full work history beginning with your professional degree and the reporting of all gaps in work history. Check with your credentialing organization.
- Instructions such as what details to include on the Employment Information section, how to handle employment gaps, and any other work history-related details have been added to the page.
- You are required to enter at least one Employment Information record on the profile. To do this, click ‘Add’ button under New Employment Records.

EMPLOYMENT INFORMATION

Please note: Incomplete work history will require additional follow-up from your contracted organizations and may delay credentialing decisions.

* Required fields are indicated with a red asterisk. All other fields are optional.

Employment Records ⓘ

Please list your current employment and all relevant employment history for the past 10 years. Relevant experience includes all work performed as a health professional.

*Add an Employment Information Record

+ Add

- Once you have added employment information to your profile, a preview of the record will be displayed on the page with the following details: Practice/Employer Name, State Date, and End Date. If you have more than one employment record, only the previous one/s will have the end date. Your current employment record will be indicated with ‘Current Employment’.
- If there are any employment gap records, CAQH ProView will display a message” Add an explanation for this gap” and a red marker “Please Respond”..’ The start and end date of the gap will also be indicated. You are required to fill in all Employment Gaps before attestation. Click the Edit button to add an explanation for the gap.

Employment Records ⓘ

Please list your current employment and all relevant employment history for the past 10 years. Relevant experience includes all work performed as a health professional.

***Add an Employment Information Record** ➕ Add

Hospital January 2021 - **Current Employment** ✎ Edit
✖ Remove

Clinic February 2020 - April 2020 ✎ Edit
✖ Remove

Gap Record Academic/Training leave September 2018 - September 2020 ✎ Edit
✖ Remove

Professional School : Abilene Christian University

This Gap Record represents details from Education and Professional Training
[Click here to edit or remove this information](#)

Please Respond

Add an explanation for this gap
If this is not a gap record, [click here](#) to create an Employment Information Record

November 2016 - August 2018 ✎ Edit

Gap Record Academic/Training leave October 2015 - October 2016 ✎ Edit
✖ Remove

Fellowship : Albert Einstein Medical School


This Gap Record represents details from Education and Professional Training
[Click here to edit or remove this information](#)

- If the record is not a gap, the provider can click on the link to create an Employment Information record.

Please Respond

Add an explanation for this gap
If this is not a gap record, [click here](#) to create an Employment Information Record

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 Edit

EMPLOYMENT INFORMATION

* Required fields are indicated with a red asterisk. All other fields are optional.

* Practice / Employer Name Department / Specialty

* Street 1

I have a Building, Suite, or Office to add


* Country ▼

* City State ▼ Zip Code

Phone Number

I have a phone extension to add

Fax Number

* Start Date 

* Is this your current employer?
 Yes
 No

- A separate screen will display the different fields for Employment Information Record and Employment Gap Record when you click the 'Add' button under Manage Employment Information.
- A pop-up message will be displayed when a user enters more than one Current Employment Record.

Current Employment ✕

Please confirm that you have more than one current employer or provide an End Date.

Practice/Employer Name: Tina Dee Clinic

Start Date: January 2020

The screens shown below will be displayed when you click “Add” for a gap in employment.

Gap Records ⓘ

Gap History now links to Education and Professional Training

i Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records for you.

You must document any gaps in employment longer than 6 months (jobs not related to your profession, family leave, etc.) within the past 10 years.

- The Colorado credentialing application asks providers to account for gaps longer than 30 days.

*** Add an explanation for employment gaps longer than 6 months**

Employment Gap Record ✕

If this is not a gap record, [click here](#) to create an Employment Information Record

*** Start Date**

*** End Date**

*** Gap Explanation ⓘ**

- Click the dropdown to display the options.

Employment Gap Record ✕

If this is not a gap record, [click here](#) to create an Employment Information Record

* Start Date MM/YYYY

* End Date MM/YYYY

* Gap Explanation

- Academic/Training leave
- Charitable work
- Deployment
- Immigration
- Job search
- Medical leave
- Other (please specify)

Note: Providers practicing in Illinois, Georgia and Oklahoma will be required to enter a reason for unemployment gaps longer than 30 days.

Gap Records

Gap History now links to Education and Professional Training

Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records for you.

You must document any gaps in employment longer than 6 months (jobs not related to your profession, family leave, etc.) within the past 10 years.

- The Illinois credentialing application asks providers to account for gaps longer than 30 days.

Providers practicing in Oregon will be required to enter a reason for unemployment gaps longer than 60 days.

Gap Records

Gap History now links to Education and Professional Training

Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records for you.

You must document any gaps in employment longer than 6 months (jobs not related to your profession, family leave, etc.) within the past 10 years.

- The Oregon credentialing application asks providers to account for gaps longer than 60 days.

Providers practicing in Minnesota, West Virginia and North Carolina will be required to enter a reason for unemployment gaps longer than 90 days.

Gap Records ⓘ

Gap History now links to Education and Professional Training

Health plans and other organizations often require Gap Records that explain academic training/ leave. To save you time, ProView now uses completed Education and Professional Training records to automatically create gap records for you.

You must document any gaps in employment longer than 6 months (jobs not related to your profession, family leave, etc.) within the past 10 years.

- The Minnesota credentialing application asks providers to account for gaps longer than 90 days.

Professional References

The Professional References section asks for information regarding your references and their related contact information.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: First Provider Contact (12/23/2020)

First complete your Profile Data, then Review and Attest **REVIEW & ATTEST**

Save

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES**
- DISCLOSURE
- AUTHORIZE

PROFESSIONAL REFERENCES

* Required fields are indicated with a red asterisk. All other fields are optional.

Reference

No record Found. **Remove**

Provider Type
--Select--

First Name Last Name

Street 1

Street 2

Tips:

- If you need assistance, you can access the “?” link that is displayed on the right-hand side of the screens.

- Use “Save and Go Back” or “Save & Continue” to page backward or forward within sections.
- It is important to click on the “Save” button or the “Save & Continue” button to save your information. Clicking on the back and forward arrows via the left-hand navigation will also save your information.
- Select “Add” to enter a professional reference and the related information.

Disclosure

The Disclosure section includes all disclosure questions required for your practice states, including any state specific disclosure questions as well as a disclosure of ownership section. Please answer the questions accordingly.

The screenshot displays the CAQH ProView interface for a user named Tina. The top navigation bar includes 'HOME', 'PROFILE DATA', 'DOCUMENTS', and 'AUTHORIZE'. A welcome message 'Welcome, Tina.' is shown with the provider status 'First Provider Contact (12/23/2020)'. A notification box prompts the user to 'First complete your Profile Data, then Review and Attest' with a 'REVIEW & ATTEST' button. The left sidebar contains a 'Save' button and a list of menu items: PERSONAL INFORMATION, PROFESSIONAL IDS, EDUCATION & PROFESSIONAL TRAINING, SPECIALTIES, PRACTICE LOCATIONS, HOSPITAL AFFILIATIONS, CREDENTIALING CONTACTS, PROFESSIONAL LIABILITY INSURANCE, EMPLOYMENT INFORMATION, PROFESSIONAL REFERENCES, DISCLOSURE (highlighted), and AUTHORIZE. The main content area is titled 'MINNESOTA UNIFORM CREDENTIALING APPLICATION DISCLOSURE QUESTIONS' with a state selector 'MN'. A note states: '* Required fields are indicated with a red asterisk. All other fields are optional.' Below this, a text block reads: 'You are required to enter malpractice case history information if applicable. Click the “Add” button to enter a malpractice case history record.' Three numbered questions follow, each with radio button options for 'Yes' and 'No':

1. * Has your professional license or registration ever been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?
 Yes
 No
2. * Has your professional license or registration ever been investigated or is it currently being investigated and, if so, what were the results?
 Yes
 No
3. * Has your DEA registration ever been revoked, suspended, limited, or conditioned in any way, or have you voluntarily relinquished your DEA registration, or is there a review pending?
 Yes
 No

Authorize

The Authorize section allows you to indicate which healthcare organizations you would like to authorize release of your profile information.

