



VERIFIDE™

VeriFide

Data Exchange Guidelines for Participating Organizations

Version 4.0

VeriFide Data Exchange Guidelines v4.0

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1 Introduction

1.1 Overview

Verification of specific provider-reported data against primary sources (Primary Source Verification) is the basic credentialing process step. The CAQH VeriFide solution reduces the cost and turnaround time associated with the primary source verification step of the credentialing process.

The VERIFIDE Data Exchange Guideline document is a compilation of the required data elements and procedures for Participating Organizations to submit a list of providers for whom they would like to perform PSV (Primary Source Verification).

A PSV roster is a file that a Participating Organization submits to CAQH in order to trigger a PSV process. Once submitted, CAQH will validate the roster file and either accept (processed by CAQH ProView) or reject it (where it will be returned to the Participating Organization for resubmittal).

An exception file will be generated for roster records that do not meet the acceptance criteria listed in the roster submission guidelines. It identifies the reason for the exception so that the record can be corrected and re-submitted.

1.2 Purpose

This document is intended to serve as a reference for data layout, field definitions, naming standards and all other information pertinent to the collection and dissemination of PSV data between Participating Organizations and CAQH. It also defines and documents the systems, processes, and practices necessary for successful data exchange between CAQH ProView and its Participating Organizations.

The structures and processes described in this document will enable both parties to fully understand the requirements that must be followed in order to achieve a successful data transfer.

1.3 Target Audience

This document is intended for anyone involved in the exchange of data between VeriFide and its Participating Organizations. In addition, individuals with the following roles would need to know the layouts and the values within the data for a successful PSV data transfer .

- Developers
- Data Stewards
- Participating Organization's Operational and Technical Staff

1.4 Document Owner

VeriFide technical management team within CAQH owns the maintenance of this data exchange guideline document.

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1.5 Product Version

During the preparation of this document the then current version of VeriFide was 1.7. Some elements of this document may change in later versions of the VeriFide application.

2 PSV Roster Submission

In order to participate in VeriFide, an organization must submit a PSV roster. An active CAQH ProView participation is required in order to initiate a PSV request. A PSV roster can be submitted two ways - a Simple PSV file or an Enhanced ProView Roster file.

2.1 Simple PSV File

A Participating Organization can submit a PSV roster with a CAQH Provider ID for each of the providers in the file. The CAQH Provider ID is a mandatory field for the Simple PSV file. The file layout and naming standards for the simple PSV roster are outlined in the subsequent sections. A sample Simple PSV File is available in the Appendix – Section 7.4.

2.1.1 Simple PSV File Naming Conventions

The simple PSV files must be named as listed in the table below.

File Name	Description	Frequency	Delimiter
SimplePSV_<POID>_YYYY_MM_DD_HH_M M.csv	The <POID> is the identifier supplied by CAQH to each Participating Organization	Ad hoc	comma

2.1.2 Simple PSV Roster Data File Layout

Participating Organizations are required to submit their roster data in a CSV format. The first record in the roster file should correspond to the field names as specified in the table below.

Every roster record must include ALL fields even when no data is present for every field. The maximum width for each field is also listed in the table below.

#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C
1	CAQH_Provider_ID	Integer (no leading zeros)	8	The field denotes the CAQH assigned provider Identifier.	R
2	Organization_ID	Integer	5	This is a CAQH ProView assigned identifier for each Participating Organization established at the time of contracting.	R

