**Provider Template Letter to Request Health Plans use CAQH ProView for Directory Information**

*To simplify your directory maintenance process, be sure to request all your health plans use CAQH ProView to update their directories. Visit the CAQH website to view the* [*list of participating organizations*](https://www.caqh.org/solutions/caqh-provider-directory-data-confirmation-solution-participating-organizations)*. This template may be used in its entirety or adjusted as you desire.*

[DATE]

Dear [HEALTH PLAN CONTACT]:

I recently received a request from [HEALTH PLAN] to update and confirm my directory information. As I already keep this information updated in CAQH ProView®, I would like to request that [HEALTH PLAN] refer to my profile for my current directory information.

Any time there is a change to my information, I make those updates in CAQH ProView. My most recent attestation date helps confirm that the information I have provided is complete and current.

I am requesting that all health plans I contract with use CAQH ProView for updating and maintaining their directories. By collecting my information this way, [HEALTH PLAN] should rarely need to contact me directly for directory updates, which will help save time for both of us.

If you are not currently accessing directory information through CAQH ProView, you can learn more [here](https://www.caqh.org/sites/default/files/solutions/fact-sheet-directassure.pdf) on how other plans I am contracted with use it today.

Thank you,

[Your Signature]