



PROVIEW®

Changes to the Hospital Affiliations Section

Version: 1.0
Last updated: 6/26/2017

The current Hospital Affiliations section of CAQH ProView currently allows Providers to enter conflicting information or to leave out key information that the Participating Organizations need to perform credentialing. Because of this, Participating Organizations must perform additional outreach to obtain the missing data. It also results in Providers having to submit additional data outside of CAQH ProView. To assist users in maintaining accurate and complete profiles, CAQH has redesigned the Hospital Affiliations section.

CAQH ProView will now require practice managers and providers to:

- clarify their 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- explain why an admitting privilege is no longer active;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 the provider is affiliated with.

Hospital Affiliations Landing Page

- Help text has been added to assist users in navigating the page.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* Do you have admitting privileges at one or more hospitals?

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

Current Answer: **Missing**

* Do you have an admitting arrangement where another provider admits for you?


Please indicate "Yes" 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.


Current Answer: **Missing**


Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: **Missing**

 Edit Answers

 Save and Go Back

Save & Continue 

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

Provider Status: First Provider Contact (6/12/2017) Profile Data: ❌ Incomplete Documents: ❌ Incomplete

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

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- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE
- AUTHORIZE

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* **Do you have admitting privileges at one or more hospitals?**
Please indicate "Yes" if you can admit patients on an unrestricted, limited or temporary basis. This also includes hospitals where you have pending admitting privileges.
Current Answer: Missing

* **Do you have an admitting arrangement where another provider admits for you?**
Please indicate "Yes" 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.
Current Answer: Missing

- 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?

- There are two required questions: *“Do you have admitting privileges at one or more hospitals?”* and *“Do you have an admitting arrangement where another provider admits for you?”* and one optional question: *“Do you have any non-admitting hospital affiliations?”*

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* **Do you have admitting privileges at one or more hospitals?**

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

Current Answer: Missing

* **Do you have an admitting arrangement where another provider admits for you?**

Please indicate "Yes" 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.

Current Answer: Missing

Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: Missing

[Edit Answers](#)

[Save and Go Back](#)

[Save & Continue](#)

The two required questions will appear on the Correct Errors page until the Provider answers them.

Correct Errors

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

REQUIRED FIXES

Hospital Affiliation

Sub Section	Field	Error
Hospital Affiliations	Do you have admitting privileges at one or more hospitals?	Please enter the field labeled, "Do you have admitting privileges at one or more hospitals?"
Hospital Affiliations	Do you have an admitting arrangement where another provider admits for you?	Please enter the field labeled, "Do you have an admitting arrangement where another provider admits for you?"

- Beneath each of the leading questions on the Hospital Affiliations page is the current answer given by the Provider. "Missing" will be displayed in red text if the Provider has not yet answered the question.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* Do you have admitting privileges at one or more hospitals?

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

Current Answer: **Missing**

* Do you have an admitting arrangement where another provider admits for you?


Please indicate "Yes" 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.


Current Answer: **Missing**


Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: **Missing**

 Edit Answers

 Save and Go Back

Save & Continue 

- Providers practicing in North Carolina will see an additional optional question which will be displayed below the “Do you have any non-admitting hospital affiliations?” question on the Hospital Affiliations Page.


Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: Yes

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.

Current Answer: Missing

 Edit Answers

- If the Provider needs to edit an answer/s to any of these questions, they must click the “Edit Answers” button.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* **Do you have admitting privileges at one or more hospitals?**

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

Current Answer: Missing

* **Do you have an admitting arrangement where another provider admits for you?**


Please indicate "Yes" 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.


Current Answer: Missing


Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: Missing

 Edit Answers

 Save and Go Back

Save & Continue 

- The Provider will be directed to a page displaying the leading questions, the help text, and the editable Yes or No radio button. Click “Save and Continue” to save the answers.

Edit Hospital Affiliation Answers

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

*** Do you have admitting privileges at one or more hospitals?**

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

- Yes
 No

*** Do you have an admitting arrangement where another provider admits for you?**

Please indicate "Yes" if you have an admitting arrangement where another provider or hospitalist group admits for you. This also includes hospitals where you have pending hospital arrangements.

- Yes
 No

Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

- Yes
 No

Cancel

Save and Continue ↗

- If all the questions are answered No, a pop-up message will be displayed for the Provider to confirm that there are no current or pending admitting privileges and no routine process for admitting patients.