The screenshot displays the 'AUTHORIZE' section of the CAQH ProView interface. At the top, there is a navigation bar with 'HOME', 'PROFILE DATA' (with a red 'x' icon), 'DOCUMENTS' (with a red 'x' icon), and 'AUTHORIZE'. Below the navigation bar, a welcome message reads 'Welcome, Tina.' with the provider status 'First Provider Contact (12/23/2020)'. A notification box on the right states 'First complete your Profile Data, then Review and Attest' with a 'REVIEW & ATTEST' button. The main content area is titled 'AUTHORIZATION SETTING' and includes a sidebar with 'AUTHORIZATION SETTING' and 'ORGANIZATIONS'. The main text explains that healthcare organizations require authorization to access self-reported and attested information. A question is posed: 'When a healthcare organization subscribes to your data, should CAQH automatically authorize access?'. Two options are provided: 'Yes. Release my data to any organization that requests access.' (marked as 'RECOMMENDED' with a green checkmark) and 'No. Ask me to review each organization's request.' Below the options, there is a checkbox for 'I hereby authorize the release of my full set of CAQH ProView self-reported information as indicated above.' and a 'SAVE' button.

Review the information provided on the screen, select the applicable authorization and agree to the authorization release accordingly.

- You can indicate a “global” authorization, which allows access to your data profile to all healthcare organizations that indicate to CAQH that you are an affiliated provider or am in the process of becoming an affiliated provider.
- You also can individually select organizations to allow access to your data profile by selecting “Only the healthcare organizations that indicate I am an affiliated provider or am in the process of becoming an affiliated provider, and I specify below”.
- In the “Other Organizations Authorization” section, you have the option to release a more limited set of your data profile to healthcare organizations that you are not affiliated with.
 - Organizations need data for providers who are not affiliated or participating in their network to pay out-of-network claims. For example, if a health plan would like to verify a non-participating provider’s address before they submit payment for the claim.
 - In the “Other Organization Authorization” section, you have the option to either grant global authorization to all health plans who indicate you are not affiliated or to select the individual plans who have indicated you are not

affiliated. By selecting the latter option, you will be able to view which health plans have asked to view a limited set of your data and can grant access via line item authorization. **If preferred, you do not need to authorize any organizations that you are not affiliated with.**

- If you are interested in participating with additional health plans, you need to contact each health plan directly. Once you are added to the health plan’s CAQH provider roster, the health plan will be listed on this authorization screen.

Update Authorization

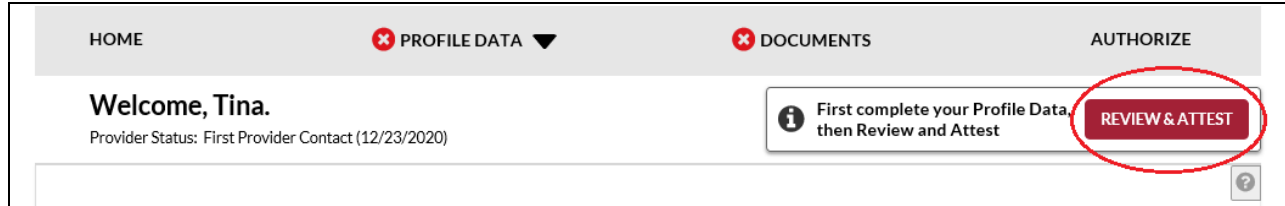
You can change or update your authorization selection at any time. Simply log into CAQH ProView and select “Authorize” from the top navigation menu to make your change. Click “Save” for your changes to be effective.

The screenshot displays the CAQH ProView dashboard for a user named Tina. The top navigation bar includes links for HOME, PROFILE DATA (with a dropdown arrow), DOCUMENTS, and AUTHORIZE (circled in red). A welcome message reads "Welcome, Tina." with a provider status of "First Provider Contact (12/23/2020)". A notification box prompts the user to "First complete your Profile Data, then Review and Attest" with a "REVIEW & ATTEST" button. The main content area, titled "Start here", shows the "PROFILE DATA" section which is 39% complete, with 34 required questions remaining. Below this are five categories with their respective completion percentages and update dates:

Category	Completion Status	Update Date	Remaining Questions
Personal Information	76% complete	Updated January 12, 2021	3 required questions remaining
Professional IDs	50% complete	Updated December 30, 2020	3 required questions remaining
Education and Professional Training	Required fields complete	Updated January 12, 2021	0
Specialties	0% complete		2 required questions remaining
Practice Locations	62% complete	Updated December 30, 2020	6 required questions remaining

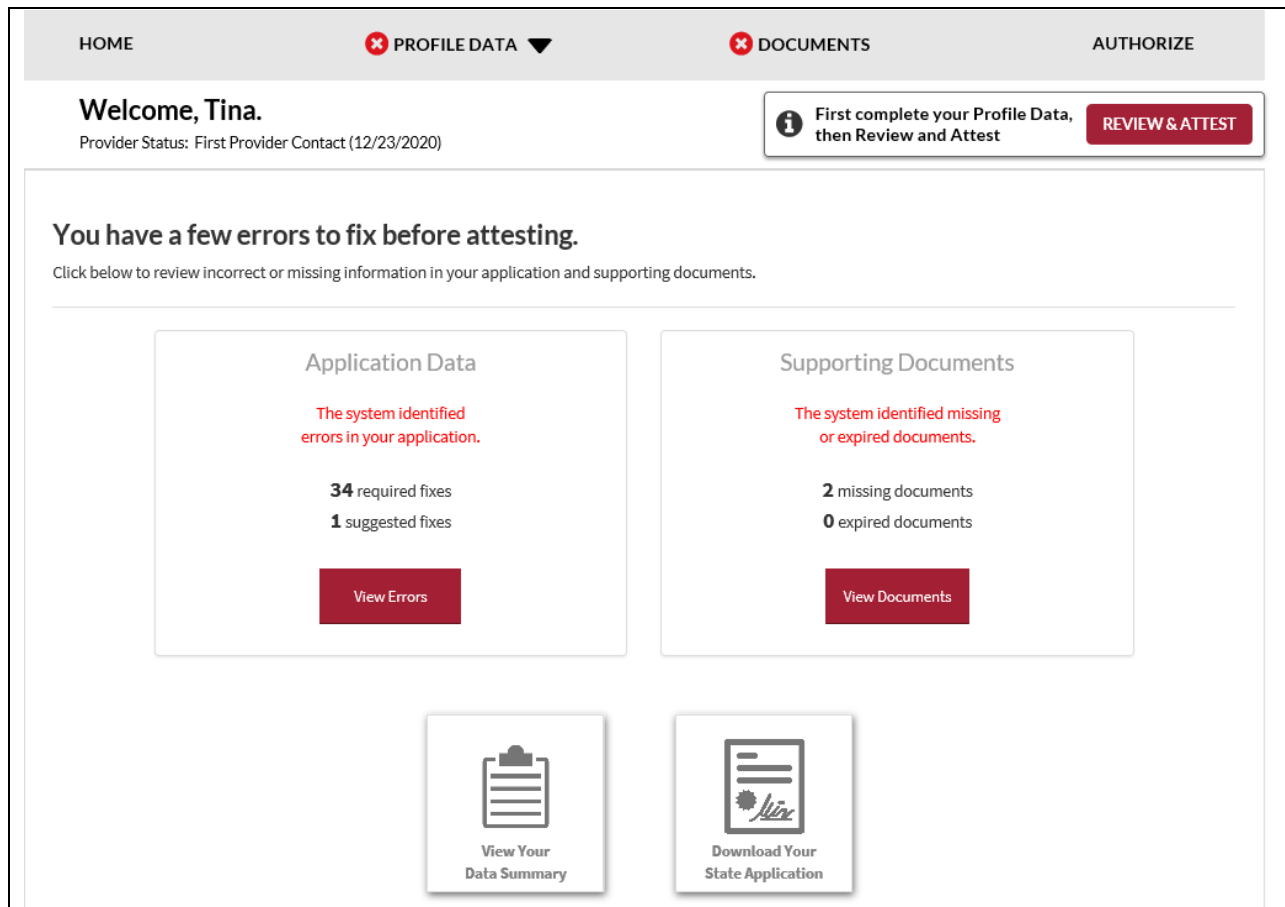
CHAPTER 5: Review Your Data

Once you have completed your data profile, select “Review and Attest” from the top navigation bar.