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C
3	PSV_Request_Type	Char	10	<p>A flag that denotes what type of PSV service is requested for the provider: E.g.: “Recredential”, “Initial Credential” or “Cancel”</p> <p>Valid values are ‘RECREd’, ‘INITIAL’, ‘CANCEL’</p>	R
4	PSV_Urgency	Char	6	<p>A flag that denotes whether the requested service is urgent.</p> <p>Currently, only a request for recredentialing (PSV_Request_Type=‘RECREd’) can be flagged as ‘URGENT’.</p> <p>Cancel requests (PSV_Request_Type=‘CANCEL’) will be handled immediately and this urgent flag has no effect.</p> <p>Valid values are ‘URGENT’ for urgent and ‘NORMAL’ for normal. The default value is ‘NORMAL’.</p>	O
5	PSV_Onshore_Restricted	Char	12	<p>A flag that denotes whether the requested PSV service must be performed on-shore.</p> <p>Valid values are ‘ON-SHORE’ for restricted to on-shore and ‘UNRESTRICTED’ for un-restricted performance. The default value is ‘UNRESTRICTED’.</p>	O
6	PSV_Immovable	Char	9	<p>A flag that denotes whether the date of the requested PSV service may be rescheduled.</p> <p>This flag is considered only for recredentialing requests (PSV_Request_Type=‘RECREd’), as requests for initial credentialing are processed as soon as they are received</p> <p>Valid values are ‘IMMOVABLE’ for immovable and ‘MOVABLE’ for movable. The default value is ‘MOVABLE’.</p>	O

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C
7	PSV_Next_Cred_Date	Date	8	This field contains the date the provider will be recredentialed again (credentialing decision made) by the Participating organization. (Format: YYYYMMDD) This field is only required if the PSV Request Type is 'RECREd'.	C
8	PSV_State	Char	2	Denotes the practice state for which the PO wants to perform PSV. (Applicable to providers who practice in more than one state)	O
9	PSV_Product	Char	15	This field is designed for future expansion to support PSV for additional data elements, and may be left blank at this time.	O
10	PSV_Reserved	Char	2000	This field contains PO specific meta-data about the provider (e.g. an internal tracking ID, a product code, etc.)	O

2.2 Enhanced ProView Roster

Participating Organizations can also include PSV requests in their CAQH ProView rosters by using the Enhanced ProView roster layout. The Enhanced ProView Roster contains additional fields for PSV requests. The “Standard” CAQH ProView Roster Data File has 35 fields per row. The VeriFide Enhanced ProView Roster file has 42 fields. The first 35 are identical to the CAQH ProView Roster Data File. Field numbers 36 through 42 are specifically for PSV processing. Participating Organizations can include providers with whom they are currently affiliated (with known CAQH Provider ID) or in the process of contracting. If a Participating Organization includes a provider in their roster submission who is not currently affiliated with them, CAQH will add them to the CAQH ProView roster and then initiate the PSV process.

The format, structure and submission process of these files are detailed below.

2.3 Enhanced ProView Roster Naming Conventions

The roster files must be named as listed in the table below. An Organization ID (POID) is an identifier assigned by CAQH ProView for all its Participating Organizations at the contract stage.

A Participating Organization can submit multiple rosters, however the rosters will be processed in the order in which they are received. If the same provider record is in multiple roster files, the data in the subsequent rosters will be rejected.

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File Name	Description	Frequency	Delimiter
PSV_<POID>_ ProviderRoster_YYYY_MM_DD_HH_MM.txt	The <POID> is the identifier supplied by CAQH to each Participating Organization	Ad hoc	Pipe (“ ”)

2.4 Enhanced ProView Roster Data File Layout

Participating Organizations are required to submit their roster data in a pipe ‘|’ delimited ASCII text file format. Refer to the **Appendix – Section 7.8** for a sample of such a file. The first record in the roster file should correspond to the field names as specified in the table below.

Every pipe-delimited roster record must include ALL fields even when no data is present for every field. (If there are no PSV related activities to be performed for a provider, the PSV field must be present, but left blank) The maximum width for each field is also listed in the table below. Values in each field must not be padded with spaces if the width is less than the maximum allowed.

Similar to the CAQH ProView roster, each record within a roster should contain unique providers. The submitted roster file may contain new records (Action flag = ‘A’), changed records (Action flag = ‘U’) or deleted records (Action flag=‘D’). CAQH ProView will process each record based on the ‘Action Flag’. If a provider already exists in a PO’s ProView roster and the PO would like to add them for PSV then Update “U” flag should be used.

