



PROVIEW™

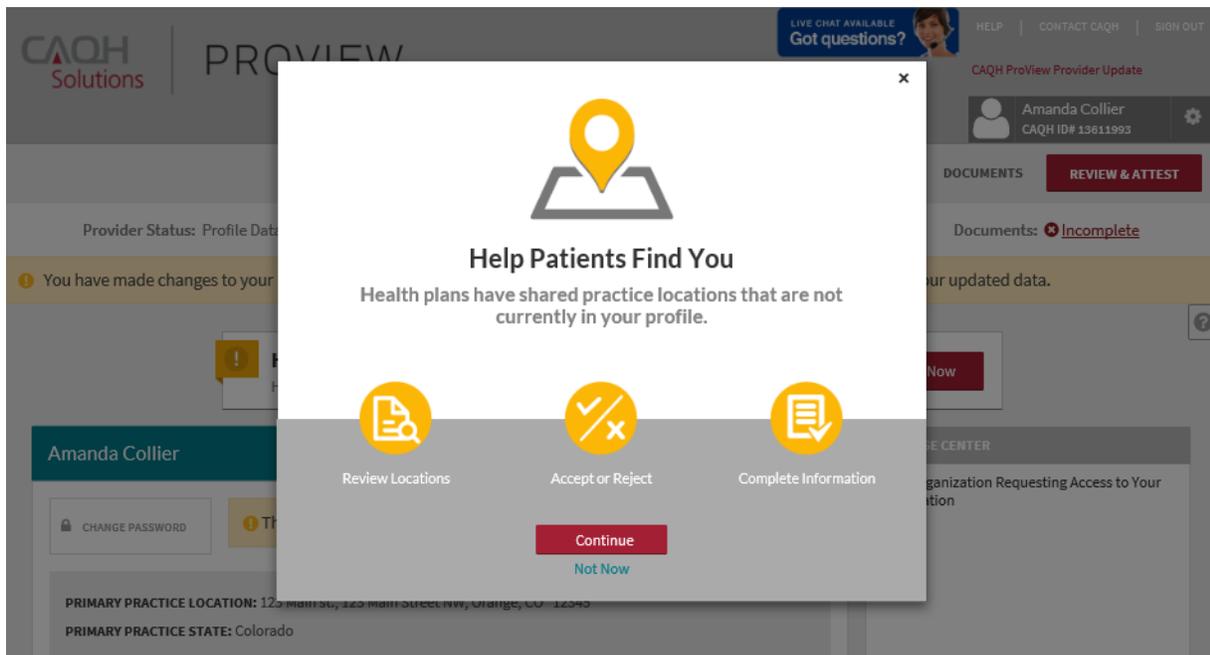
Practice Location Reconciliation Quick Reference Guide

Version: 1.0
Last updated: 10/27/2017

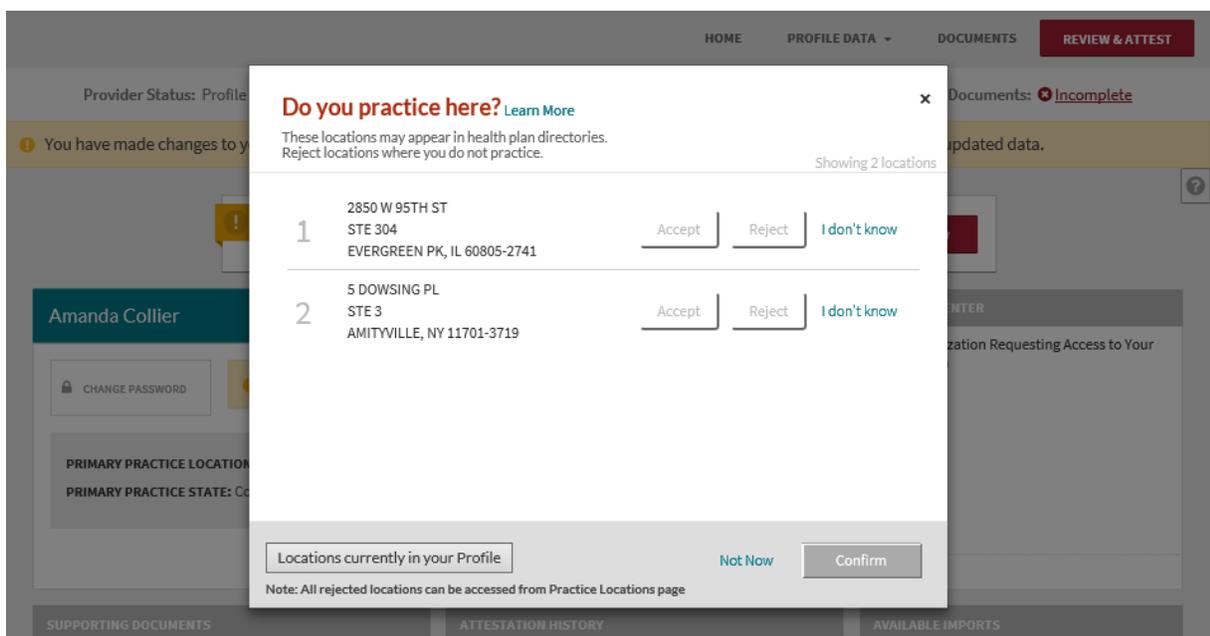
With the aim of improving the accuracy of provider directories, CAQH has recently implemented changes to the CAQH ProView application. Practice Location Reconciliation will improve provider directory accuracy by using information we've received from health plans about your practice locations. Because practice location errors are the number one source of errors in provider directories, answering these new questions in CAQH ProView can help ensure that new patients can find you easily.

Here's how it works:

1. When you log in to your CAQH ProView account, you may see a pop up message saying: "Help Patients Find You. Health plans have shared practice locations that are not currently in your profile." If you see this pop-up, you have the option to select *Continue* or *Not Now*.



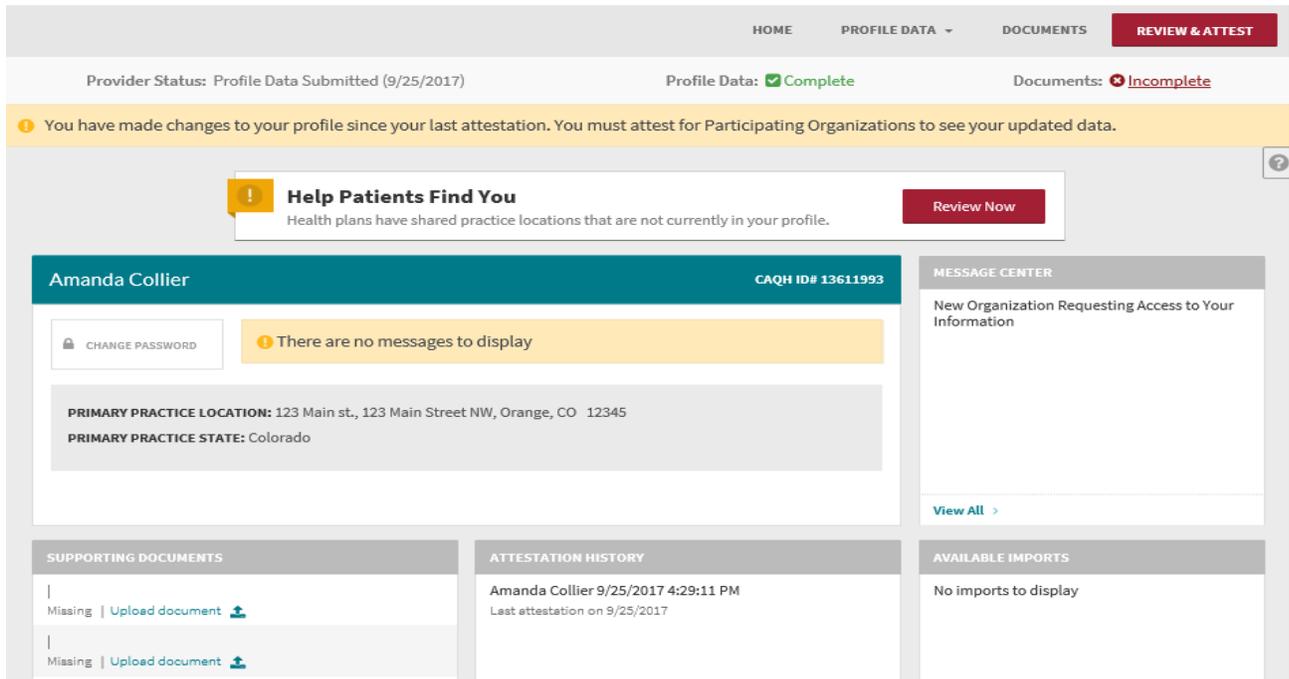
- a. If you click the *Continue* button, locations that appear in health plan directories will be displayed on the screen.



