



PROVIEW™

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# **Practice Location Address Standardization Quick Reference Guide**

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**Version: 2.0**  
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This document outlines the process for CAQH ProView to standardize **ALL** Practice Addresses using the United States Postal Service (USPS) address format. Previously, CAQH ProView only standardized Home and Mailing Address found on the Personal Information page. The USPS standardized format will now be also applied to Practice Addresses to ensure your address is accurate and complete per USPS address standards. This feature will prompt providers to review, and correct if necessary, their practice location addresses prior to attestation.

Here are the changes:

1. **ALL** addresses under the General Information tab of the Practice Location section of your application will undergo standardization. You will be asked to confirm whether the suggested address is correct. A similar page will appear on your screen as below.

## Practice Location

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.

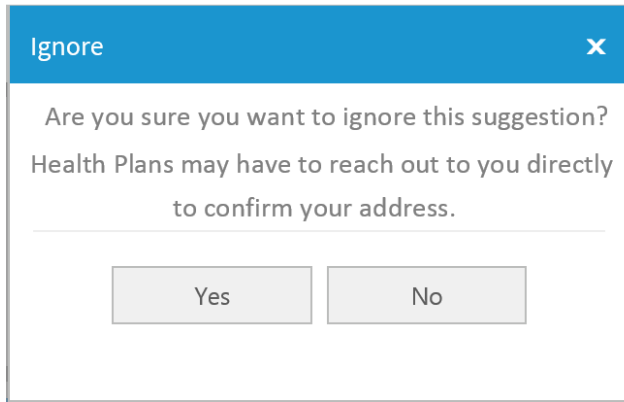
Group/Practice Name	Original Address	Suggested Address	Action
Smith Internal Medicine	<input type="radio"/> 875 10th st NE Washington, DC 20006	<input checked="" type="radio"/> 875 10TH ST NE WASHINGTON, DC 20002	<input checked="" type="checkbox"/> Confirm
Smith Geriatrics	<input type="radio"/> 425 Massachusetts Washington, DC 20006	<input checked="" type="radio"/> 425 MASSACHUSETTS AVE NW WASHINGTON, DC 20001-2609	<input checked="" type="checkbox"/> Confirm

2. If the suggested address accurately reflects your address, click on “Confirm”. Per the USPS format, all addresses will appear IN ALL CAPITAL LETTERS. You will be directed to the same Correct Errors page. The Required Fix will be cleared and the Practice Location section will be automatically updated with the Suggested Address.
3. If you do not want to accept the Suggested Address, select the radio button for the Original Address and click “Confirm”.

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	<input checked="" type="radio"/> 875 10th st NE Washington, DC 20006	<input type="radio"/> 875 10TH ST NE WASHINGTON, DC 20002	<input checked="" type="checkbox"/> Confirm
Smith Geriatrics	<input checked="" type="radio"/> 425 Massachusetts Washington, DC 20006	<input type="radio"/> 425 MASSACHUSETTS AVE NW WASHINGTON, DC 20001-2609	<input checked="" type="checkbox"/> Confirm

- a. If you click on the red 'Confirm' button, with the radio button selected for the Original Address, then a pop-up should display with the following message:



- b. If your answer to question "Are you sure you want to ignore this suggestion?" is Yes, the Required Fix for this Practice Location General Address will be removed from the Correct Errors Page and no changes will be made to the Practice Location General Address in your profile.
  - c. If you selected No, the Required Fix for this Practice Location General Address should remain on the Correct Errors Page.
4. If USPS could not find the address that you have entered on your practice location/s, you will be asked to either 'Edit' or 'Ignore'. It is recommended to review your address to ensure it is accurate. If you notice an error, please select "Edit" to make the appropriate corrections.

## Practice Location

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.	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Ignore
Smith Geriatrics	425 Massachusetts Washington, DC 20006	USPS could not find this address. Please click "Edit" to correct this address.	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Ignore