On the Review screen, there are four areas you can access to review your data.

1. **View Errors** – Click here to address any errors you need to fix within your data profile.
2. **View Documents** – Click here to see all supporting documents uploaded into your data profile, and any missing documents needed to complete your profile.
3. **View Your Data Summary** – Click here to view a PDF summary of your data profile.
4. **Download Your State Application** – Click here to generate a replica of any state specific application applicable to your practice state(s).



Correct Errors

The “Correct Errors” screen will highlight any required or suggested fixes you may need to make to your data profile.

Tips:

- When you click on a required or suggested fix, the system will direct you back to the applicable section to make the required changes.
- It is recommended that you also correct any suggested fixes to ensure your data profile is as complete and as accurate as possible for health plans accessing your data.

ⓘ You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

Correct Errors

Preview has identified items in your profile that need attention. You must address these items before you attest.

REQUIRED FIXES

Professional IDs

Sub Section	Field	Error
Professional License	Expiration Date	Provider must have a State License for NY that is not expired. Please enter a valid Expiration Date.

SUGGESTED FIXES

Suggested Address Fixes

No suggested address fixes.

Other Suggested Fixes

No suggested fixes.

CAQH ProView validates that the identification numbers you entered for DEA, NPI and TIN match the provider name associated with that identification number. If applicable, you will be notified in the Suggested Fix section that the number you entered does not belong to your provider name. You can choose to click on “Change” to correct this error or “Ignore” to keep the data you entered the same. This step is optional, but CAQH strongly suggests you review any suggested fixes to ensure your data profile is accurate.

Other Suggested Fixes

Message	
This DEA Number (GA0999999) you entered doesn't belong to this provider. Please confirm	<input checked="" type="checkbox"/> Change <input checked="" type="checkbox"/> Ignore
This NPI Number (9999999996) you entered doesn't belong to this provider. Please confirm	<input checked="" type="checkbox"/> Change <input checked="" type="checkbox"/> Ignore
This Tax ID Number (444444444) you entered doesn't belong to this provider. Please confirm	<input checked="" type="checkbox"/> Change <input checked="" type="checkbox"/> Ignore
This Tax ID Number (063678465) you entered doesn't belong to this provider. Please confirm	<input checked="" type="checkbox"/> Change <input checked="" type="checkbox"/> Ignore

View Documents

This section shows the information you uploaded in the portal and any missing documents needed to finalize your application. This screen can also be accessed by clicking on “Documents” from the top navigation bar. Refer to *Chapter 6 – Uploading Supporting Documentation* from more information.

HOME
* PROFILE DATA ▼
* DOCUMENTS
AUTHORIZE

Welcome, Tina.
 Provider Status: First Provider Contact (12/23/2020)

i First complete your Profile Data, then Review and Attest
 REVIEW & ATTEST

DOCUMENTS

i Your profile requires you to “Review & Attest” before you can upload documents.
 Uploaded documents are always compared with your profile data. Once you confirm the accuracy of the information in your ProView profile, you will be able to upload documents.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click ‘upload’ and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status i	Document Actions
* State Authorization	Minnesota			Missing	<input type="button" value="Download"/> <input type="button" value="Upload"/>
* State Release	Minnesota			Missing	<input type="button" value="Download"/> <input type="button" value="Upload"/>

Select document type

View Your Data Summary

Once you have reviewed your documents, click on “View Your Data Summary” from the “Review” screen to view a PDF summary of your application and validate that the information entered is correct. Double-click the image to view your application and to enable the “Save” and “Print” features.

Download Your State Application

You can click on “Download Your State Application” from the “Review Screen” to generate the CAQH standard form, or if applicable a state specific form, of your information. Select a state for which you want the report generated, select the “Include Supporting Documentation” checkbox if applicable, and double-click the image to view your state replica. You have the option to print your application if desired. **Note:** the report will open in a PDF format. If you do not have Adobe Acrobat 4.0 or higher installed, select the link at the bottom of the section to install it.

The screenshot displays the CAQH ProView Provider User Interface. At the top, there is a navigation bar with links for HOME, PROFILE DATA (with a red star icon and a dropdown arrow), DOCUMENTS (with a red star icon), and AUTHORIZE. Below the navigation bar, a welcome message reads "Welcome, Tina." followed by "Provider Status: First Provider Contact (12/23/2020)". To the right of the welcome message is a notification box with an information icon and the text "First complete your Profile Data, then Review and Attest", accompanied by a red "REVIEW & ATTEST" button.

The main content area features a heading "You have a few errors to fix before attesting." and a sub-heading "Click below to review incorrect or missing information in your application and supporting documents." Below this, there are two summary cards:

- Application Data:** "The system identified errors in your application." It shows "34 required fixes" and "1 suggested fixes". A red "View Errors" button is located at the bottom.
- Supporting Documents:** "The system identified missing or expired documents." It shows "2 missing documents" and "0 expired documents". A red "View Documents" button is located at the bottom.

At the bottom of the interface, there are two icons: "View Your Data Summary" (a clipboard icon) and "Download Your State Application" (a document icon with a signature). The "Download Your State Application" icon is circled in red.

CHAPTER 6: Uploading Supporting Documentation

Uploading Documents

To complete your data profile, you will need to upload into CAQH ProView any applicable supporting documents.

Your profile must be complete, required errors must be fixed on the Correct Errors page and any account changes must be attested first before you can upload documents.

CAQH ProView does not support faxing of supporting documents.

Here are the steps on uploading supporting documents on the Documents section:

1. Scan and save your document (if needed). Please make sure the document is in PDF, TIF, JPG or JPEG format for it to be accepted into the system.
2. Log in to CAQH ProView using your username and password.
3. Click the Documents link on the top navigation menu to go the Documents section. Any missing documents will be shown on this page.
4. Be sure to select the appropriate document name or document type when uploading documents. Each document must to be uploaded separately.
5. Click "Upload". Click "Browse" to select a file for upload. Then, click "Upload".
6. Your uploaded documents can be viewed on the "List of Documents" found on the upper portion of the same page.
7. Recently uploaded documents will show as "Received." Once the document is reviewed by CAQH and accepted, the status will change to "Approved". All documents may be viewed regardless of the status.
8. You will have to click download to be able to view the document. You may also "Replace" an existing document, or to "Delete" a document if necessary.

List of Documents					
* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.					
Document Name	State	Uploaded Date	Expiration Date	Status ⓘ	Document Actions
* Standard Authorization, Attestation and Release	CAQH			Missing	Download Upload
* CDS				Missing	Upload
* DEA				Missing	Upload
* Professional Liability Insurance - ABC123			08/29/2021	Missing	Upload
Form A - Adverse And Other Actions	Illinois	06/01/2020		Received	Delete Replace
Form B - Professional Liability Actions	Illinois	05/25/2020		Received	Delete Replace

Here are examples of supporting documents you may need to submit for your application:

- Drug Enforcement Administration (DEA) Certificate
- Controlled and Dangerous Substances (CDS) Certificate
- State medical license(s)
- Malpractice insurance policy face sheet
- A signed Authorization, Attestation, and Release form.

Authorization, Attestation, and Release Form (AAR Form)

When you initially complete your data profile and attestation, a signed Release form is required for your data profile to be complete.