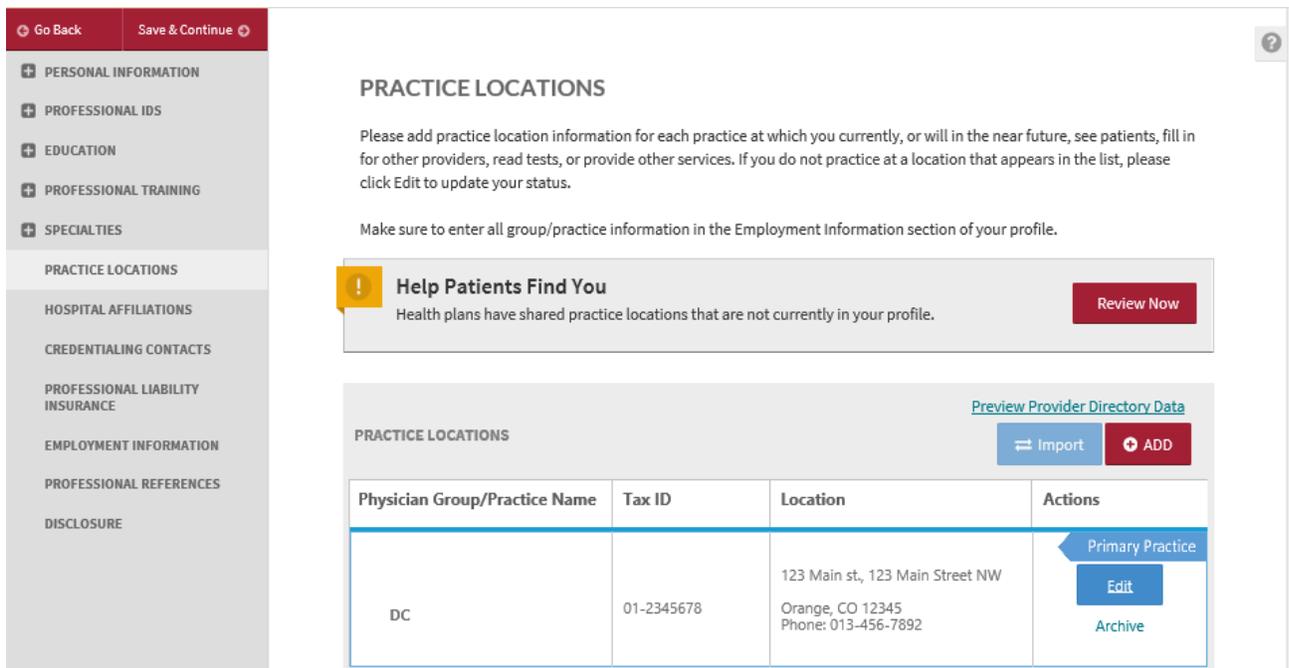
- b. If you wish to review the locations at a later time, you may click *Not Now*.
NOTE: You will **NOT** be able to re-attest until **ALL** the locations are reviewed and accepted or rejected. When you log in again, you will be prompted with the same message until you complete the review for all the locations listed on the pop-up.

2. If you close the pop-up, the same message is going to appear on the Home page and on the Practice Locations section. Click *Review Now* to review, accept or reject locations, and complete your practice locations information.

Home Page



Practice Location Section



PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

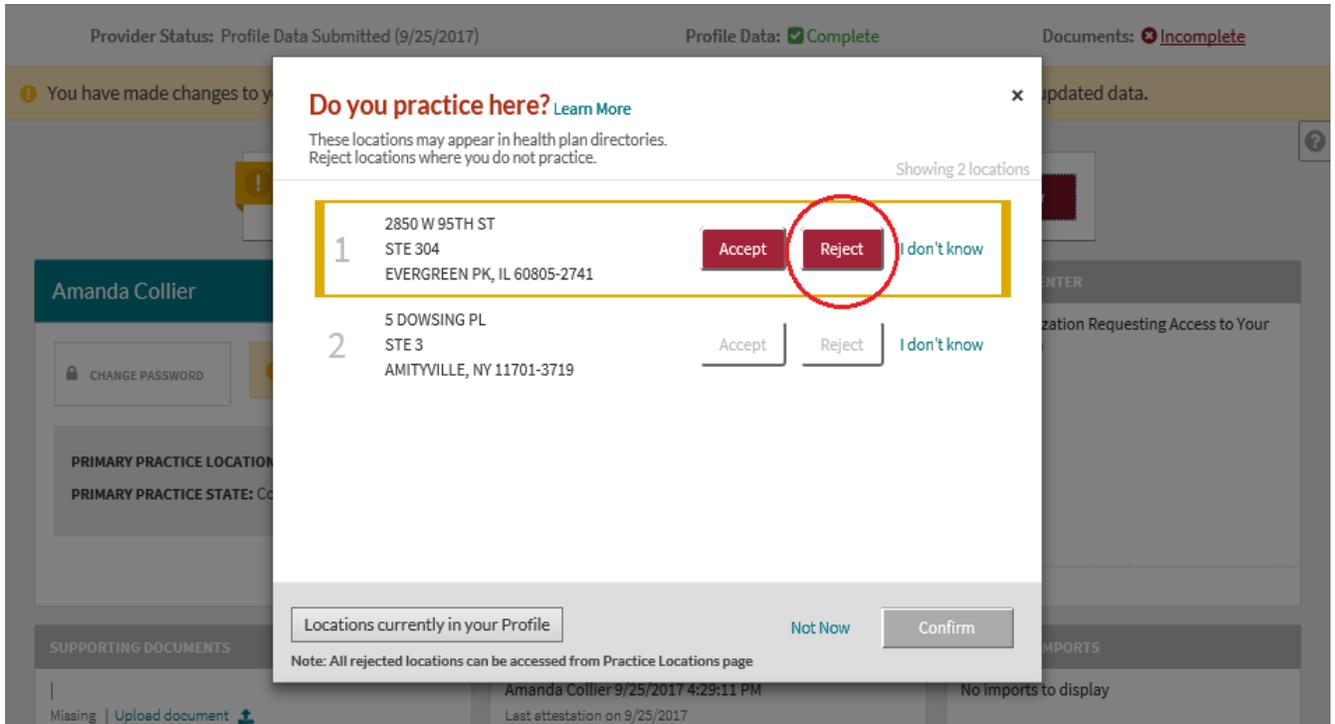
Make sure to enter all group/practice information in the Employment Information section of your profile.

Help Patients Find You
Health plans have shared practice locations that are not currently in your profile. [Review Now](#)