General Guidelines:

Since the Enhanced ProView Roster file is an extension of the CAQH ProView roster, the general guidelines applicable to the CAQH ProView roster apply here as well.

- In order to achieve a higher rate of success during the provider matching process with CAQH ProView providers, Participating Organizations (PO’s) are encouraged to submit as much information as possible for records with an action flag of ‘A’ (Add). If a match to the data supplied on the roster record is found to an existing CAQH ProView provider the supplied data does not overwrite the CAQH ProView record.

PO’s are also encouraged to submit as much information as possible for the initial roster file submission. This is the only instance when participating organizations (PO’s) can send provider specific information (data that must be attested) in a roster. This information cannot be updated using a roster once the ProView record is in place. If a match to an existing CAQH ProView provider record is not found, a new provider is created with the information submitted by the PO. The provider can overwrite the information when they attest for the first time.

- All required fields (noted with an ‘R’ (required) in the table below) must be populated. The required fields vary for each action flag. Action Flag is mandatory for every record in the roster file.
- For ‘non-required’ fields, if data is not available, the field should be left empty. If there is an existing order and the primary source verification (PSV) related fields are blank (they are all optional) then the order is untouched. The roster file is processed by ProView and is passed on to VeriFide, but when VeriFide sees that there are no populated PSV fields this row is ignored.

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- CAQH Provider ID and Organization ID are required for ALL updates and deletes as well as for “Quick Adds”. (Action flag ‘U’ and ‘D’)
- If a PO deletes a provider from their roster without explicitly sending a cancellation of the PSV order then it leaves the order in place. To de-roster a provider and cancel the PSV order, the PO must submit this Enhanced ProView Roster file with an action_flag = “D” and a PSV_Request_Type = “CANCEL”. In such an instance VeriFide will cancel the subscription however if there is an existing order that is “In progress”, that order will continue processing. If there is an existing order that is not “In progress” that order will be cancelled.
- CAQH Provider ID and Organization ID are required for “Quick Add” action. “Quick Add” operation allows an organization to add a provider (who is already in CAQH ProView) to their roster by simply providing their CAQH Provider ID, in addition to the Organization ID.
- The address should reflect the location at which the provider can be reached when CAQH ProView initiates outreach to them. In most cases, this address might be the same as provider’s primary practice location address.
- Participating organizations are strongly encouraged to submit an email address for each provider. This email address is used for provider outreach and is also CAQH ProView’s preferred method of communication with the provider.
- For “Initial Adds”, at least one of the data elements in the following list must be populated in order to achieve a higher match rate with a provider in CAQH ProView.
 - NPI
 - DEA Number
 - UPIN Number
 - License State and License Number
 - Social Security Number
- The following guidelines apply to PSV related data elements.
 - Only PSV_Request_Type = 'RECRED' can be requested urgently
 - PSV_Next_Cred_Date cannot be null for RECREDs
 - Only orders with PSV_Status ='OPEN' can be cancelled
- Only the following data elements are allowed to be updated when an update record (Action flag ‘U’) is included in the roster. Note that provider-attested data cannot be updated through the roster. Only fields associated with the participating organization (PO) to provider relationship may be updated.
 - **CAQH PROVIDER:**
 - Participating Organization’s Provider ID
 - Last Recredential Date
 - Next Recredential Date
 - Region Identifier
 - Affiliation Flag

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- Delegation Flag
- Email Address (for Unregistered Providers)
- **VeriFide:**
 - PSV_Request_Type
 - PSV_Urgency
 - PSV_Onshore_Restricted
 - PSV_Immovable
 - Next_Recredential_Date
 - PSV_State
 - PSV_Product

The layout is as follows:

#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
1	Action_Flag	Char	1	A flag that denotes if the record is an “Add”, “Update”, “Delete”. Valid values are ‘A’, ‘U’, ‘D’	R	R	R	R
2	Provider_First_Name	Varchar	150	A text field that contains the First Name of the Provider.	R	R	R	R
3	Provider_Middle_Name	Varchar	150	A text field that contains the Middle Name or Initial of the Provider.	O	O		
4	Provider_Last_Name	Varchar	150	A text field that contains the Last Name of the Provider.	R	R	R	R
5	Provider_Name_Suffix	Varchar	10	A text field that contains the suffix associated with a Provider’s Name. Note: The value must be from the list of standard suffix values.	O	O		

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
6	Provider_Gender	Char	1	A code that denotes the gender of the Provider. Valid values are 'M' – Male, 'F'- Female	O	O		
7	Provider_Address1	Varchar	150	This field should contain the first line of the address at which the provider can be reached by CAQH ProView for correspondence.	R	O		
8	Provider_Address2	Varchar	150	A field that contains provider's correspondence address Line 2.	O	O		
9	Provider_Address_City	Varchar	150	A field that denotes the provider's correspondence address city.	R	O		
10	Provider_Address_State	Char	2	The two-character ANSI state code that corresponds to the provider's correspondence address state.	R	O		
11	Provider_Address_Zip	Integer	5	A numeric field that denotes a provider's correspondence address zipcode.	R	O		
12	Provider_Address_Zip_Extn	Integer	4	An integer field that denotes a provider's correspondence address zip extension.	O	O		
13	Provider_Phone	Integer	10	A field that denotes a provider's primary phone number.	O	O		
14	Provider_Fax	Integer	10	A field that denotes a provider's fax number for correspondence.	O	O		
15	Provider_Email	Varchar	150	The primary email address used for correspondence with the provider and for provider outreach.	O	O		

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
16	Provider_Practice_State	Char	2	The two-character ANSI state code that corresponds to the provider's primary practice state. Note: This helps CAQH ProView identify state mandated requirements (if any) for the provider.	R	O		
17	Provider_Birthdate	Date	8	This field denotes the provider's date of birth. (Format: YYYYMMDD)	R	O		
18	Provider_SSN	Integer	9	This field denotes the provider's Social Security Number.	O	O		
19	Short_SSN	Integer	2	This field denotes last two characters of the provider's SSN.	O	O		
20	Provider_DEA	Char	9	This field denotes the provider's Drug Enforcement Administration (DEA) Number. (Format is 'AA9999999')	O	O		
21	Provider_UPIN	Char	6	This field denotes the provider's Unique Physician Identification Number (UPIN). (Format is 'A99999')	O	O		
22	Provider_Type	Varchar	4	This field denotes the provider type code based on a list of Standard or Allied provider type codes from CAQH ProView. Note: The value must be from the list of standard CAQH ProView Provider Type codes (see Appendix A – Section 4.5).	R	O		

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
23	Provider_Tax_ID	Varchar	100	This field denotes the Federal Tax ID number of the provider. If there are multiple Tax IDs, separate each with a semi-colon (;)	O	O		
24	Provider_NPI	Integer	10	The field denotes the provider's Type 1 (Individual) NPI number. (Format: 9 numeric digits followed by one numeric check digit)	O	O		
25	Provider_License_State	Char	2	The two-character ANSI state code that corresponds to the provider's license state. This field is required if Provider License Number is populated.	C	O		
26	Provider_License_Number	Varchar	50	This field denotes the provider's State License Number. The field is required if Provider License State is populated.	C	O		
27	CAQH_Provider_ID	Integer (no leading zeros)	8	The field denotes the CAQH assigned provider Identifier. CAQH assigns a provider ID for all providers in CAQH ProView. If a provider is not found in the CAQH ProView (after a rigorous match process), a new ID is assigned after roster processing.	Not Applicable	R	R	R
28	PO_Provider_ID	Varchar	50	This field denotes the Participating Organization's internal identifier for the provider.	O	O	O	

