

Quick Reference Guide: Document Upload

Supporting Documents are the final components needed to complete a practitioner’s credentialing application in the CAQH Provider Data Portal®. Health plans and other organizations use this documentation, in tandem with the application, to conduct primary source verification.

Things To Note

- Practitioners must complete all sections of the application and attest prior to submitting supporting documents.
 - Attestation does not need to occur again after documents are uploaded.
- The CAQH Provider Data Portal will create “slots” (Figure 1) for documents based on the information provided in the practitioner’s profile.
 - Additional documentation may be uploaded using the dropdown menu at the bottom of the List of Documents.

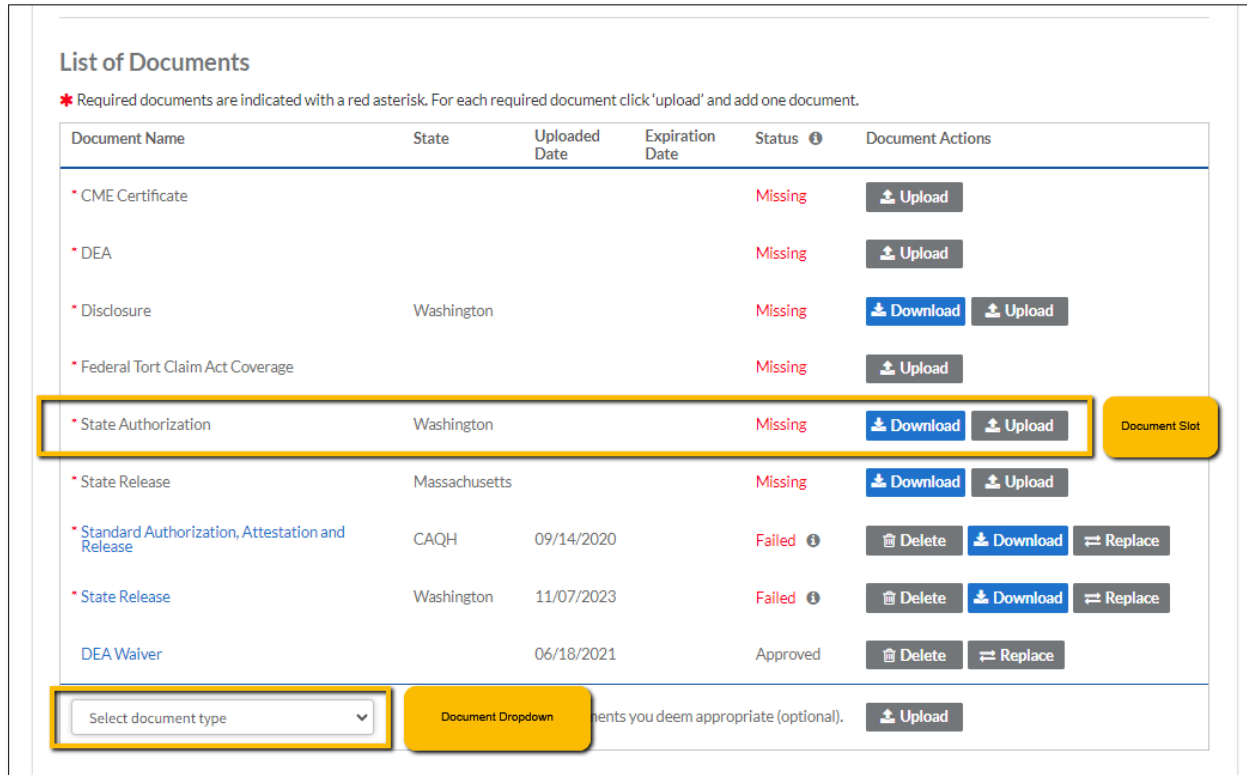


Figure 1

- Documents may be signed electronically where a signature is required.
- Practitioners should not submit a new WA State Release/Authorization each time they attest.
 - Only submit a new one if an additional practice state has been added which requires a different form.

Steps To Take

1. Log in to your CAQH Provider Data Portal Practitioner profile [here](#).
2. Complete all required fields, and any applicable optional fields, in your profile using the “Profile Data” tab.
3. Authorize any organizations wishing to access your information using the “Authorize” tab.
4. Click the “Review & Attest” button and fix any errors presented.
5. Review the attestation statement and click “Attest”.
6. Click on the “Documents” tab.
7. Review the list of required documents.
 - Download any templates that are presented to you to ensure you are using the version of the form that will be accepted by CAQH.
 - CAQH is only accepting the version of the WA State Release, Authorization, and Disclosure forms that are available for download from the Provider Data Portal.
 - Sign any documents requiring a signature.
8. Upload your required documents in their appropriate slot.
 - Use the dropdown menu to upload documents that may not already have a designated slot.
 - Upload your documents as either a PDF, JPEG, JPG, or TIF file that is less than 12MB in size.
 - Documents may be emailed (up to 10 at a time) to documents@proview.caqh.org.
9. Allow 2-3 business days for documents to be reviewed and approved by CAQH.
 - Practitioners will be notified via email if a document is rejected.

Commonly Required Documents

- Washington State Release (2023)
- Washington State Authorization (2023)
- Washington State Disclosure (2023)
- Professional Liability Insurance (PLI)
- DEA Certificate
- CDS Certificate

Common Document Rejection Reasons

- Document is illegible (blurry, dark).
- Document is expired or missing a signature.
- Document was originally signed more than 120 days prior to attestation.
- More than one document type is uploaded as one PDF.
- Missing practitioner details (Name, CAQH ID).
 - Practitioners who are covered by a group PLI policy should upload a copy of the policy document with a cover letter stating that the provider is covered by the policy (these documents should be uploaded together in the same slot as one PDF).
 - The letter should include the practitioner’s name and CAQH ID.
- Details on the document do not match what is entered in the profile.
 - Professional Liability Insurance (PLI) policy face sheets should always match exactly to what is entered in the profile.