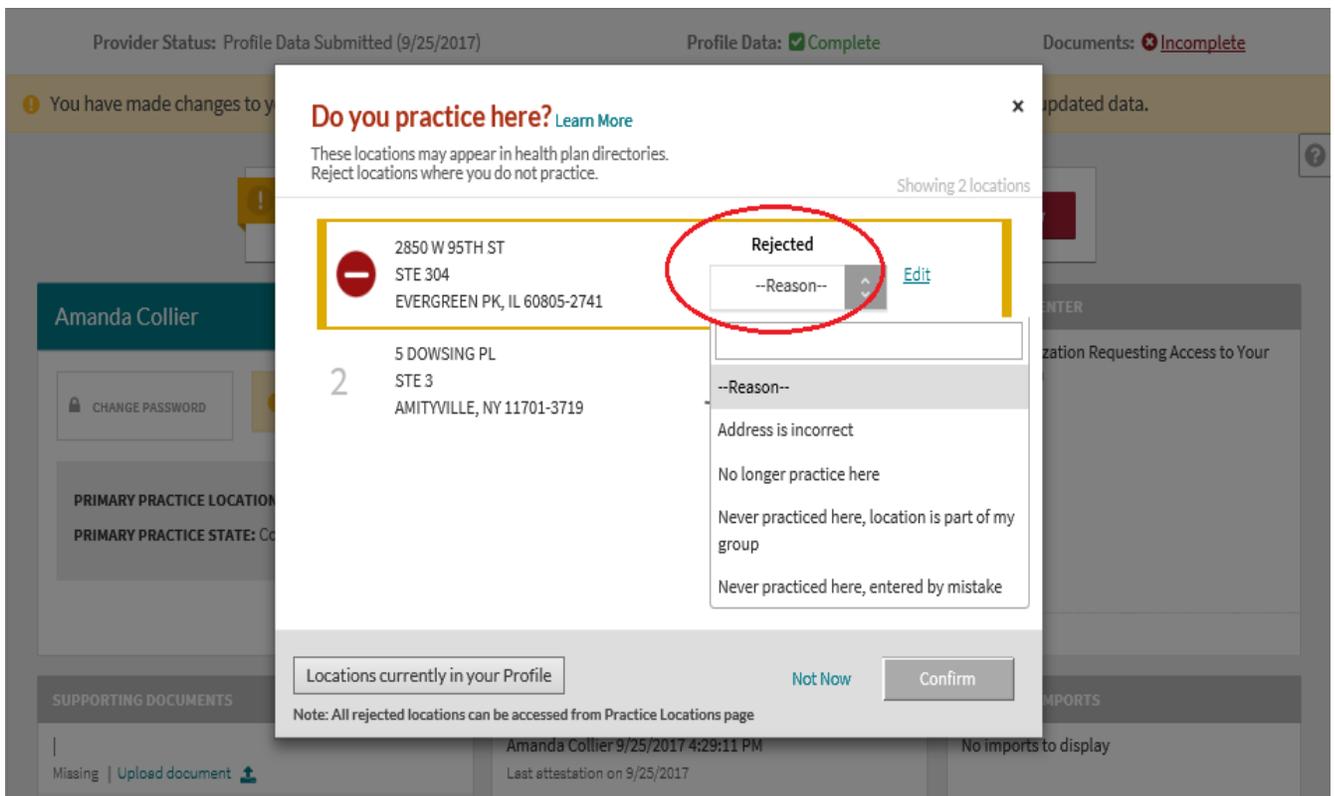
[Preview Provider Directory Data](#)

| Physician Group/Practice Name | Tax ID | Location | Actions |
|-------------------------------|------------|---|---|
| DC | 01-2345678 | 123 Main st., 123 Main Street NW Orange, CO 12345 Phone: 013-456-7892 | Primary Practice Edit Archive |

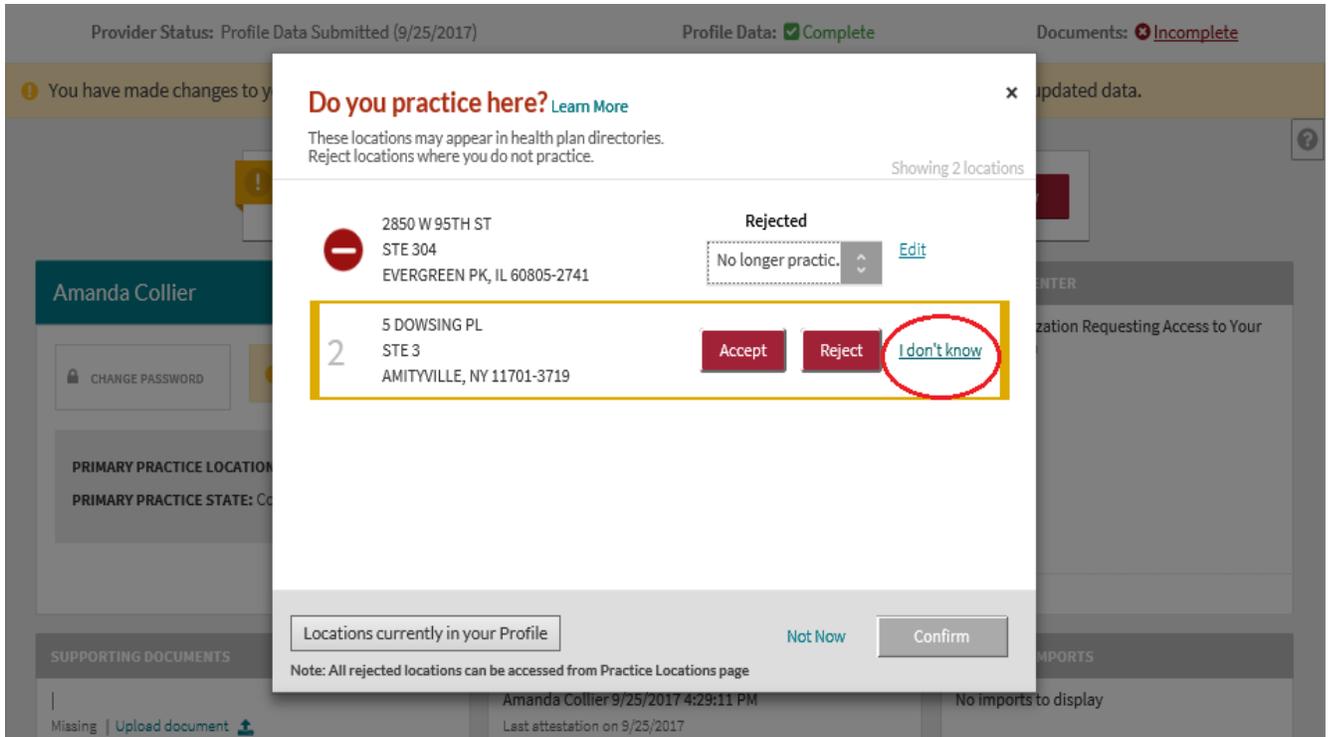
3. Click the *Reject* button for the location or locations where you do **NOT** practice.



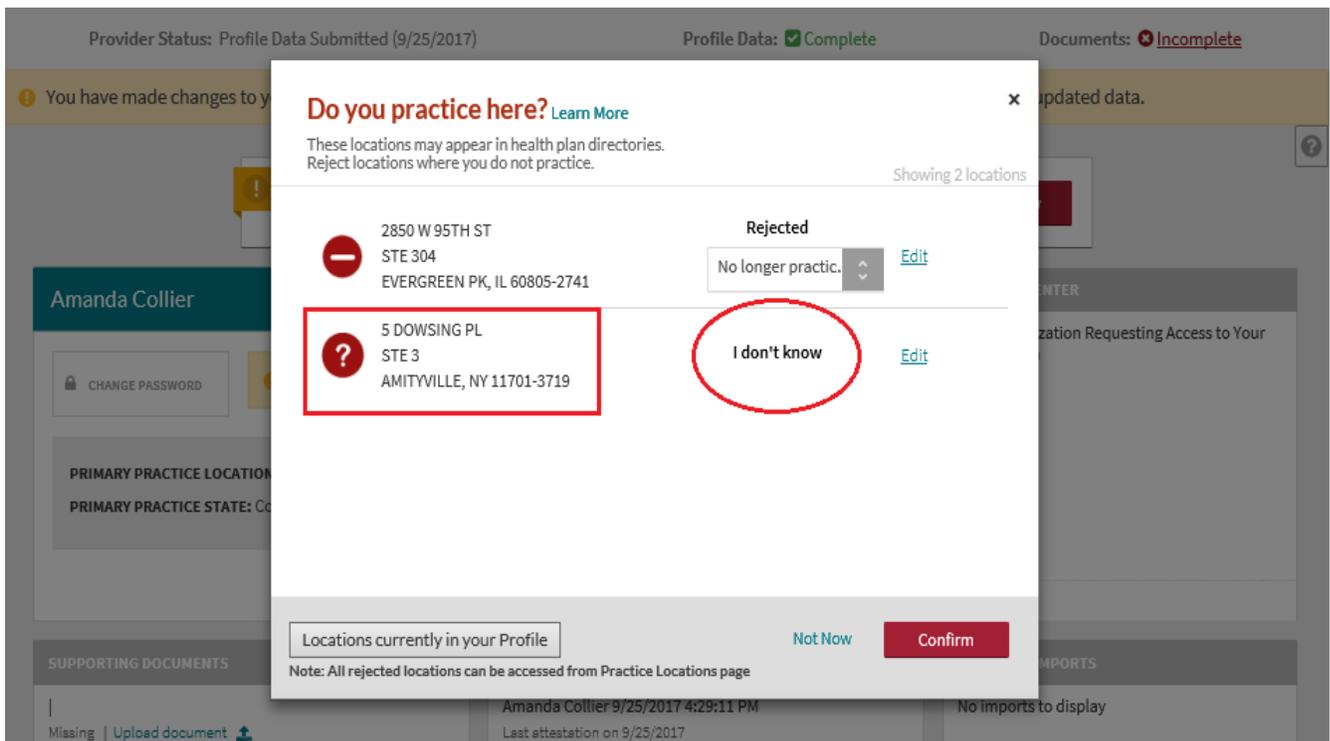
a. Locations which are rejected will require a reason for rejection. Click on the dropdown to select the appropriate reason. Note that all rejected locations can be accessed from the Practice Locations page.