To submit a Release form, you need to perform the following steps:

1. The Authorization, Attestation, and Release (AAR) Form applicable to your practice state is displayed in the Documents section. The AAR will appear as “missing” if one is not presently attached to your profile.
2. Sign the form and indicate the date it was signed. **Note:** The signature on the initial AAR form should be a wet signature. Stamped or electronic signatures will NOT be accepted.
3. Signed AAR form must be submitted within 120 days from the signature date. If the AAR form’s signature date is greater than 120 days, it will NOT be accepted by CAQH.
4. Upload the form to CAQH ProView.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status ⓘ	Document Actions
* Standard Authorization, Attestation and Release	CAQH			Missing	Download Upload
* CDS				Missing	Upload
* DEA				Missing	Upload
* Disclosure	Washington			Missing	Download Upload
* Professional Liability Insurance - ABC123			08/29/2021	Missing	Upload
* State Authorization	Washington			Missing	Download Upload
* State Release	Washington			Missing	Download Upload
Form A - Adverse And Other Actions	Illinois	06/01/2020		Received	Delete Replace
Form B - Professional Liability Actions	Illinois	05/25/2020		Received	Delete Replace

CAQH added some help content advising providers on how you can replace your application release document.

▼ **How do I replace my application release document?**

Your approved release document is valid for the life of your ProView profile as long as the name that appears on the document matches the name associated with your profile. If you need to replace this document due to a name change or other valid reason, please contact the CAQH Help Desk for assistance.

Note that this kind of requests is only accommodated if there is a valid reason to replace the document such as a name change, etc.

Failed Documents

CAQH will review all submitted supporting documents for accuracy within approximately 48 hours upon submission. A tooltip will show the rejection notification which will include the specific reason why the document was not approved. The document rejection notifications being sent via e-mail have also been revised to include the specific reason for rejection and the next steps on how to correct the document. A document may fail for the following reasons:

1. **Illegible** – the document is not clear enough to be read.
2. **Not compliant** – the document may be missing a date, may be missing a signature, or more than one document may have been included within the same file.
3. **Ineligible** – the document submitted may have an expired date or does not correspond to the document type selected. For example, if you upload a license to a “Professional Liability Insurance” document type, the document will fail. You will need to upload the license using the “State License” document type.

* Application Release	Illinois	07/31/2020	Failed	Delete	Download	Replace
* Standard Authorization, Attestation and Release	CAQH	07/31/2020	Failed	Delete	Download	Replace
* Disclosure	Washington	07/31/2020	Failed	Delete	Download	Replace
* Section D - Attestation Questions	Miss			Delete	Download	Replace
* State Authorization	Miss			Delete	Download	Replace
* State Authorization	Georgia	07/31/2020	Failed	Delete	Download	Replace
* State Authorization	Colorado	07/31/2020	Failed	Delete	Download	Replace
* State Release	Texas	07/31/2020	Failed	Delete	Download	Replace
* Nevada's Standard Authorization, Attestation and Release	Nevada	07/31/2020	Failed	Delete	Download	Replace
* State Release	West Virginia	07/31/2020	Failed	Delete	Download	Replace

The expiration date on the document does not match the expiration date entered on the PLI record in your profile.

Note: Signed supporting documents must be submitted within 120 days of the signature date. If a supporting document’s signature date is greater than 120 days, it will not be accepted by CAQH ProView.

North Carolina Providers

CAQH ProView requires different North Carolina State Release forms for each authorized Participating Organization.

- o If you have authorized individual organizations, you are required to upload a North Carolina State Release form for every health organization that you have authorized.
- o If you have selected global authorization, which authorizes any organization who adds you to their roster, a North Carolina State Release form is required for every health organization that has added you to their roster.

AUTHORIZATION SETTING		
ORGANIZATIONS		
<p>ORGANIZATIONS</p> <p>This page lists all the organizations that have requested authorization to view your CAQH ProView self-reported information.</p>		
ORGANIZATION	AUTHORIZE	VIEWING YOUR DATA
Blue Cross Blue Shield of North Carolina	<input checked="" type="radio"/> Authorize <input type="radio"/> Do not Authorize	Yes
Humana/ChoiceCare	<input checked="" type="radio"/> Authorize <input type="radio"/> Do not Authorize	Yes
CIGNA / Great-West Healthcare	<input checked="" type="radio"/> Authorize <input type="radio"/> Do not Authorize	Yes
Anthem Blue Cross Blue Shield/CareMore/Wellpoint Military Care	<input checked="" type="radio"/> Authorize <input type="radio"/> Do not Authorize	Yes
Aetna	<input checked="" type="radio"/> Authorize <input type="radio"/> Do not Authorize	Yes

- If you are new to CAQH ProView and practice in North Carolina, you will be required to upload a separate, specific State Release form for each organization you have authorized. You must download the specific form, sign it, and upload it in CAQH ProView.

Note: First time attesting providers who practice in North Carolina will be required to upload each plan-specific release forms before they can attest so that all of the plans that have rostered the provider will receive a signed AAR for that plan. Providers in Initial Profile Complete, Re-attestation, or Expired Attestation statuses will be able to attest without uploading additional plan-specific release forms in they have been added by another plan.

- If you have initially attested and have already uploaded at least one State Release form, your existing releases will remain in the documents section. However, you will see new slots for “missing” State Release forms. There will be one missing slot for each organization you have authorized.
- Click the ‘Download’ button corresponding to each of the missing State Release forms. The number of North Carolina State Release forms available for download depends on the number of POs who have added you to their roster or the POs you have individually authorized. These State Release forms will be pre-populated with the PO name.
- Sign the State Release forms, indicate the date the forms were signed, and upload in the CAQH ProView Documents section by clicking the ‘Upload’ button corresponding to each of the missing documents.
- The ‘Missing’ status will disappear after you have uploaded these documents.
- Documents that require “Download” will have a status of “Missing” until a document is uploaded in that slot.
- State Release forms will be pre-populated with the names of authorized health organizations and will be available for download from the Documents section.

Attestation Statement

(IMPORTANT: Submit Original Only)

This application is to be signed by each individual provider submitting an application.

Fill in each space with the name of the Health Plan for which you are applying.

No Stamps or Copies Please

All information submitted by me in this application, as well as any attachments or supplemental information, is true, current, and complete to my best knowledge and belief as of the date of signature below. I fully understand that any significant misstatement in this application may constitute cause for denial of my application or termination of a resulting participation agreement.

By application for membership in [Blue Cross Blue Shield of North Carolina], I signify my willingness to appear for interview in regard to my application. I authorize [Blue Cross Blue Shield of North Carolina] to consult with administrators and members of the medical staffs of hospitals or institutions with which I have been associated and with others, including past and present malpractice carriers, who may have information bearing on the questions in this application. Upon request, I will obtain and provide to [Blue Cross Blue Shield of North Carolina] materials pertaining to my qualifications and competence, including, materials relating to complaints filed, any disciplinary action, suspension, or action to curtail my medical- surgical privileges. I further consent to the inspection by representatives of [Blue Cross Blue Shield of North Carolina] of all documents that may be material to an evaluation of my professional qualifications and competence.

- If the Document Type is CAQH AAR, the page will not show the actions links for Replace or Download for that document if the status is Approved.
- You are required to upload ALL State Release forms even though the portal shows the remaining releases as optional (only one State Release form is marked with a red asterisk).

AAR for Oklahoma Providers

Providers practicing in Oklahoma are now required to upload the CAQH Authorization, Attestation, and Release Form (AAR Form) in addition to your Oklahoma Application Release.