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
29	Last_Recredential_Date	Date	8	This field denotes the date the provider was last recredentialled by the Participating Organization. (Format: YYYYMMDD)	O	O	O	
30	Next_Recredential_Date	Date	8	This field contains the date the provider will be recredentialled again (credentialing decision made) by the Participating organization. (Format: YYYYMMDD) This field is <u>required</u> if the PSV Request Type is 'RECREd'.	C	C	C	
31	Delegation_Flag	Char	1	A flag that identifies if a provider is delegated or not for credentialing purposes. Delegated Providers are providers who furnish health care services through partnerships, associations or other legal entities including but not limited to individual practice associations (IPAs) and physician hospital organizations (PHOs). Valid values are 'Y' – Delegated or 'N' – Not Delegated Note: If a provider is marked as "Y" for delegated, the provider's full data set and supporting documentation will not be available in the data extract.	O	O		

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
32	Application_Type	Integer	1	<p>Identifies if a provider requires an initial application or a recred application (applicable only for Illinois providers)</p> <p>Valid values are 1 or 2: 1 = "Initial Credentialing", 2 = "Re-credentialing"</p> <p>Required if Primary Practice State = 'IL'</p>	C	O		
33	Affiliation_flag	Char	2	<p>The field denotes if the provider has entered into an agreement with the Participating Organization or currently in their network.</p> <p>Valid values are 'A' – Affiliated or 'NA' – Non-Affiliated</p> <p>Note: "NA" can be used to indicate non-participating providers. If a provider is marked as "NA" for non-affiliated, the provider's full data set and supporting documentation will not be available in the data extract.</p>	O	O		
34	Organization_ID	Integer	5	<p>This field denotes the Organization Identifier. This is a CAQH assigned identifier for each Participating Organization established at the time of contracting.</p> <p>Note: If you don't know your PO ID, please contact the CAQH ProView Support Center.</p>	R	R	R	R

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
35	Region_ID	Integer	5	<p>This field denotes a Participating organization's region identifier.</p> <p>Region ID is an identifier assigned by CAQH ProView to assist large organizations in decentralizing CAQH ProView usage based on regional demographics.</p> <p>Note: If you don't know your Region ID, please contact the CAQH ProView Support Center.</p>	O	O	O	
36	PSV_Request_Type	Char	10	<p>A flag that denotes what type of PSV service is requested for the provider: E.g.: "Recredential", "Initial Credential" or "Cancel"</p> <p>Valid values are 'RECREd', 'INITIAL', 'CANCEL', 'NO SERVICE'</p> <p>"NO SERVICE" denotes that PSV activities will be ignored for the row.</p> <p>Note that Cancellation is possible only for orders with the PSV_Status = "OPEN".</p>	R	R	R	

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
37	PSV_Urgency	Char	6	<p>A flag that denotes whether the requested service is urgent.</p> <p>Currently, only a request for recredentialing (PSV_Request_Type='RECRED') can be flagged as 'URGENT'.</p> <p>Cancel requests (PSV_Request_Type='CANCEL') will be handled immediately and this urgent flag has no effect.</p> <p>Valid values are 'URGENT' for urgent and 'NORMAL' for normal. The default value is 'NORMAL'.</p>	O	O	O	
38	PSV_Onshore_Restricted	Char	12	<p>A flag that denotes whether the requested PSV service must be performed on-shore.</p> <p>Valid values are 'ON-SHORE' for restricted to on-shore and 'UNRESTRICTED' for unrestricted performance. The default value is 'UNRESTRICTED'.</p>	O	O	O	

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#	Field Name	Format	Max Size	Field Definition	Required-R / Optional – O / Conditional -C			
					Initial Add	Quick Add with CAQH PROVIDER ID	Update	Delete
39	PSV_Immovable	Char	9	<p>A flag that denotes whether the date of the requested PSV service may be rescheduled.</p> <p>This flag is considered only for recredentialing requests (PSV_Request_Type='RECRED'), as requests for initial credentialing are processed as soon as they are received.</p> <p>Valid values are 'IMMOVABLE' for immovable and 'MOVABLE' for movable. The default value is 'MOVABLE'.</p>	O	O	O	
40	PSV_State	Char	2	Denotes the practice state for which the PO wants to perform PSV. (Applicable to providers who practice in more than one state)	O	O	O	
41	PSV_Product	Char	15	This field is designed for future expansion to support PSV for additional data elements, and may be left blank at this time	O	O	O	
42	PSV_Reserved	Char	2000	This field contains PO specific meta-data about the provider (e.g. an internal tracking ID, a product code, etc.)	O	O	O	