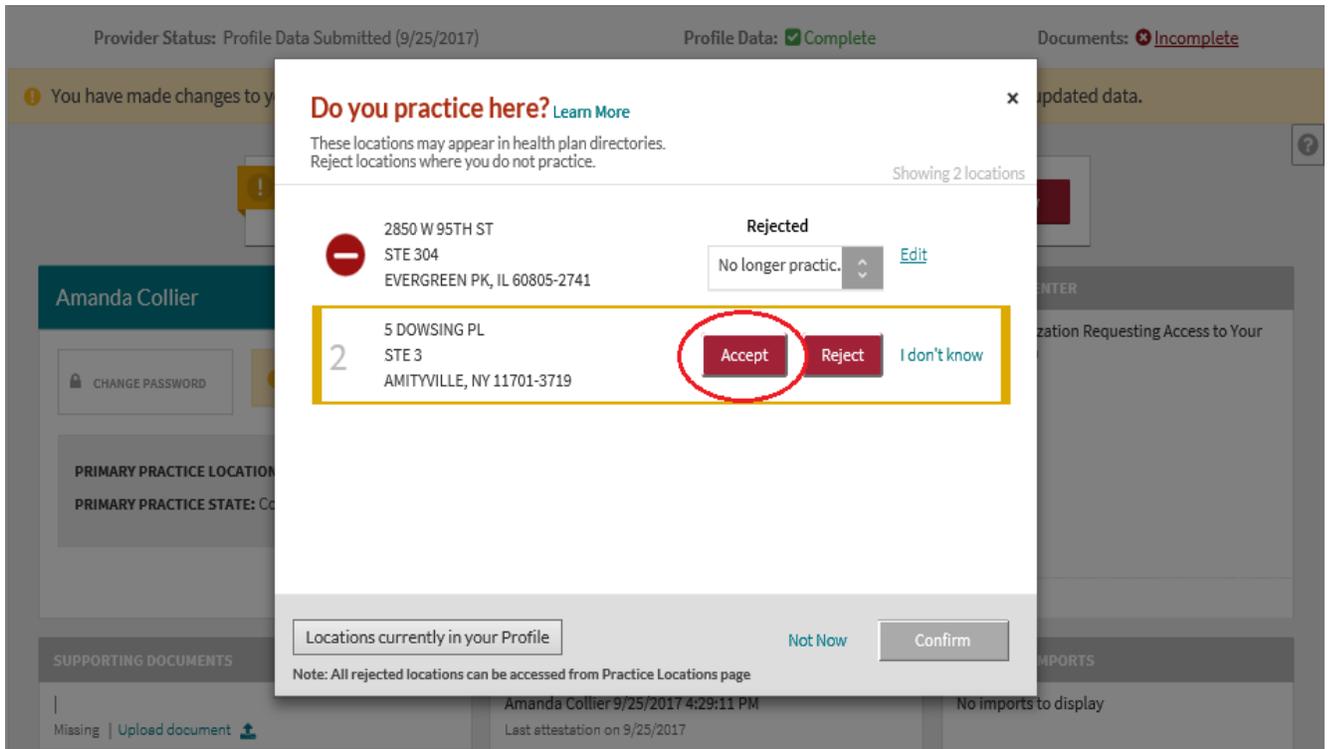
4. If you are a Practice Manager and managing the account on behalf of the provider and you are not sure if the provider is really practicing at the location, you may choose I don't know.



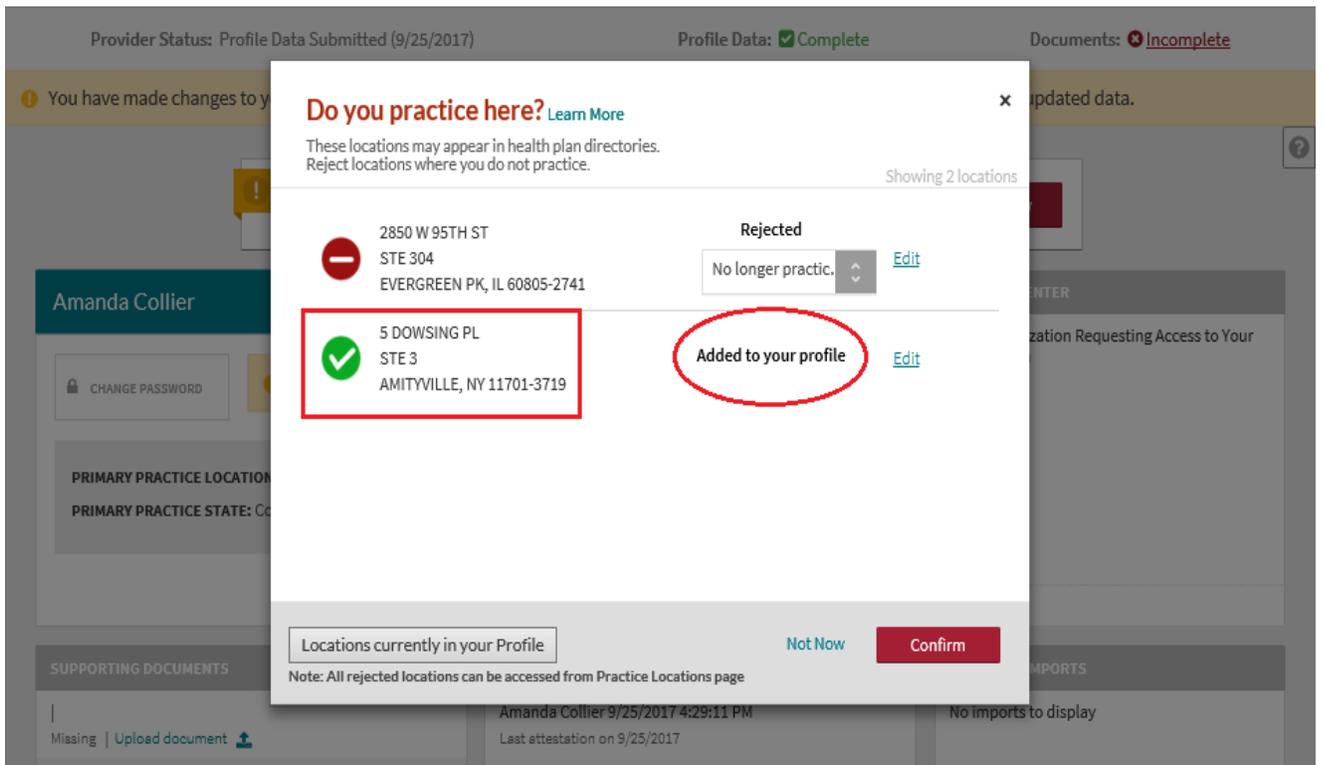
- a. The location will be shown with a red question mark and a message that says: *I don't know*.
NOTE: You will be prompted to review the locations which you have marked "*I don't know*" upon future log in.