When you navigate to the Documents section of your application, you will see a missing CAQH Application Release. Click the Download link to download a copy of the document.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status	Document Actions
* Application Release	Oklahoma			Missing	Download Upload
* Standard Authorization, Attestation and Release	CAQH			Missing	Download Upload
* Professional Liability Insurance - ABC123			08/29/2021	Missing	Upload
Form A - Adverse And Other Actions	Illinois	06/01/2020		Received	Delete Replace

Sign the form and indicate the date it was signed. Note: The signature on the initial AAR form should be a wet signature. Stamped or electronic signatures will NOT be accepted.

I certify that all information provided by me in my application is current, true, correct, accurate and complete to the best of my knowledge and belief, and is furnished in good faith. I will notify the Entity and/or its Agent(s) within 10 days of any material changes to the information (including any changes/challenges to licenses, DEA, insurance, malpractice claims, NPDB/HIPDB reports, discipline, criminal convictions, etc.) I have provided in my application or authorized to be released pursuant to the credentialing process. I understand that corrections to the application are permitted at any time prior to a determination of Participation by the Entity, and must be submitted online or in writing, and must be dated and signed by me (may be a written or an electronic signature). I acknowledge that the Entity will not process an application until they deem it to be a complete application and that I am responsible to provide a complete application and to produce adequate and timely information for resolving questions that arise in the application process. I understand and agree that any material misstatement or omission in the application may constitute grounds for withdrawal of the application from consideration; denial or revocation of Participation; and/or immediate suspension or termination of Participation. This action may be disclosed to the Entity and/or its Agent(s). I further acknowledge that I have read and understand the foregoing Authorization, Attestation and Release and that I have access to the bylaws of applicable medical staff organizations and agree to abide by these bylaws, rules and regulations. I understand and agree that a facsimile or photocopy of this Authorization, Attestation and Release shall be as effective as the original.

Signature* _____

Name (print)* _____

DATE SIGNED* [M][M][D][D][Y][Y][Y][Y]

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Note: Signed AAR form must be submitted within 120 days from the signature date. If the AAR form's signature date is greater than 120 days, it will NOT be accepted by CAQH.

Upload the form to CAQH ProView by clicking the Upload link.

List of Documents

* Required documents are indicated with a red asterisk. For each required document click 'upload' and add one document.

Document Name	State	Uploaded Date	Expiration Date	Status ⓘ	Document Actions
* Application Release	Oklahoma			Missing	Download Upload
* Standard Authorization, Attestation and Release	CAQH			Missing	Download Upload
* Professional Liability Insurance - ABC123			08/29/2021	Missing	Upload
Form A - Adverse And Other Actions	Illinois	06/01/2020		Received	Delete Replace
Form B - Professional Liability Actions	Illinois	05/25/2020		Received	Delete Replace

Note: The document type Other has been removed from the dropdown menu. The CAQH ProView application will display the required documents based on your practice state, your provider type, and any other details that you have entered on your profile. Other documents types that don't appear as required in the Documents section of your profile don't need to be uploaded or submitted to CAQH.

The CLIA Certification has a companion certification called "COLA". CLIA Certificate document name is now CLIA/COLA/CAP Certificate.

* State Authorization	Texas	10/08/2019	10/09/2019	Expired	Delete Replace
CLIA/COLA/CAP Certification	Pacific	09/28/2020		Received	Delete Replace

CHAPTER 7: Importing Data from the Practice Manager Module

If your practice has an office manager or clinic administrator who assists with gathering information for credentialing or other administrative purposes for multiple providers, the [CAQH ProView Practice Manager Module](#) may facilitate your data entry process. Data that is the same for multiple providers (e.g., clinic name, address and phone number) can be entered once by a practice manager, rather than having to be entered repeatedly for each individual provider.

Once a practice manager enters this information for you into the CAQH ProView Practice Manager Module, the practice manager will “export” the data, i.e. transfer the data, to your data profile. You will have the option to view this data and choose to import the data if you desire.

The sections that a practice manager can export to you include:

1. Personal information
2. Professional IDs
3. Education
4. Professional training
5. Specialty
6. Credentialing contact
7. Practice location
8. Hospital affiliations
9. Professional liability insurance

At the top of each of these sections, you will see an “Import” button. If there is data available to you to import into your data profile, this “Import” button will be active and available for you to select to review the data that was entered for you by a practice manager. You can either choose to import the data as a new set of information or replace an existing set of data within the applicable section.

HOME PROFILE DATA DOCUMENTS AUTHORIZE

Welcome, Tina.
Provider Status: First Provider Contact (12/23/2020)

First complete your Profile Data, then Review and Attest **REVIEW & ATTEST**

Save

PERSONAL INFORMATION

PROFESSIONAL IDS

Professional License
DEA Registration
CDS
Medicaid
Medicaid
ECFMG
USMLE

EDUCATION & PROFESSIONAL TRAINING

SPECIALTIES

PRACTICE LOCATIONS

HOSPITAL AFFILIATIONS

CREDENTIALING CONTACTS

PROFESSIONAL LIABILITY INSURANCE

EMPLOYMENT INFORMATION

PROFESSIONAL IDS

* Required fields are indicated with a red asterisk. All other fields are optional.

Please review the missing information highlighted below.

- Please enter Professional License details for Practice State - MN.
- Please enter the field labeled, "License Number".
- Provider must have a State License for MN that is not expired. Please enter a valid Expiration Date.

Professional License

Please add a license number for each of the practice states you listed in the [Personal Information](#) section of your profile.

License State	Currently Practicing	License Number	Expiration Date
CA	Yes		01/01/2022

1 of 1 pages (1 items)

Add Add another Professional License

Import

Drag & Drop Functionality

When you click on “Import”, the “Select Information to Import” screen will present. You will use a “drag & drop” functionality to import your data. Drag and drop is a pointing device gesture in which you can select the data to be imported by "grabbing" it and dragging it into your data profile. Here is an example of professional liability information entered by a practice manager that is available for import.

SELECT INFORMATION FOR EXPORT

My Profile
Drop entries below to add or overwrite

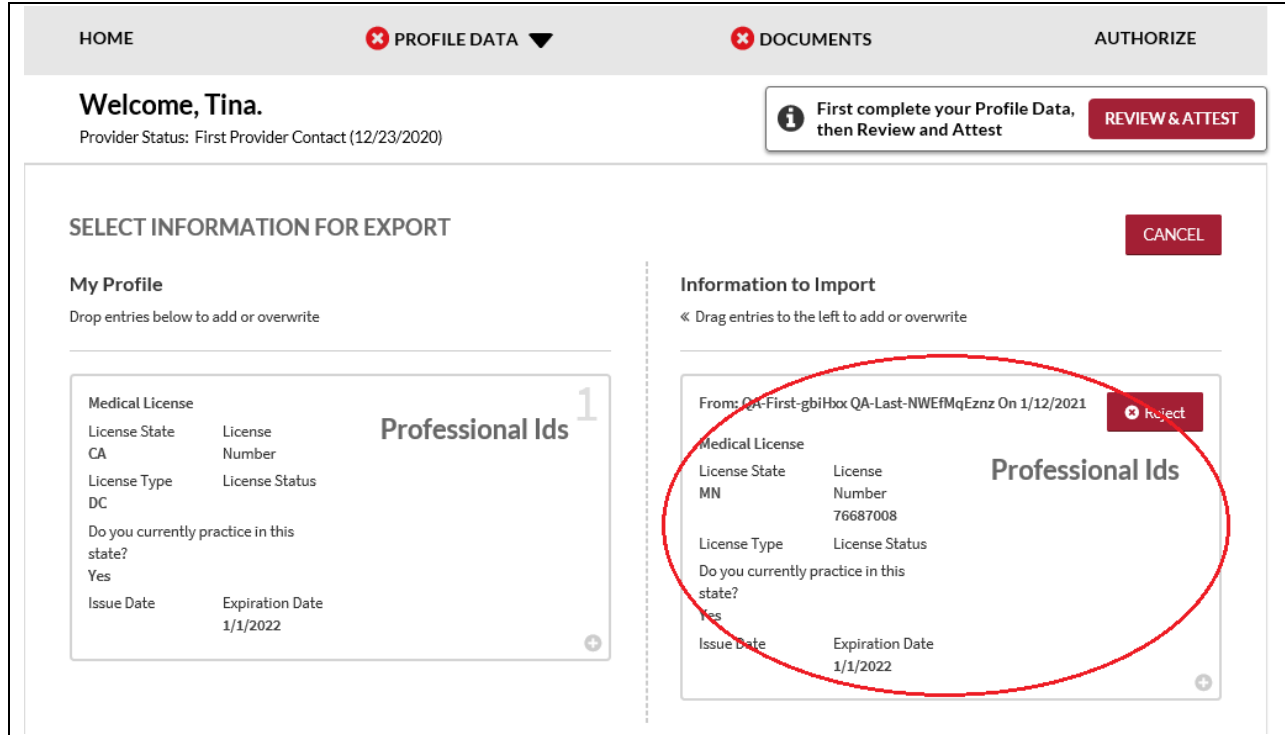
Dorinco Reinsurance Co
1320 N Waldo Rd Ste 200,
Midland, MI - 48642
Professional Liability 1