3 Data Transfer

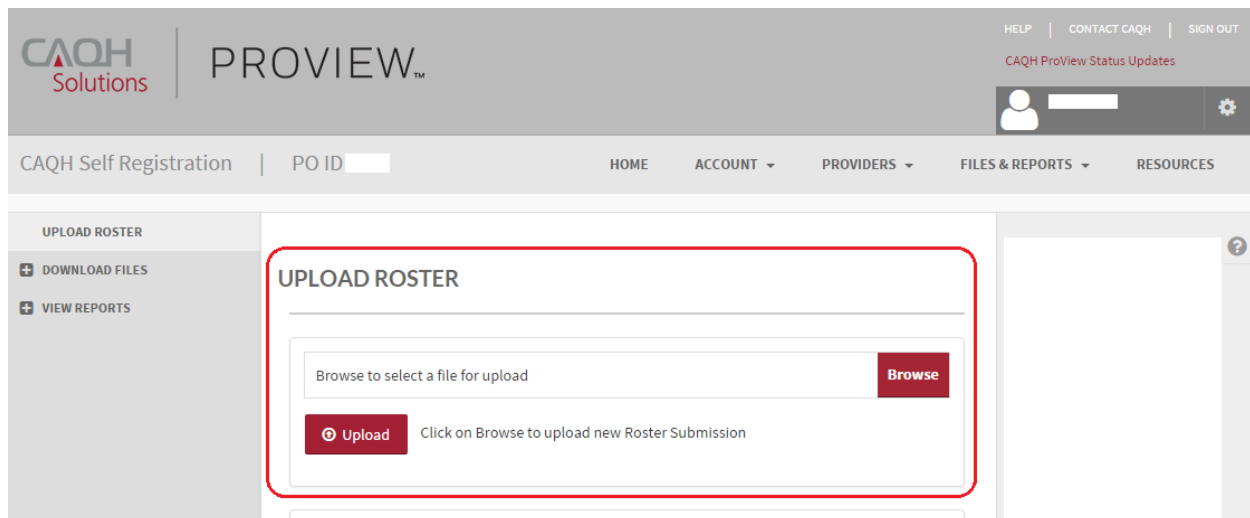
Participating Organizations can submit their PSV rosters to CAQH as follows:

3.1 SFTP Direct Upload

Participating Organizations can upload their PSV rosters to the “Incoming” folder in the CAQH ProView secure FTP server. This assumes that the Participating Organization has SFTP client software installed and is able to connect to the CAQH SFTP server. CAQH ProView will pull the files from the FTP server and process the roster files (as currently done with CAQH ProView rosters).

3.2 Portal Upload

Participating Organization users can also upload the PSV roster through the ‘Upload Roster’ page on the CAQH ProView portal under ‘Files and Reports’ menu. The user will need special privileges given by the Participating Organization’s administrator in order to accomplish this.



3.3 Roster Processing Stages

If a roster is uploaded through the CAQH ProView portal, the user will see the following statuses under each file as it passes through each stage of roster process.

- Uploaded: This means the data file has successfully been uploaded to CAQH and is awaiting to be processed.
- Extracted: This means the data was pulled from the roster file successfully. This is the status while the roster file is being processed.
- Completed: This means the submitted data was processed successfully. If there are any issues with any rows, an exception file will be generated identifying the reason why the row could not be processed.

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- **Failed:** The submitted roster file will be rejected in its entirety if the following criteria are not satisfied:
 - File name does not meet naming standards.
 - File name contains an incorrect Organization ID.
 - File contains an incorrect layout.
 - File does not contain all required columns.
 - File contains an invalid delimiter.