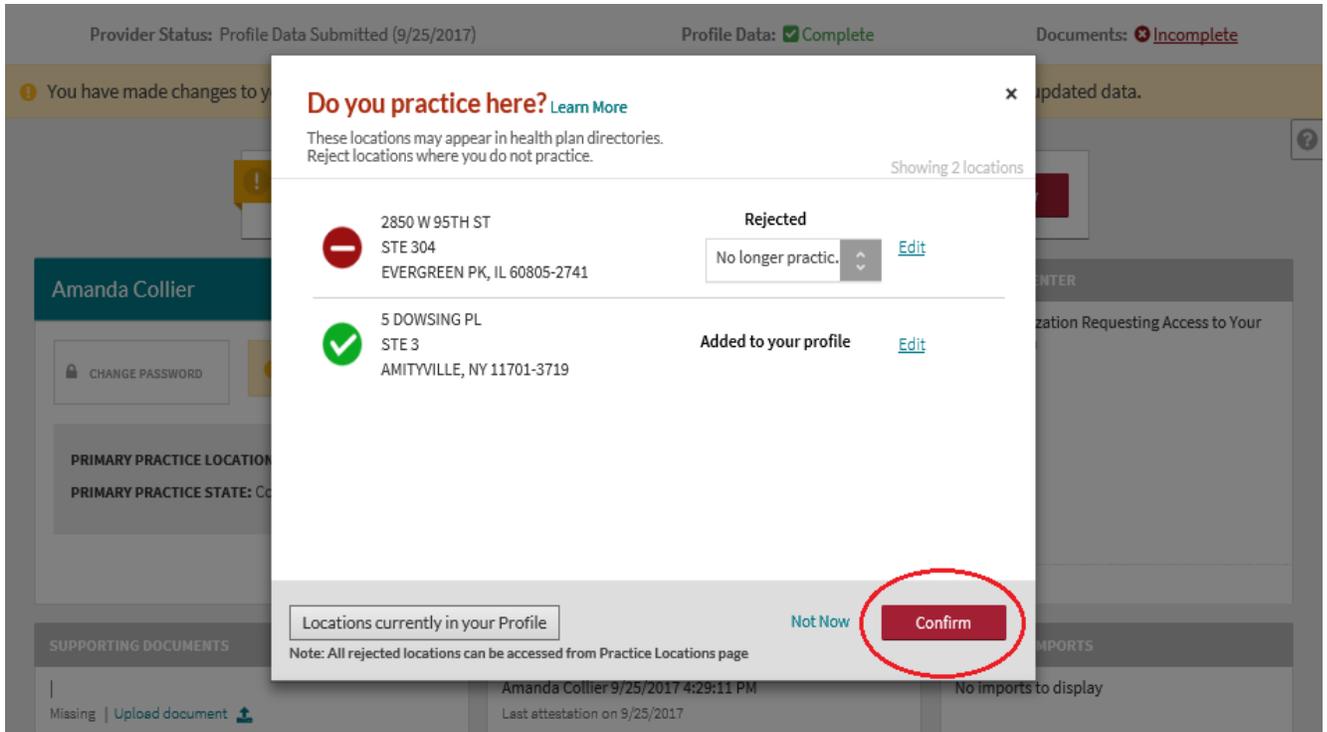
5. If you are currently practicing at a location listed on the pop-up, click the *Accept* button for that location.



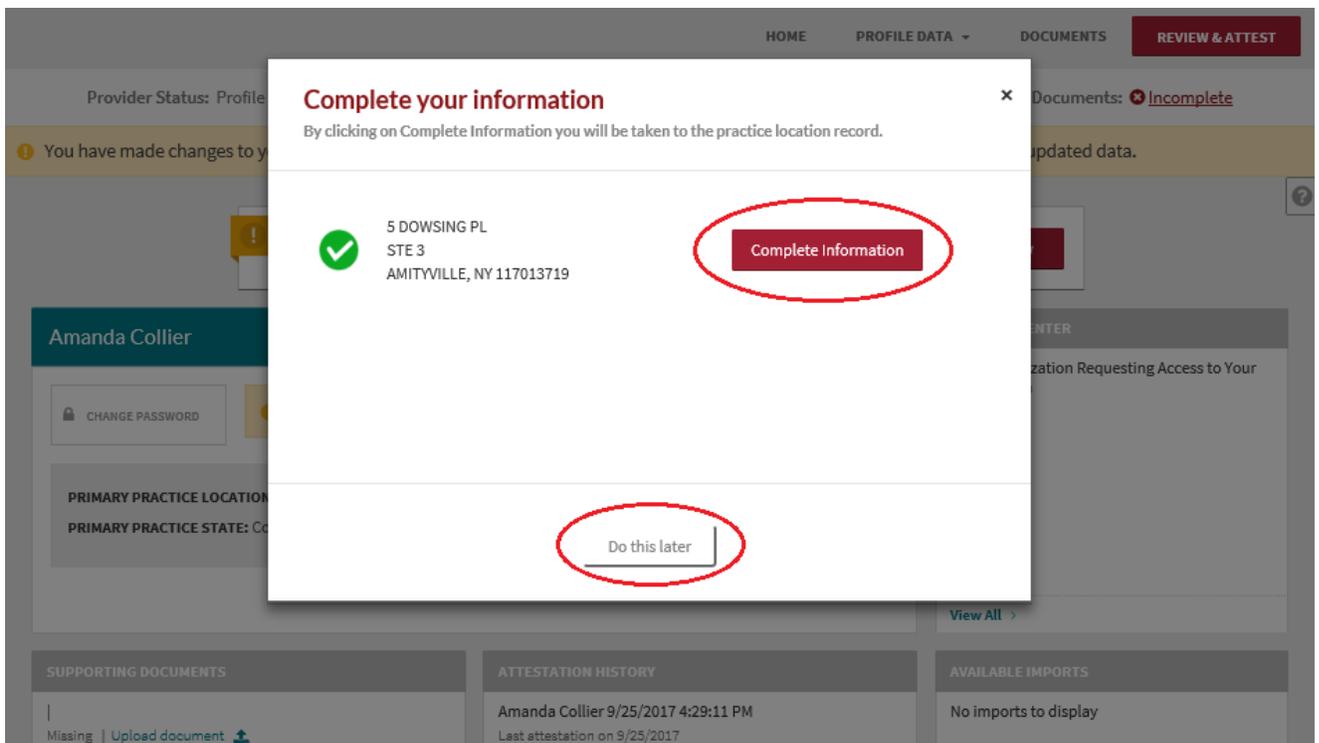
a. The location will be shown with a green checkmark and will be added to your profile.



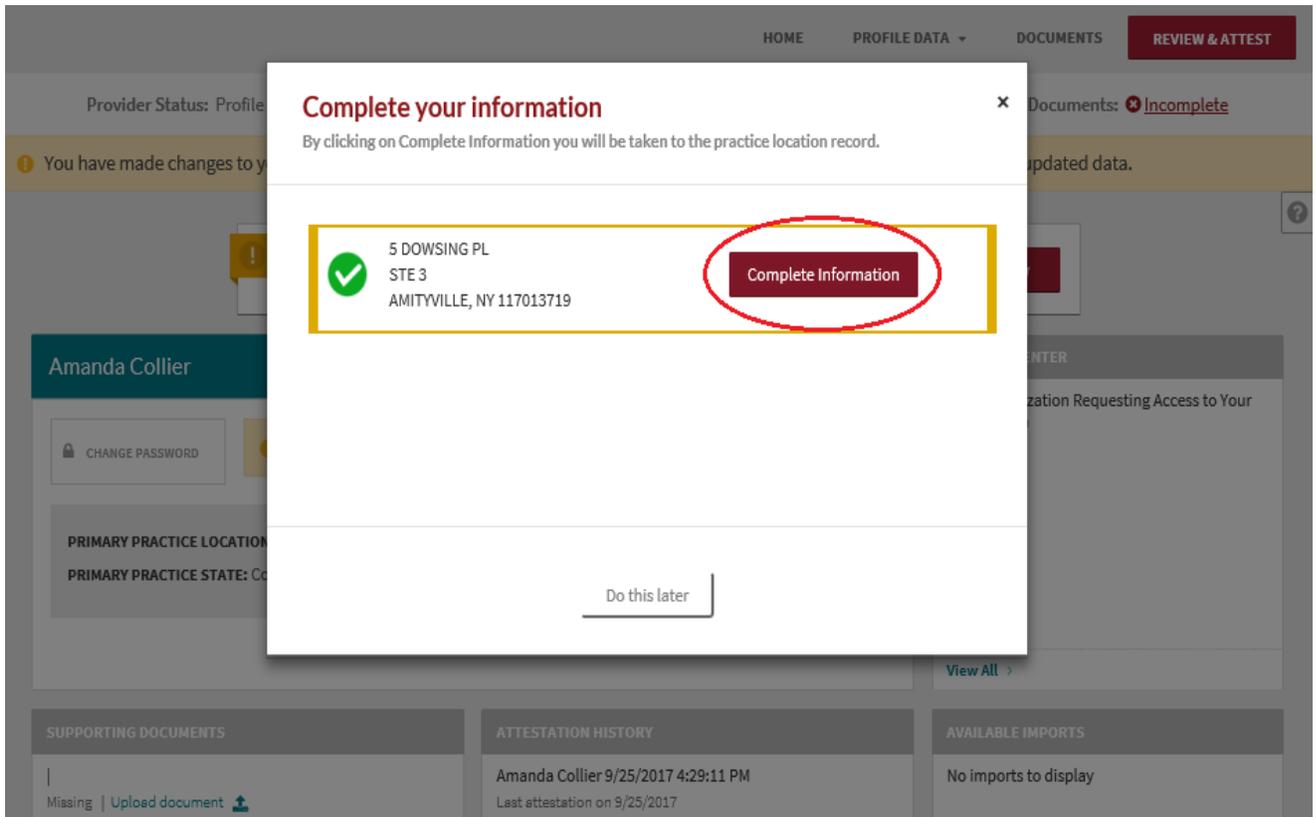
6. After reviewing and selecting the response for each of all the locations, click the Confirm button found at the bottom of the page to save your response.