Aaoms National Ins Co, Rrg
9700 Bryn Mawr Ave Ste 150,
PLJ address 2,
Rosemont, IL - 60018
3019991232
Professional Liability 2

Information to Import
< Drag entries to the left to add or overwrite

From: Tonya Smith On 1/20/2015
The Hospital of Central
Connecticut
100 Grand Street,
New Britain, CT - 06050
Professional Liability
Reject

CANCEL



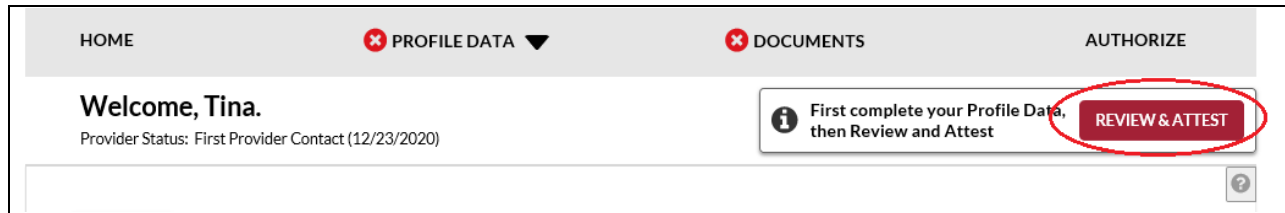
To add information to your data profile, click on the box containing the information and drag the box from the right to the left side of the screen.

- By hovering over the box over information you already have in your data profile on the right side, you can overwrite and replace the information. The system will confirm that this is what you would like to do.
- You can click on “Reject” if you do not wish to import the data into your data profile.

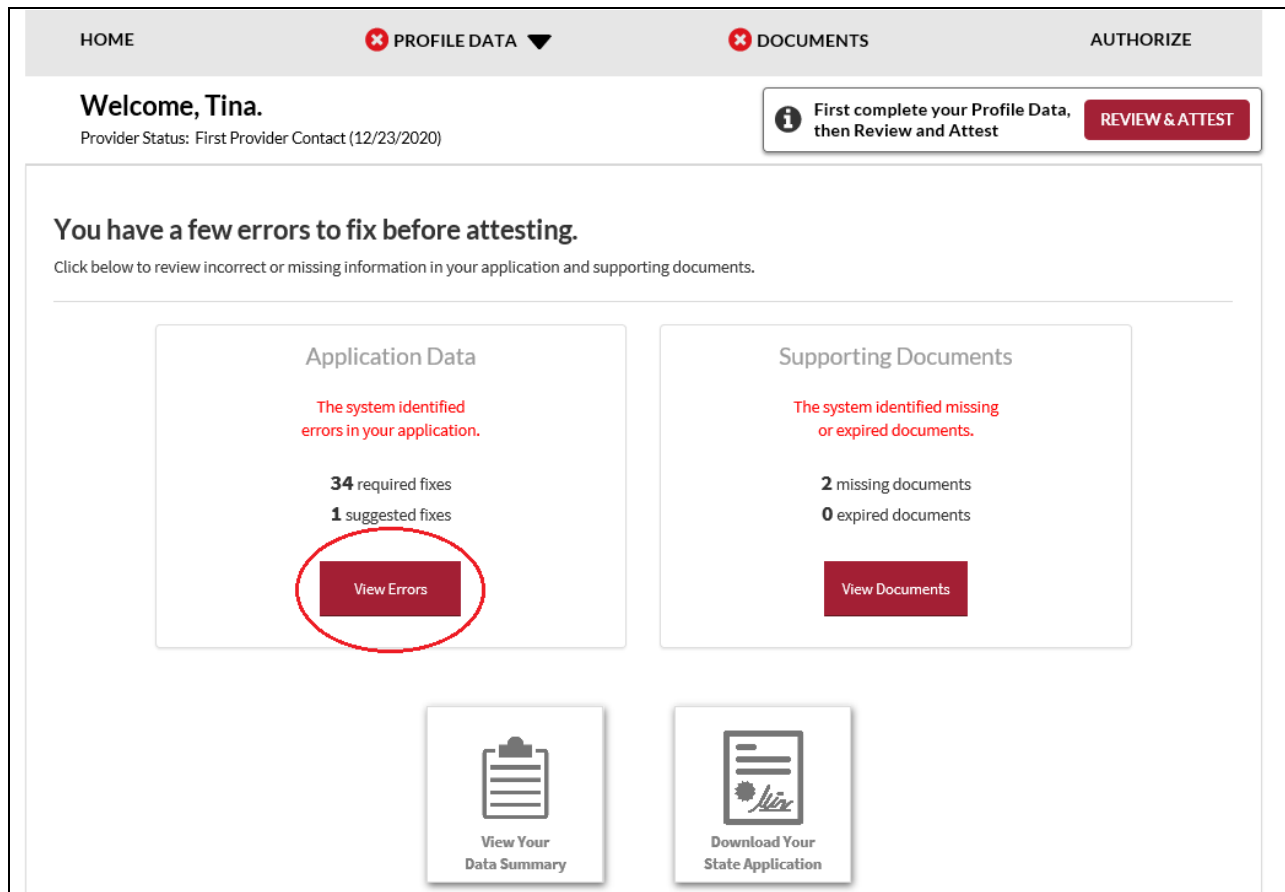
CHAPTER 8: Completing Your Attestation

Attesting

Submitting your attestation is required to complete your data profile. This step allows you to make a final review of your information and to attest to its accuracy. Click on “Review and Attest” from the top navigation bar to begin the process.



If there are required fixes on your profile, you will be directed to this page. This page also shows any missing or expired documents. You need to correct all the errors before you can complete the re-attestation. Click the View Errors button.



You will be directed to the page which shows the sections and the fields which you need to fill out or correct.

HOME
✖ PROFILE DATA ▼
✖ DOCUMENTS
AUTHORIZE

Welcome, Tina.

Provider Status: First Provider Contact (12/23/2020)

i

First complete your Profile Data, then Review and Attest

REVIEW & ATTEST

Correct Errors

Proview has identified items in your profile that need attention. You must address these items before you attest.

REQUIRED FIXES

Personal Information

Sub Section	Field	Error
Demographics	Gender	Please enter the field labeled, "Gender".
Demographics	Are you a US Citizen?	Please enter the field labeled, "Are you a US Citizen?".

The NPI(s) listed below could not be validated. Please check that you have entered an Individual NPI and that the NPI number was entered correctly.

Individual NPI	Error	Action
2802802289	This NPI number cannot be found in the NPPES NPI Registry.	Edit

Once all the fields are filled out or corrected, the following screen will display. You are now ready to complete your re-attestation. If you wish to review your data summary, you may click the link for “reviewed all information” or Click the View Your Data Summary” found below the page. Then click Attest.