4 Roster Exceptions

Once the roster file passes initial verification, each row of the roster file will be validated for data quality and integrity. An exception will be created for the rows that fail the validation criteria. A detailed description of the exceptions will be included in the exception file. The exception categories and explanations are listed in the appendix.

The exception roster for each Participating Organization will be created under the “Outgoing/PSV/PSV_Roster_Exceptions” directory in their respective accounts in CAQH ProView’s secure FTP server. In addition, it will also be available in the ‘Download files’ section under ‘Files and Reports’ menu.

4.1 Simple PSV File Exception

4.1.1 Simple PSV File Exception Naming Convention

The exception roster file is a comma-separated file that is generated for every incoming roster file. It will contain the rows that did not meet the data quality checks or specifications outlined in this document.

File Name	Description	Frequency	Delimiter
SimplePSV_<POID>_Exception_YYYY_MM_DD_HH_MM.csv	The <POID> is the identifier supplied by CAQH ProView to each Participating Organization	For every incoming Simple PSV roster	comma

4.1.2 Simple PSV File Exception Data File Layout

The layout of the exception report is as follows:

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#	Field Name	Format	Max Size	Field Definition
1	CAQH_Provider_ID	Integer	8	The field denotes the CAQH assigned provider Identifier.
2	Organization_ID	Integer	5	Participating Organization Identifier
3	PSV_Request_Type	Char	10	A flag that denotes what type of PSV service is requested for the provider.
4	PSV_Urgency	Char	6	A flag that denotes whether the requested service is urgent.
5	PSV_Onshore_Restricted	Char	12	A flag that denotes whether the requested PSV service must be performed on-shore.
6	PSV_Immovable	Char	9	A flag that denotes whether the date of the requested PSV service may be rescheduled.
7	PSV_Next_Cred_Date	Date	8	This field contains the date the provider will be recredentialed again (credentialing decision made) by the Participating organization.
8	PSV_State	Char	2	Denotes the practice state for which the PO wants to perform PSV. (Applicable to providers who practice in more than one state)
9	PSV_Product	Char	15	This field denotes if additional data elements must be verified for a provider based on the type of product for which PSV is performed. (E.g: Medicaid)
10	PSV_Reserved	Char	2000	This field contains PO specific meta-data about the provider (e.g. an internal tracking ID, a product code, etc.)
11	Roster_file_name	Char	50	Name of the roster file that contains the exceptions
12	Exception_Description	Varchar	2000	Detailed description of the exception. See appendix.
13	Roster_Record_Number	Integer	7	Record number on submission roster

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#	Field Name	Format	Max Size	Field Definition
14	Exception_Date	Timestamp	22	Date the exception was generated. MM/DD/YYYY HH:MM:SS TT (TT denotes AM or PM)

4.2 Enhanced ProView Roster Exception

The enhanced CAQH ProView exception file will contain both CAQH ProView and VeriFide related exceptions. A record could fail both CAQH ProView and VeriFide validations and will be recorded as such. Participating Organizations can use the exception roster to identify reasons for the exception so they can correct and re-submit the record.

4.2.1 Enhanced ProView Roster Exception Naming Convention

File Name	Description	Frequency	Delimiter
PSV_<POID> _RosterException_YYYY_MM_DD_HH_MM.txt	The <POID> is the identifier supplied by CAQH ProView to each Participating Organization	For every incoming roster	Pipe delimited

4.2.2 Enhanced ProView Roster Exception Data File Layout

The layout of the enhanced ProView roster exception report is as shown below. Note that this report is very similar to (but not the same as) the internal report sent by ProView to VeriFide.

