

# Submitting Directory Changes in CAQH ProView®

Use this guide for helpful tips on how to update directory information in your CAQH ProView profile.

1

**Log in to your CAQH ProView profile at <https://proview.caqh.org>.**

New users can go to <https://proview.caqh.org> to create a secure account. Review our [step-by-step videos and user guides](#) before you start.

2

**Navigate to the “Practice Locations” section to update your profile.**

Review and update all the required fields to make sure patients can find you.

- **Ensure** you indicate current practice name, suite number, whether you are accepting new patients, etc., so the most accurate and up-to-date information is included in directories.
- **Avoid** duplicate addresses. If one location (e.g., a medical complex) houses multiple practices, be sure to include suite numbers to distinguish the addresses.
- **Describe** your practice affiliation for each location so health plans can determine whether it belongs in their directories.
- **Indicate** the health plans you accept at the practice-location level, since health plan participation may vary by location. You are not being asked to specify networks/products for a health plan.
- **Share** the phone number patients can call to make an appointment in the “Office Phone Number” field.

3

**Review and Attest to your CAQH ProView profile.**

Address any errors by navigating to the corresponding section and making updates. Click “**Attest**” once you confirm that the status bar at the top of your profile, “Profile Data,” shows the word “Complete” in green.

**Questions?** Use the Live Chat function while you are logged into CAQH ProView or call the CAQH ProView Help Desk at 888.599.1771.