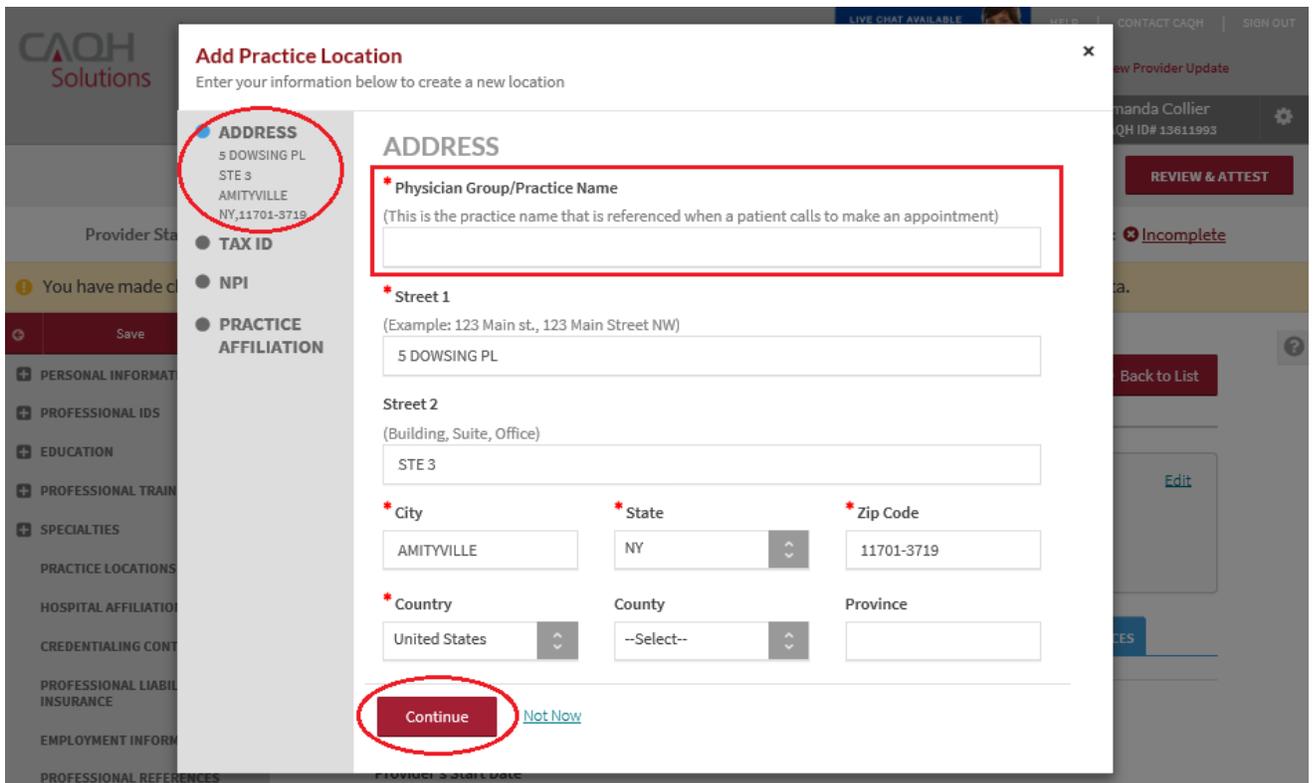
7. If you have accepted a location or locations you will be prompted to complete the information for each location. You have the option to complete the information now or you may do it later.
NOTE: You must complete the information before you can re-attest.



8. To complete the information for a location, click the *Complete Information* button.



9. The page will be prepopulated with the address details. Enter the *Physician Group/Practice Name* and any other required details. Click *Continue*.



10. The succeeding page will show the Tax ID information for that practice. Enter the *Tax ID*, *Type of Tax ID*, and any other required details. Click *Continue*.

The screenshot shows a web form titled "Add Practice Location" with a sub-header "Enter your information below to create a new location". On the left is a sidebar menu with categories: ADDRESS, TAX ID, NPI, and PRACTICE AFFILIATION. The "TAX ID" section is active. It contains a "Practice Name as it appears on the W-9" text input field. Below it is a "Tax ID" field with the value "10-4367890". A red box highlights the "Type of Tax ID" section, which has two radio buttons: "Group" (selected) and "Individual". Below this is a question "Is this the Primary Tax ID for this practice location?" with "Yes" and "No" radio buttons. There is an "Add" button with a plus icon. At the bottom, there is a "Continue" button circled in red and a "Not Now" link.

11. The page will display the NPI information. Answer the question "Do you have an organization (Type 2) NPI?" If your answer is Yes, you will be required to enter the *Organization (Type 2) NPI*. Click *Continue*.

The screenshot shows the same "Add Practice Location" form, but now the "NPI" section is active. It contains a question "Do you have an organization (Type 2) NPI?" with "Yes" (selected) and "No" radio buttons. A red box highlights this question and the "Organization (Type 2) NPI" text input field below it. Below the input field is a "Group Name" text input field. At the bottom, there is a "Continue" button circled in red and a "Not Now" link.

12. You will be directed to the Practice Affiliation page. Answer the question: “Do you practice at this location?” Select Yes and describe your affiliation with this location. Options are available on the dropdown. Click *Continue*.

Add Practice Location
Enter your information below to create a new location

- ADDRESS**
5 DOWSING PL
STE 3
AMITYVILLE
NY, 11701-3719
- TAX ID**
- NPI**
- PRACTICE AFFILIATION**

PRACTICE AFFILIATION

* Do you practice at this location?
Select Yes if you currently practice at this location or will be practicing there in the near future.
 Yes No

* Please describe your affiliation with this location.
--Select--

[Continue](#) [Not Now](#)

13. The Practice Locations page will be displayed. At the top of the page, you will see the information that you have entered. Navigate to each of the tabs to enter any other required information.

HOME PROFILE DATA DOCUMENTS **REVIEW & ATTEST**

Provider Status: Profile Data Submitted (9/25/2017) Profile Data: **Incomplete** Documents: **Incomplete**

You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.

PRACTICE LOCATIONS [Back to List](#)

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

| | | | |
|---|---|--|----------------------|
| Practice #1 5 DOWSING PL STE 3 AMITYVILLE, NY 11701-3719 | Tax Id 10-4367890 More Information | NPI 2729298292 More Information | Edit |
|---|---|--|----------------------|