You are ready to attest!

Click Attest to certify that you have carefully reviewed all information contained within your CAQH ProView Profile and that all information provided by you in the profile is true, correct and complete to the best of your knowledge. You also acknowledge that your CAQH ProView Profile will not be considered complete until supporting documentation and properly executed Authorization, Attestation and Release Form is remitted. Once you attest, you can go to the Documents page to upload your supporting documents.

I understand and agree that this credentialing application process for participation, membership and/or clinical privileges (hereinafter, referred to as "Participation") is a process of the [Organization Name] healthcare organization indicated on the "List of Authorized Organizations" that accompanies this Provider Application (hereinafter, each organization on the "List of Authorized Organizations" is individually referred to as the "Entity"), and any of the Entity's affiliated entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by the Entity for determining initial and ongoing eligibility for Participation. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law. I acknowledge that each Entity has its own criteria for acceptance, and I understand that I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my

ATTEST

DOWNLOAD PDF

View Your
Data Summary

Download Your
State Application

161 | Page

The “Attestation Completed” screen will then display.

The screenshot shows the CAQH ProView interface for a user named Callie. The top navigation bar includes 'HOME', 'PROFILE DATA' (with a green checkmark), 'DOCUMENTS' (with a red X), and 'AUTHORIZE'. Below the navigation bar, the user is greeted with 'Welcome, Callie.' and 'Provider Status: Profile Data Submitted (6/1/2021)'. A notification box on the right says 'Next: Submit your documents for approval' with a 'REVIEW & ATTEST' button. The main content area features the heading 'Attestation Completed' and a message: 'You have successfully attested to your profile. If this is your first attestation, you will need to submit all required documents before participating organizations receive your information. Otherwise, please check the Documents status indicator on the upper right corner of the page to see if you need to update any documents. For more information about CAQH, please visit www.caqh.org.' The footer contains links for 'TERMS OF SERVICE', 'PRIVACY', and 'CAQH.ORG', along with the copyright notice '© 2021 CAQH. All rights reserved.'

A confirmation will be sent via email to you within approximately 48 hours after all documents have been received and approved.

Re-Attesting

Re-attestation is required every 120 days (180 days for Illinois providers) in CAQH ProView to ensure your data is maintained and accurate for health plan use. To complete your re-attestation, follow these steps:

1. If you have updates to make to your data profile, click on “Profile Data” from the top navigation bar and then the applicable section to update any necessary information in your data profile.
2. If you need to upload any updated supporting documentation, click on “Documents” from the top navigation bar to upload your documentation.
3. Once you have updated any applicable information or supporting documentation, click on “Review and Attest” from the top navigation bar to begin the re-attestation process.

The screenshot shows the CAQH ProView interface for a user named Tina. The top navigation bar includes 'HOME', 'PROFILE DATA' (with a red X), 'DOCUMENTS' (with a red X), and 'AUTHORIZE'. Below the navigation bar, the user is greeted with 'Welcome, Tina.' and 'Provider Status: First Provider Contact (12/23/2020)'. A notification box on the right says 'First complete your Profile Data, then Review and Attest' with a 'REVIEW & ATTEST' button. A help icon is visible in the bottom right corner of the page.

On the Review screen, you can view if any required fixes or supporting documents need attention.

Note: If the PLI and/or State License have expired, you will be prompted to update the expiration date and other relevant details on your profile before you can attest. Once these steps are completed you will be able to attest.

Correct all the required fields by clicking View errors.

The screenshot displays the CAQH ProView Review interface. At the top, there is a navigation bar with 'HOME', 'PROFILE DATA' (with a red error icon and a dropdown arrow), 'DOCUMENTS' (with a red error icon), and 'AUTHORIZE'. Below the navigation bar, a welcome message reads 'Welcome, Tina.' with 'Provider Status: First Provider Contact (12/23/2020)'. A red button labeled 'REVIEW & ATTEST' is visible in the top right corner. The main content area features a heading 'You have a few errors to fix before attesting.' followed by the instruction 'Click below to review incorrect or missing information in your application and supporting documents.' There are two primary error summary cards: 'Application Data' and 'Supporting Documents'. The 'Application Data' card shows '34 required fixes' and '1 suggested fixes', with a red circle highlighting the 'View Errors' button. The 'Supporting Documents' card shows '2 missing documents' and '0 expired documents', with a 'View Documents' button. At the bottom, there are two icons: 'View Your Data Summary' (with a clipboard icon) and 'Download Your State Application' (with a document icon).

Once all the fields are filled out or corrected, the following screen will display. You are now ready to complete your re-attestation. If you wish to review your data summary, you may click the link for “reviewed all information” or Click the View Your Data Summary” found below the page. Then click Attest.

You are ready to attest!

Click Attest to certify that you have carefully **reviewed all information** contained within your CAQH ProView Profile and that all information provided by you in the profile is true, correct and complete to the best of your knowledge. You also acknowledge that your CAQH ProView Profile will not be considered complete until supporting documentation and properly executed Authorization, Attestation and Release Form is remitted. Once you attest, you can go to the Documents page to upload your supporting documents.

I understand and agree that the CAQH ProView credentialing application process for participation, membership and/or clinical privileges (hereinafter, referred to as "Participation Application" (hereinafter, each organization on the "List of Authorized Organizations" is individually referred to as the "Entity"), and any of the Entity's affiliated entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by the Entity for determining initial and ongoing eligibility for Participation. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law. I acknowledge that each Entity has its own criteria for acceptance, and I understand that I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my

ATTEST DOWNLOAD PDF

View Your Data Summary **Download Your State Application**

The "Attestation Completed" screen will then display.

HOME ✓ PROFILE DATA ▼ ✗ DOCUMENTS AUTHORIZE

Welcome, Callie.
Provider Status: Profile Data Submitted (6/1/2021)

Next: Submit your documents for approval **REVIEW & ATTEST**

Attestation Completed

You have successfully attested to your profile.

If this is your first attestation, you will need to submit all required documents before participating organizations receive your information. Otherwise, please check the Documents status indicator on the upper right corner of the page to see if you need to update any documents.

For more information about CAQH, please visit www.caqh.org.

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A confirmation will be sent via email to you within approximately 48 hours after all documents have been received and approved.

Re-attestation Reminder Emails

Re-attestation is required every 120 days (180 days for Illinois providers) in CAQH ProView to ensure your data is maintained and accurate for health plan use. CAQH ProView will email you to remind you when you are due for re-attestation. System automated generated emails will be sent to your primary method of contact email, and if on file the PMOC CC1 and PMOC CC2, at the following intervals (message frequency and timing differs for Illinois providers):

1. 15 days prior to expiration
2. 10 days prior to expiration
3. 5 days prior to expiration

If no re-attestation has occurred, a provider will be put in “Expired” status on the day after the re-attestation was due. Providers in expired status will receive the following notices:

1. Day after provider is placed in expired status
2. 14 days after expired
3. 28 days after expired
4. 42 days after expired – final notice

Verify your primary method of contact email on the Personal Information section. It is important to keep this email accurate and current so that you receive these important messages. You also can enter two additional email addresses in this same section (PMOC CC1 and PMOC CC2) that will be copied on the system generated messages.

