

PROVIEW_®

ADA American Dental Association®

Dentist Quick Reference Guide

Version: 1.1 Last updated: 10/02/2020

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The American Dental Association (ADA) and CAQH are working together to make it easier for dentists to enter and share their professional and practice data with dental plans and other healthcare organizations by utilizing CAQH ProView[®]. Dentists can enter their professional and practice information one time and submit it to the participating dental plans and organizations of their choice, reducing the administrative burden of the credentialing process. This data can also be used to update provider directories and other business needs.

This new service works by allowing any US Licensed Dentist to access their CAQH ProView profile by first logging into their My ADA profile on <u>ADA.org/godigital</u>. After logging into My ADA, and accepting the terms and conditions, dentists will be redirected to the CAQH ProView Welcome Page. There, they may see certain prepopulated information from the ADA - or the information they attested to previously - making it easier and quicker for dentists to complete and attest to their CAQH ProView profile.

Following are the steps that all U.S. licensed dentists must follow to complete their CAQH ProView profile:

 All U.S. licensed dentists, including ADA members and non-members alike, should begin at the ADA online portal in order to access CAQH ProView. Visit <u>ADA.org/godigital</u> to login. Enter your nine-digit ADA number as your User ID. A self-service password reset feature is also available. If you need help retrieving your ADA number or resetting your ADA password, please contact the ADA Member Service Center at 800-621-8099 or <u>msc@ada.org</u> (Monday – Friday 7:00 AM – 6:30 PM Central Time).

Once you enter your ADA User ID and Password, and click the **Log In** button, you will be directed to navigate to your My ADA Account.

ADA American Dental Association*	Solutions PROVIEW
Welcome! The ADA has tea provider CAQH to make it e and nonmembers) to submi any payer in the CAQH netw profile will be combined with attestation process faster.	med up with trusted healthcare technology easier for all U.S. licensed dentists (members it your professional and practice credentials to work. Applicable information from your dentist th CAQH data to move you through the
For more information, read	the FAQ at ADA.org/credentialing.
Login	
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Please note that located near the bottom of the ADA login page, there is an option for nondentists to create an ADA account. *This is not an option to gain access to the ADA credentialing service or to submit credentials on behalf of a dentist.* Access to the ADA credentialing service is limited to dentists and currently enrolled dental students only. The dentist must be logged in to their own ADA account in order to access the ADA credentialing service.

2. If you attempt to self-register in CAQH ProView, the Sign In page will request that you "Register on ADA." If you try to create a new CAQH ProView account, the system will prompt you with an error message: "Since you are a dentist, please sign-in to register via <u>ADA.org/godigital</u> and follow instructions to submit your CAQH ProView application."

In those cases, use the links provided within CAQH ProView to navigate to the ADA website.



FIRST TIME HERE?

- 1. Dentists: Sign in or register for the first time at the American Dental Association's portal. Register on ADA
- If you received a welcome email, use the link in your email to begin the sign in process.
- 3. If you were not registered with CAQH UPD and are new to CAQH ProView: Register Now

Practice Manager Sign In Participating Organization Sign In

	Create a If you have a C	ProView Account	
	If you are a dentist, click he	re to sign-in or register via <u>ww</u>	w.ada.org.
Please f	ill in the fields below to contin	ue registration or to confirm you	ur CAQH provider ID.
Please complete	all of the following fiel	ds:	
The National Uniform C unable to determine yo tool on the <u>NUCC Webs</u>	laim Committee (NUCC) maint ur NUCC Grouping; if you cann <u>ite</u> to find your specialty and t	ains the industry-recognized He ot identify your NUCC Grouping he corresponding Grouping.	ealth Care Taxonomy code. CAQH is , please use the On-line Lookup
* NUCC Grouping			
(Please Select)	•		
* Provider Type			
(Please Select)	\$		
* First Name	Middle Name	* Last Name	Suffix
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 Once you have successfully logged in to your My ADA profile, click either "Submit Credentials" or "My Credentials" to navigate to CAQH ProView to use the ADA credentialing service.

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ADA American Dent America's leading advoc	tal Association® tate for oral health	Welcome, Jane Dentist My ADA About the ADA Contact); (0) Logout
MEMBER CENTER EDUCATIO	N/CAREERS SCIENCE/RESEAR	CH ADVOCACY PUBLICATIONS PUBLIC PROGRAMS
Home > Member Center > My ADA		⊠ ⊟ + Share
	Jane Dentist 211 E. Chicago Ave. Chicago, IL 60611-2637 (312) 440-2500 aptify@ada.org Member Status: Nonmember	Update Profile > Submit Credentials >
My ADA		
My Account	Service Requests	My Meetings My Credentials
My CE Transcripts	My State	Print Temporary Card

- 4. Please review the following list of necessary documents you will need to complete the credentialing profile. Organized your documentation before starting will save you time completing the data entry process.
 - a. These documents are necessary to complete your credentialing application:

□ A copy of your state license

- \Box A copy of your professional insurance face sheet
- □ Practice information
- □ NPI Number
- b. You may also need the following*:
 - □ Hospital affiliation information
 - □ A copy of your anesthesia license
 - □ A copy of your DEA (Drug Enforcement Administration) license

□ A copy of your CDS (Controlled Dangerous Substances) license

- □ Medicare number
- □ Medicaid number
- BLS (Basic Life Support) certification information
- □ ACLS (Advanced Cardiovascular Life Support) certification information

*Depending on the state in which you practice, additional documents may be required