The screenshot shows the 'Edit Hospital Affiliation Answers' form with a confirmation dialog box overlaid. The dialog box has a blue header with the text 'Confirm' and a close button (X). The main text of the dialog box reads: 'By answering 'No', you are indicating that you have no current or pending admitting privileges and no routine process for admitting patients.' At the bottom of the dialog box are two buttons: 'Confirm' and 'Cancel'. The background form is dimmed and shows the same questions as the previous image, with the 'No' radio buttons selected for the first two questions.

- If the Provider clicks "Confirm", the pop-up will close, any changes to the answers will be saved and the system will be re-directed back to the Hospital Affiliations Page where the answers are reflected.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

• **Do you have admitting privileges at one or more hospitals?**

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

Current Answer: No

• **Do you have an admitting arrangement where another provider admits for you?**


Please indicate "Yes" 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.

Current Answer: No

Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: No

 Edit Answers

- Clicking "Cancel" will close the pop-up and the Provider will remain on the Edit Answers Page. The data on the page will not be saved.
 - If the Provider clicks the "X" button at the top corner of the pop-up, the pop-up will close, the Provider will remain on the Edit Answers Page, and the data on the page will not be saved.
- If the Provider's practice setting is *Inpatient Only* and the answer is *No* to "Do you have admitting privileges at one or more hospitals?" AND "Do you have an admitting arrangement where another provider admits for you?" AND "Do you have any non-admitting hospital affiliations?", 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

Credentialing Contact

Sub Section	Field	Error
Credentialing Contact		Please Enter Atleast One Credentialing Contact

This is how the error will appear on the Hospital Affiliations page.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

Please review the missing information highlighted below.

- Inpatient Only providers are required to have at least one Hospital Affiliation

* Do you have admitting privileges at one or more hospitals?

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

Current Answer: No

- CAQH ProView will create a block in the Manage Hospital Affiliations section with a red "Add" button on the right for questions that were answered Yes. The Provider will be required to enter at least one admitting privilege record and/or at least one admitting arrangement record.

HOSPITAL AFFILIATIONS

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

Please enter any hospitals where you have current or pending admitting privileges, current or pending admitting arrangements, or a different non-admitting affiliation.

Please note: If your status is pending for any of the hospitals, please indicate the status as pending within the specific hospital record.

* Do you have admitting privileges at one or more hospitals?

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

Current Answer: Yes

* Do you have an admitting arrangement where another provider admits for you?


Please indicate "Yes" 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.

Current Answer: Yes




Do you have any non-admitting hospital affiliations?

Please indicate "Yes" if you are a member of the medical staff of 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.

Current Answer: Yes

 Edit Answers

Manage Hospital Affiliations

Admitting Privileges	*Please enter at least one Admitting Privilege Record.	
Admitting Arrangements	*Please enter at least one Admitting Arrangement Record.	
Non-Admitting Affiliations	Please enter a Non-Admitting Affiliation Record.	

- The Provider can attest without a Non-Admitting Affiliation record even if the question "Do you have any non-admitting hospital affiliations?" is answered Yes. This is an optional question.

Admitting Privileges

- To add an admitting privilege record for the first time, click the “Add button” beside the statement “Please enter at least one Admitting Privilege Record.” The Provider 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.

PERSONAL INFORMATION

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PROFESSIONAL LIABILITY INSURANCE

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Admitting Privilege Record

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* 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 Other (Not Listed)

* Street 1 Street 2

* City

* Zip Code

* Phone Number Fax Number

* Is this your primary hospital?

Yes

No

* Admitting Privilege Status

Active

Inactive

Pending

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 speciality type.

- The contents of the self-help option for the Admitting Privilege records page have also been updated with answers to commonly asked questions.

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 Country

* Hospital Name Other (Not Listed)

* Street 1 Street 2

* City

* Zip Code

* Phone Number Fax Number



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 “Please enter at least one Admitting Arrangement Record.” The Provider 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.

Admitting Arrangement Record [Back to List](#)

* 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 Country

* Hospital Name Other (Not Listed)

* Street 1 Street 2

* City

* Zip Code

* Phone Number

* Admitting Arrangement Status

Active

Inactive

Pending

* Who admits for you?

A provider in my practice

A provider not in my practice

A hospitalist group

Other

- The contents of the self-help option for the Admitting Arrangement records page have also been updated with answers to commonly asked questions.

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

Country

* Hospital Name

Other (Not Listed)

* Street 1

Street 2

* City

* Zip Code

* Phone Number

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 “Please enter a Non-Admitting Affiliation Record.” The Provider 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.

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- HOSPITAL AFFILIATIONS**
- CREDENTIALING CONTACTS
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- EMPLOYMENT INFORMATION
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- DISCLOSURE
- AUTHORIZE

Non-Admitting Affiliation Record

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* 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 a member of the medical staff but do not have admitting privileges or admitting arrangements.