APPENDIX

Provider Status

Provider statuses are defined below and are system populated or manually changed by the CAQH ProView Support Center based on the status of your data profile:

Status	Definition
New Provider	Provider has been entered into system but has not been sent a registration kit.
Initial Outreach	Provider has been sent outreach but has not yet registered.
Return Mail	Registration kit mailing is returned from USPS* due to poor mailing address, provider no longer at the address, etc. *Note that effective 06/08/2020, CAQH is no longer sending registration kits via USPS.
Undeliverable	Unable to outreach to provider due to lack of valid information. For example, invalid email address.
Alternate Outreach	Provider has been messaged at a secondary location after attempts are made to primary office location.
First Provider Contact	Provider has called or logged into CAQH ProView.
Profile Data Submitted	Provider has progressed through CAQH ProView and "attested". Still waiting for supporting documents. Also, may be referenced as "Application Data Submitted".
Initial Profile Complete	Information has been attested to and supporting documents received. Also, may be referenced as "Initial Application Complete".
Re-Attestation	After the provider has reached initial application complete, and the provider is keeping information current and "attesting".
Expired Attestation	After attestation is greater than 120 days old.
Opt out	Provider has asked to be removed from the CAQH database.
Provider Retired	Help Desk is contacted that provider has retired from practice.
Provider Deceased	Help Desk is notified that provider is deceased.

CAQH Provider Help Desk Information

CAQH ProView Help Desk:

Contact CAQH

CAQH Provider Help Desk:

Chat: <https://proview.cagh.org/PR/>

Chat Hours:

Monday – Friday: 8:30 AM to 6:30 PM (EST)

Phone: 1-888-599-1771

Phone Hours:

Monday – Thursday: 7 AM – 9 PM (EST)

Friday: 7 AM – 7 PM (EST)

Revision Log

Version	Updates
Version 1	Original
Version 1.1	<ul style="list-style-type: none"> • Updated <i>System Security</i> section. • Updated <i>Chapter 5 – Review Your Data</i> to reflect current print screens of Review tab • Updated <i>Chapter 8 – Completing Your Attestation</i> to reflect current print screens of Attest tab • Updated <i>Appendix – Provider Status</i> table to reflect accurate names for provider status, specifically “Application Problem”, “Application Data Submitted”, and “Initial Application Complete”.
Version 2	<ul style="list-style-type: none"> • Updated <i>System Security</i> section • Updated <i>Chapter 6 – Uploading Supporting Documentation</i>. Added information regarding failed supporting documents. • Updated <i>Chapter 8 – Completing Your Attestation</i>. Added information regarding when re-attestation reminder emails are distributed. • Updated sections within <i>Chapter 4 – Completing Your Profile Information</i>. <ul style="list-style-type: none"> ○ Clarified that the Disclosure of Ownership questions must be downloaded, signed, and uploaded for organizations to access information in replica applications. ○ Clarified that primary email and PMOC CC1 and PMOC CC2 are the emails that are sent the automated system generated emails. ○ Added additional information regarding authorizing organizations with which a provider does not participate. • Added reference to “Save” button - users can click on the “Save” button to save their information entered on a screen.
Version 3	<ul style="list-style-type: none"> • Updated screenshots for all pages/sections to show enhancements on CAQH ProView • Added details on uploading supporting documents • Added details on uploading North Carolina State Release forms • Added some screenshots on the Documents section • Added a section for the Progress Bar • Updated the names of some of the buttons and links
Version 4	<ul style="list-style-type: none"> • Added a note on page 43 that states: <i>The signature on the initial AAR form should be a wet signature. Stamped or electronic signatures will NOT be accepted.</i> • Added some more details about Activity Log on page 14. • Added a note that ALL documents may now be viewed regardless of the status.
Version 5	<ul style="list-style-type: none"> • Updated the following pages to add some more tips and instructions: Professional IDs, Education, Specialties, Practice Locations, Hospital Affiliations, Employment Information
Version 6	<ul style="list-style-type: none"> • Updated the following pages: Uploading documents (AAR documents), Practice Locations Address Standardization, Professional Liability Insurance
Version 7	<ul style="list-style-type: none"> • Updated Personal Information and Practice Location section to add details about NPI validation • Updated Practice Location to add details about validating all practice location addresses
Version 8	<ul style="list-style-type: none"> • Updated Practice Location with the recent changes

Version 9	<ul style="list-style-type: none"> Updated Chapter 3 (Homepage) and Chapter 4 (Practice Locations section)
Version 10	<ul style="list-style-type: none"> Updated Practice Location, Personal Information, and Re-attestation section to incorporate recent changes in the system
Version 11	<ul style="list-style-type: none"> Updated Hospital Affiliations section
Version 12	<ul style="list-style-type: none"> Updated the screenshots to reflect changes related to the ADA providers Updates the screenshots to reflect the merged Review and Attest button Added the process for submitting CAQH AAR document for providers practicing in Oklahoma Updated Practice Locations section Added the new re-attestation process
Version 13	<ul style="list-style-type: none"> Updated the process for retrieving username and resetting the password or primary e-mail address
Version 14	<ul style="list-style-type: none"> Updated the screenshot to reflect Authorize option on the top navigation pane Added the new Authorize option on the top navigation page and the new authorization setting
Version 15	<ul style="list-style-type: none"> Updated Chapter 2 to indicate that providers will be redirected to the Reset Password page after 5 failed log-in attempts; updated Chapter 6 to reflect the changes to the North Carolina plan-specific AAR documents
Version 16	<ul style="list-style-type: none"> Added details on how Type 1 and Type 2 NPIs are validated
Version 17	<ul style="list-style-type: none"> Added details on the changes in editing SSN and DOB
Version 18	<ul style="list-style-type: none"> Added details in the changes in the license number field
Version 19	<ul style="list-style-type: none"> Updated Practice Locations section, Specialties, and Employment information section to incorporate recent changes in the system
Version 20	<ul style="list-style-type: none"> Updated Chapter 4 to indicate the Individual NPI validation
Version 21	<ul style="list-style-type: none"> Updated the following sections: Personal Information, Education, Specialties, Professional Liability Insurance, and Documents
Version 22	<ul style="list-style-type: none"> Added details on the enhanced self-registration page and the Check for CAQH ID feature, updated Provider Status Appendix
Version 23	<ul style="list-style-type: none"> Updated the following sections: Professional IDs, Education and Professional Training, Practice Locations, Hospital Affiliations, Professional Liability Insurance, Employment Information, and Documents section
Version 24	<ul style="list-style-type: none"> Updated the following sections: Home Page Navigation, Practice Locations, and Documents
Version 25	<ul style="list-style-type: none"> Added details about the Copy Function and Office Hours Validation on the Practice Location section Added details on the new CLIA Certificate Document Name
Version 26	<ul style="list-style-type: none"> Added the recent changes on Gender Dysphoria, AZ CDS, and the Maintenance and Deployment Schedule on the ProView login page
Version 27	<ul style="list-style-type: none"> Updated the following sections with enhancement details: Homepage; Education and Professional Training; Employment Information; and Practice Locations Updated the screenshots in almost all sections to show new header design and completion indicator for each of the sections
Version 28	<ul style="list-style-type: none"> Updated Personal Information section to add the NPI Type 1 validation for providers who have previously indicated that they do not have a Type 1 NPI
Version 29	<ul style="list-style-type: none"> Added the validation message for Policy Numbers

Version 30	<ul style="list-style-type: none"> • Updated Practice Locations section to indicate that the area codes for the Appointment Phone Numbers will now be validated
Version 31	<ul style="list-style-type: none"> • Made the following changes: <ul style="list-style-type: none"> ○ Added a screenshot for the new deployment schedule ○ Added demographics information ○ Updated screenshot for specialties to show taxonomy codes ○ Added instructions on duplicate location records ○ Added new affiliation option (I see patients at this location, but not by appointment) ○ Removed Other affiliation option ○ Updated the language for Affiliation Option 5 (I read tests, perform imaging, or provide other services as my primary function at this location) ○ Added details on copying and pasting an insurance policy number ○ Updated screenshots for the successful re-attestation page
Version 32	<ul style="list-style-type: none"> • Moved Internet Explorer from the "fully supported" list to the "compatible" list. • Updated screenshots for the DEA alternate prescribing methods • Updated screenshots to remove the duplicate reason for archiving locations • Updated screenshots to show the labels added to the education and training gap records • Updated screenshots and added details on designating primary contact for contact types with more than one contact