5. Once you have your documentation organized and are prepared to begin, click on the "Submit Credentials" button.

ADA America's leadin	ng advocate for oral health My ADA About the ADA Contact 🙀 (0) Logout		
	UCATION/CAREERS SCIENCE/RESEARCH ADVOCACY PUBLICATIONS PUBLIC PROGRAMS		
Profile	Homo > Member Center > My ADA > Submit Credentials 🖾 📋 + Sha		
1. Update Personal Profile	Submit Credentials		
2. Update Address, Phone Number and Office Hours	College your designed a new Yor'll be able to preserve through this applies more outlets if you applies your date		
3. Submit Credentials	Gather your documents now. You'll be able to progress through this section more quickly if you gather your data and documents prior to starting.		
Update Your Security Settings	These items are necessary to complete your credentialing application: A copy of your professional insurance face sheet Practice information NPI Number You may also need the following*: Hospital affiliation information A copy of your DEA (Drug Enforcement Administration) license A copy of your CDS (Controlled Dangerous Substances) license Medicare number Medicaid number BLS (Basic Life Support) certification information A CLS (Advanced Cardiovascular Life Support) certification information		
	*Depending on the state in which you practice, additional documents may be required. Submit Credentials		

6. The Terms and Conditions will be displayed. Click the checkbox stating: By clicking this box and clicking the "PROCEED" button below you acknowledge that you have read, understand, and agree to the Terms and Conditions. Click the **Proceed** button at the bottom of the page.

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Effective September 25, 2017						
Protect your username and p information.	password. Anyone who ha	s your user name and passwo	rd can access and	d change your creden	tials, so please protect this	
		Terms and Condit	ions			
You authorize the American accordance with the Council is not limited to, information	Dental Association ("ADA") for Affordable Quality Heal such as your name, addres	to transfer information about thcare, Inc. ("CAQH") applica s, email address and dental s	you to the CAQH ble terms of use a chool. Such inform	ProView® system to und privacy policy. This nation about you will b	use such information in s information may include, but become part of your data in	
 ADA may revise these term within this sign-in. 	s and Conditions from time	to time. Any changes will be	enective immediat	ely upon posting the r	revised terms and conditions	
By checking this box and cli Conditions.	cking the "PROCEED" butt	on below, you acknowledge t	nat you have read,	, understand, and agr	ee to the Terms and	

7. The CAQH ProView landing page will be displayed. Click the **Get Started** button.

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		HELP CONTACT CA
Solutions PROVIEW.		
Welcome to CAQH ProView [®] . You have been redirected from your My ADA page entered there has been transferred, so you do not There are additional fields that require informatio	and the information that you have to enter it again. n from you to complete the process.	ADA American Dental Association*
By importing information from you	SIMPLE STEPS	ProView profile have already
been started. To complete your p	profile and make it available to dental plans,	please follow these steps:
COMPLETE DATA Complete the profile data	HOWER Image: Constraint of the second s	John Smith copy Inst 32345678 Change Password Authorize Activity Log AUTHORIZE ORCANIZATIONS Enable all participating organizations
	is correct	to receive your data, or authorize individual organizations
CAQH ProView Reference Material		Why CAQH ProView?
CAQH ProView Reference Material Dentist Quick Reference Guide Provider User Guide Provider Quick Reference Guide Video: Providers - Get Started with CAQH ProView Video: How to Upload Documents in CAQH ProView Video: Required Field Changes Part 1		Why CAQH ProView? Available at no cost to you No duplicative paperwork with dental plans for credentialing

8. You will be directed to the Personal Information page. Please note that for new users, select information that you entered in your My ADA page may be transferred to your CAQH ProView profile. You do not have to re-enter this information but please be sure to confirm that it is still correct and if not, please update as needed.

You must complete all required information fields, upload all required supporting documents and review all of your information to make sure everything is correct before completing your profile. You must also authorize the organizations you choose to receive your data. The ADA and CAQH both recommend all dentists choose the "global" setting to increase administrative efficiency. Once the data entry is complete for the profile, you must attest to your information.

6	Save 🕒	
	PERSONAL INFORMATION	PERSONAL INFORMATION
	Profile Setup	
	Names	Required fields are indicated with a red asterisk. All other fields are optional.
	Address	
	Contact Info	Profile Setup
	Personal Identification Numbers	Please confirm your NUCC Grouping, Provider Type, Practice Setting, and Practice State so that your CAQH ProView profile can be customized for your situation. The answers you provide will determine which fields display and are
	Demographics	required.
	Work Permits and Visas	
	Languages	* NUCC Grouping 0
•	PROFESSIONAL IDS	Dental Providers
	EDUCATION & PROFESSIONAL TRAINING	* Provider Type
C	SPECIALTIES	Doctor of Dental Surgery (DDS)
	PRACTICE LOCATIONS	* Practice Setting ()
	HOSPITAL AFFILIATIONS	Inpatient/Outpatient or Outpatient Only
	CREDENTIALING	

Notes:

- Any U.S. licensed dentist can use the ADA credentialing service, free of charge, regardless
 of their ADA membership status. Visit <u>ADA.org/godigital</u> to start the process. Having
 trouble logging in or have other questions? Please contact the ADA Member Service
 Center at 800.621.8099 Monday Friday 8:30am 5:00pm or via email at <u>msc@ada.org</u>.
- For questions regarding your CAQH ProView profile, you may contact the CAQH ProView Help Desk at 888.599.1771.
- You may also refer to the CAQH Provider User Guide found on the CAQH ProView log-in page or you may click this <u>link</u> to access the reference document.

Version History

Version	Date	Description of Change	
1.0	10/26/2017	Original	
1.1	10/02/2020	 Clarified language for provider assistance Refreshed screenshots of provider UI Added document checklist 	