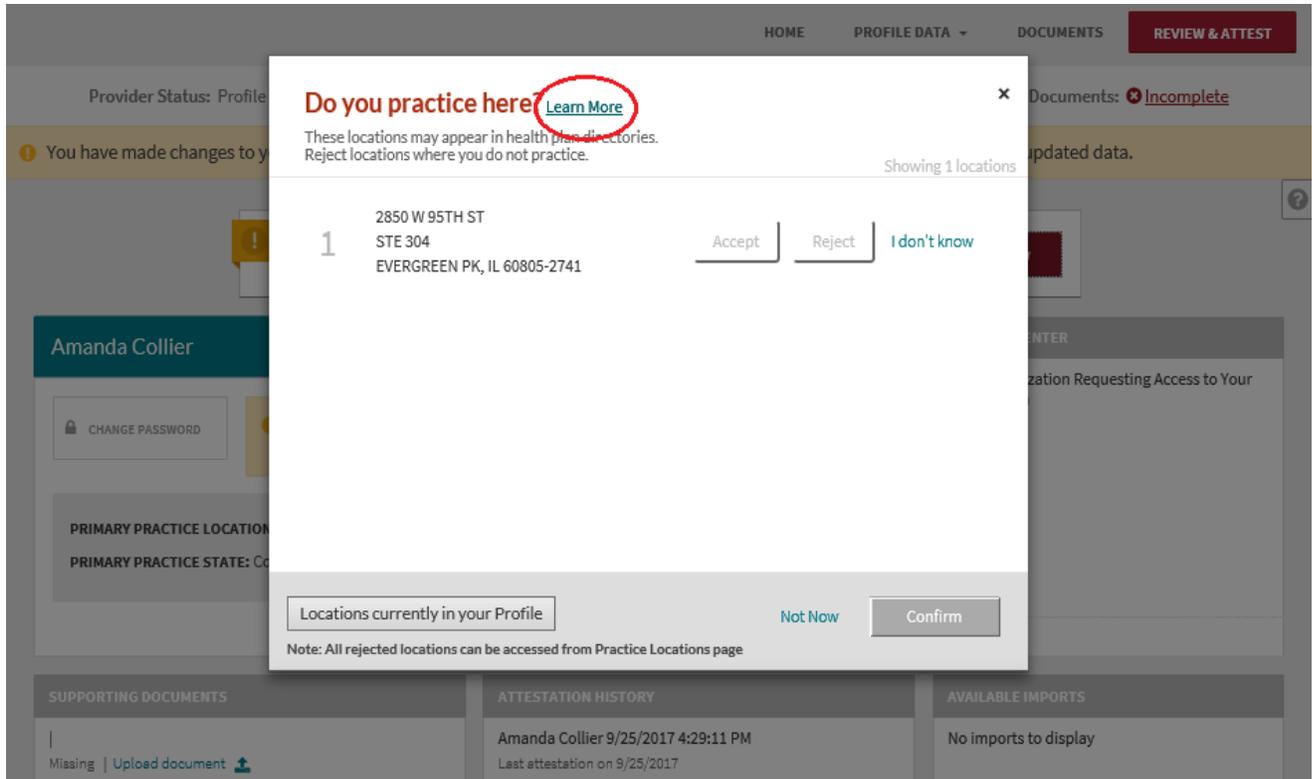
GENERAL INFORMATION PARTICIPATION HOURS COVERAGE & CONTACT PRACTICE LIMITATIONS ACCESSIBILITY SERVICES

General Information

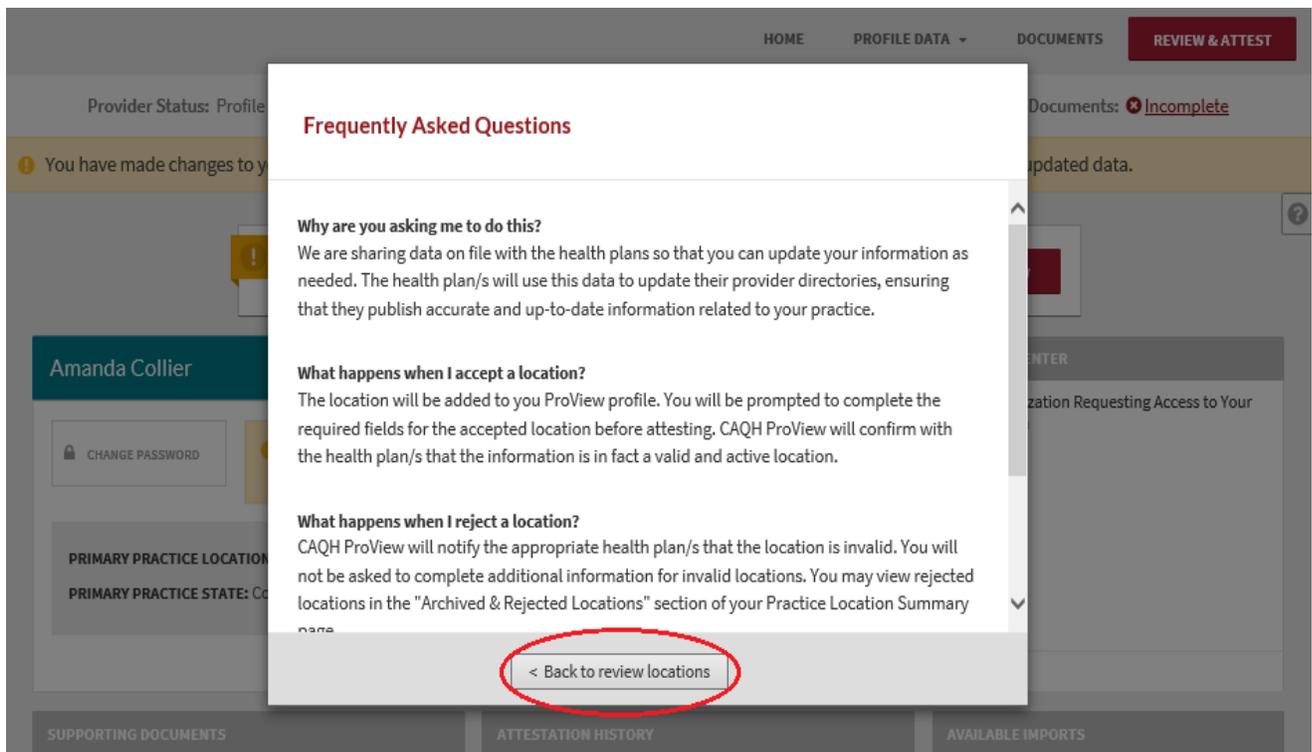
* **Provider's Start Date**
Select date that you started practicing or will be practicing at this location in the near future

Select date

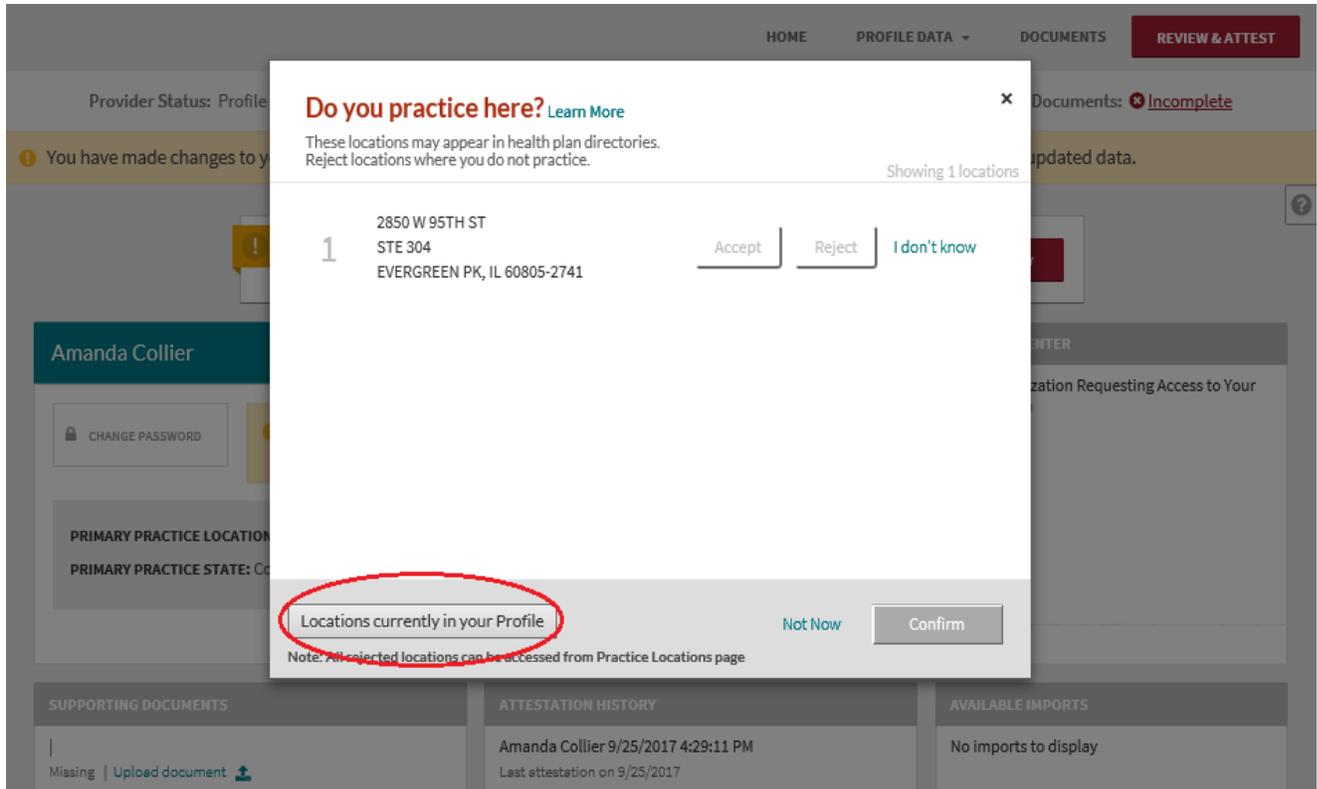
14. If you need more guidance on how to go about the Practice Location Reconciliation pop-up, you may click the *Learn More* link found at the top of the page.