* State Country

* Hospital Name Other (Not Listed)

* Street 1 Street 2

* City

* Zip Code

* Phone Number

* Non-Admitting Affiliation Status

Active

Inactive

Pending

* Please describe the non-admitting affiliation

Cancel [Save and Continue](#)

- The contents of the self-help option for the Non-admitting Affiliation records page have also been updated with answers to commonly asked questions.

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 v of the medical staff but do not have admitting privileges or admitting arrangements.

* State Country

* Hospital Name Other (Not Listed)

* Street 1 Street 2

* City

* Zip Code

* Phone Number

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.

Manage Hospital Affiliations

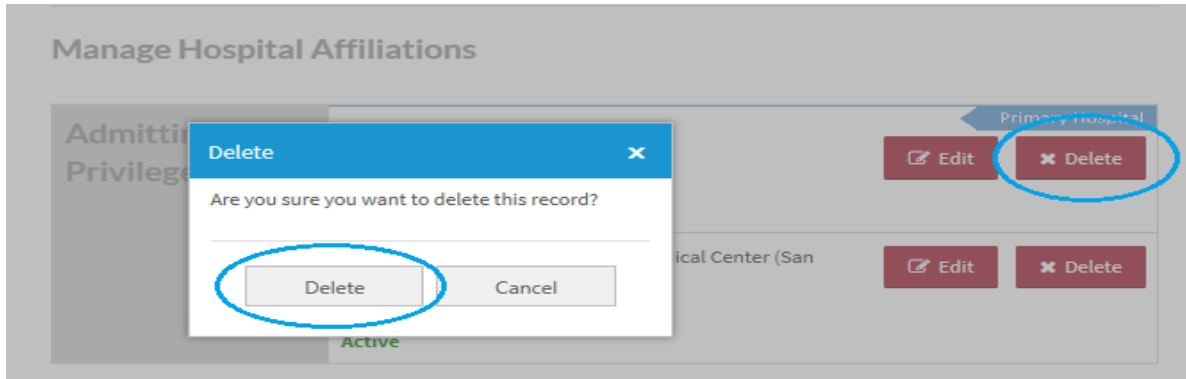
Admitting Privileges	Hospital Name: Primary Hospital Location: Berkeley, CA Active	Edit	Delete
	Hospital Name: Tina Dee Location: Sik, AZ Pending	Edit	Delete
Admitting Arrangements	Hospital Name: Location: Anaheim, CA Active	Edit	Delete
	Hospital Name: Chestatee Regional Hospital Location: Dahlonga, GA Active	Edit	Delete
Non-Admitting Affiliations	Hospital Name: Barton Memorial Hospital Location: South Lake Tahoe, CA Active	Edit	Delete
	Hospital Name: Kahi Mohala Location: Ewa Beach, HI Active	Edit	Delete

- All admitting privilege records with “*Is this your primary hospital?*” = Yes are shown with a chevron and the text “*Primary Hospital*” on the far right.

Manage Hospital Affiliations

Admitting Privileges	Hospital Name: Anacapa Hospital Location: Port Hueneme, CA Active	Edit	Delete	Primary Hospital
	Hospital Name: Alameda County Medical Center (San Leandro, CA) Location: San Leandro, CA Active	Edit	Delete	

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



- If the Provider wishes to add more admitting privileges, admitting arrangements, and/or non-admitting affiliation records, this can be accomplished by scrolling to the bottom of the page and selecting the type of record to be entered and clicking "Add".

Manage Hospital Affiliations

		Primary Hospital
Admitting Privileges	Hospital Name: Location: Berkeley, CA Active	Edit Delete
	Hospital Name: Tina Dee Location: Sik, AZ Pending	Edit Delete
Admitting Arrangements	Hospital Name: Location: Anaheim, CA Active	Edit Delete
	Hospital Name: Chestatee Regional Hospital Location: Dahlonega, GA Active	Edit Delete
Non-Admitting Affiliations	Hospital Name: Alameda Hospital Location: Alameda, CA Active	Edit Delete

Please select the type of record you want to enter and click "Add":

Enter an Admitting Privilege Record
 Enter an Admitting Arrangement Record
 Enter a Non-Admitting Affiliation Record

[Add](#)

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

Note: These options will only appear if the Provider answered Yes to the leading questions “Do you have admitting privileges at one or more hospitals?” and “Do you have an admitting arrangement where another provider admits for you?” and “Do you have any non-admitting hospital affiliations?”