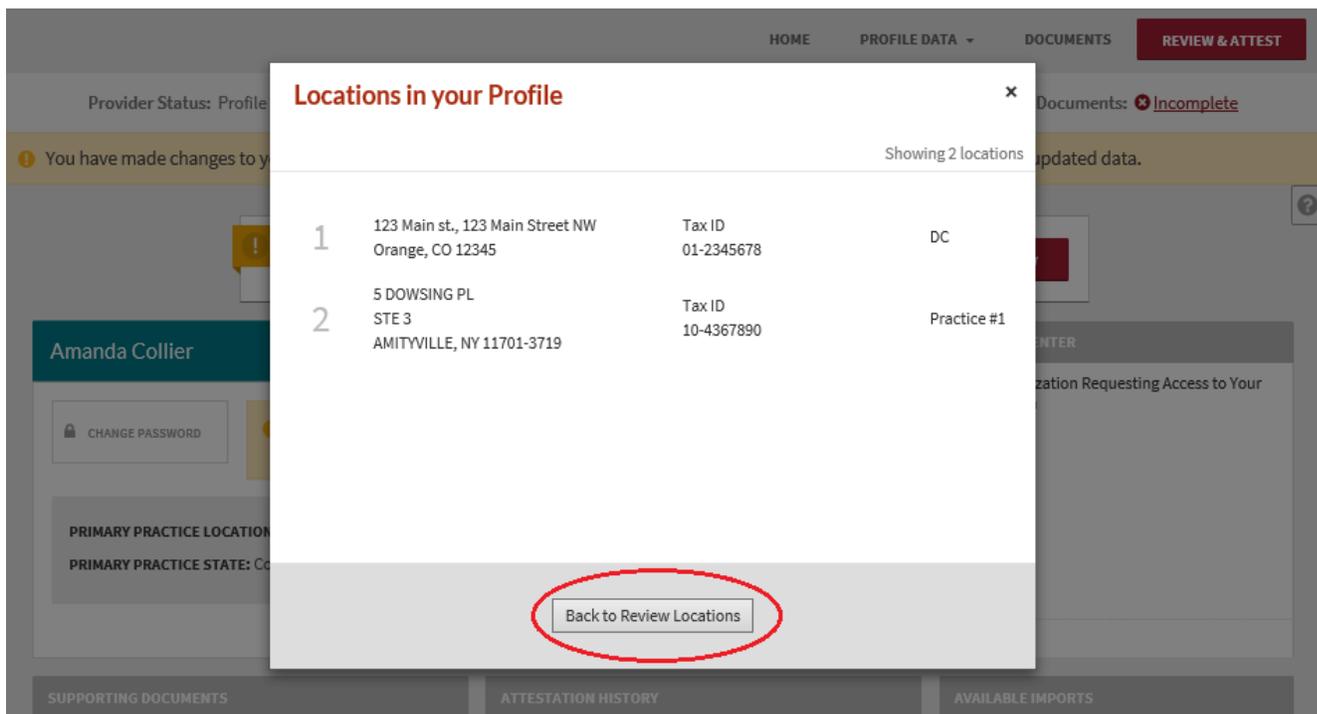
- a. A set of *Frequently Asked Questions* will be displayed. If you wish to go back to the list of locations, click the *Back to Review Locations* button. You will be redirected to the previous page.



15. Should you wish to review the locations currently entered in your profile, you may click on the *Locations Currently in your Profile* button.



- The locations that you have previously entered on your profile will be displayed. The addresses, tax IDs, and practice names will be shown on the page. Click the *Back to Review Locations* button to go back to the previous page.



16. Once all required fixes are addressed, complete the re-attestation. Click the *Review and Attest* button found at the top navigation menu.

NOTE: We have made the re-attestation steps easier for you!

The screenshot shows a user profile page for Amanda Collier (CAQH ID# 13611993). The top navigation menu includes HOME, PROFILE DATA, DOCUMENTS, and a red button labeled REVIEW & ATTEST, which is circled in red. Below the navigation, the user's status is shown: Provider Status: Profile Data Submitted (9/25/2017), Profile Data: Complete, and Documents: Incomplete. A yellow banner message states: "You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data." The main content area is titled "Correct Errors" and contains a warning: "Proview has identified items in your profile that need attention. You must address these items before you attest." Below this, there are sections for "REQUIRED FIXES" (No fixes required. Click here to attest), "SUGGESTED FIXES" (Suggested Address Fixes: No suggested address fixes), and "Other Suggested Fixes" (No suggested fixes). The footer contains links for TERMS OF SERVICE, PRIVACY, and CAQH.ORG, along with the copyright notice: © 2015 CAQH. All rights reserved.

17. To view your Directory Data, click the link for “reviewed all information” shown on the page. Click *Attest*.

The screenshot displays the CAQH ProView user interface. At the top, the CAQH Solutions logo and 'PROVIEW™' are visible. A navigation bar includes 'HOME', 'PROFILE DATA', 'DOCUMENTS', and a prominent 'REVIEW & ATTEST' button. The user's name, Diane Hall, and CAQH ID# 13515114 are shown in the top right. A status bar indicates 'Provider Status: Re-Attestation (10/23/2017)', 'Profile Data: Complete', and 'Documents: Incomplete'. A yellow notification banner states: 'You have made changes to your profile since your last attestation. You must attest for Participating Organizations to see your updated data.'

Diane, you are ready to attest!

Click *Attest* to certify that you have carefully reviewed all information contained within your CAQH ProView Profile and that all information provided by you in the profile is true, correct and complete to the best of your knowledge. You also acknowledge that your CAQH ProView Profile will not be considered complete until supporting documentation and properly executed Authorization, Attestation and Release Form is remitted. Once you attest, you can go to the Documents page to upload your supporting documents.

Application (hereinafter, each healthcare organization on the "List of Authorized Organizations" is individually referred to as the "Entity"), and any of the Entity's affiliated entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by the Entity for determining initial and ongoing eligibility for Participation. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law. I acknowledge that each Entity has its own criteria for acceptance, and I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my consent to the release of information do not guarantee that any Entity will grant me clinical privileges or contract with me as a provider of services. I understand that my application for Participation with the Entity is not an application for employment with the Entity and that acceptance of my

ATTEST PRINT DOWNLOAD

View Your Data Summary **Download Your State Application**

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18. You will be prompted with a message confirming your successful re-attestation.

HOME PROFILE DATA ▾ DOCUMENTS REVIEW & ATTEST

Provider Status: Profile Data Submitted (10/17/2017) Profile Data: ✔ Complete Documents: ✘ Incomplete

Attestation Completed

You have successfully attested to your profile.

If this is your first attestation, you will need to submit all required documents before participating organizations receive your information. Otherwise, please check the Documents status indicator on the upper right corner of the page to see if you need to update any documents.

For more information about CAQH, please visit www.caqh.org.

Receive Faster Payments and Reduce Costs with Electronic Claims Payments

Paper checks for claims payments cost healthcare practices four times as much as direct deposit- on average more than \$4 for each payment in excess processing costs.¹

EnrollHub² from CAQH enables you to enroll in electronic funds transfer (EFT) and electronic remittance advice (ERA) with multiple health plans through one easy, secure process.

EnrollHub is free to providers. Join the 500,000+ already participating.

If you need more assistance on this, please call **1-844-815-9763**.

[Learn More](#) [Register Now](#)

¹ 2016 CAQH Index

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