#	Field Name	Format	Max Size	Field Definition
1	Action_Flag	Char	1	A flag that denotes if the record is an "Add", "Update", "Delete" Valid values are 'A','U','D'
2	Provider_First_Name	Varchar	150	Provider First Name
3	Provider_Middle_Name	Varchar	150	Provider Middle Name
4	Provider_Last_Name	Varchar	150	Provider Last Name
5	Provider_Name_Suffix	Char	10	Provider Name Suffix

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#	Field Name	Format	Max Size	Field Definition
6	Provider_Gender	Char	1	Provider Gender. Valid values are 'M' – Male, 'F'- Female
7	Provider_Address1	Char	150	Note: This is the address at which the provider can be reached by CAQH. It could be same as the primary practice address.
8	Provider_Address2	Char	150	Provider's Correspondence Address Line 2
9	Provider_Address_City	Char	150	Provider's Correspondence Address City
10	Provider_Address_State	Char	2	Provider's Correspondence Address State Code (ANSI State codes)
11	Provider_Address_Zip	Integer	5	Provider's Correspondence Address Zip
12	Provider_Address_Zip_Extension	Integer	4	+4 zip extension
13	Provider_Phone	Integer	10	Provider's Primary Telephone Number
14	Provider_Fax	Integer	10	Provider's Fax Number for Correspondence
15	Provider_Email	Varchar	150	Provider's Primary Email Address for correspondence with the Provider and for Provider Outreach.
16	Provider_Practice_State	Char	2	Provider's Primary Practice State Code (ANSI State codes)
17	Provider_Birthdate	Date	8	Provider Birth Date (Format: YYYYMMDD)
18	Provider_SSN	Integer	9	Provider Social Security Number
19	Short_SSN	Integer	2	The last two characters of the provider's SSN.
20	Provider_DEA	Char	9	Provider DEA Number (Format is 'AA9999999')

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#	Field Name	Format	Max Size	Field Definition
21	Provider_UPIN	Char	6	Provider UPIN (Format is 'A99999')
22	Provider_Type	Char	4	Type of Provider
23	Provider_Tax_ID	Varchar	100	This field denotes the Federal Tax ID number of the provider. If there are multiple Tax ID's separate each with a semi-colon (;).
24	Provider_NPI	Integer	10	Provider Type 1 (Individual) NPI number Format: 9 numeric digits followed by one numeric check digit
25	Provider_License_State	Char	2	ANSI State code of the Provider's License State
26	Provider_License_Number	Char	50	Provider's State License Number Required if Provider License State is entered.
27	CAQH_Provider_ID	Integer	8	CAQH assigned provider Identifier.
28	PO_Provider_ID	Char	50	Provider's Identifier internal to the Participating Organization
29	Last_Recredential_Date	Date	8	This field denotes the date the provider was last credentialed by the Participating Organization. (Format: YYYYMMDD)
30	Next_Recredential_Date	Date	8	This field contains the date the provider will be recredentialed again (credentialing decision made) by the Participating Organization. (Format: YYYYMMDD)

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#	Field Name	Format	Max Size	Field Definition
31	Delegation_Flag	Char	1	<p>Indicates whether the provider is delegated or not for credentialing purposes.</p> <p>Valid values are 'Y' for Delegated or 'N' for Not Delegated</p> <p>Note: If a provider is marked as "Y" for delegated, the provider's full data set and supporting documentation will not be available in the data extract.</p>
32	Application_Type	Integer	1	<p>Identifies if provider requires an initial application or a recred application (applicable only for Illinois providers)</p> <p>Valid values are 1 or 2</p> <p>1 = "Initial Credentialing", 2 = "Re-credentialing"</p> <p>Required if Primary Practice State = 'IL'</p>
33	Affiliation_Flag	Char	2	<p>The field denotes if the provider has entered into an agreement with the Participating Organization or currently in their network.</p> <p>Valid values are 'A' for Affiliated or 'NA' for Non-Affiliated</p> <p>Note: "NA" can be used to indicate non-participating providers. If a provider is marked as "NA" for non-affiliated, the provider's full data set and supporting documentation will not be available in the data extract.</p>
34	Organization_ID	Integer	5	<p>Participating Organization Identifier</p> <p>Note: If you don't know your PO ID, please contact the CAQH ProView Support Center.</p>

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#	Field Name	Format	Max Size	Field Definition
35	Region_ID	Integer	5	<p>This field denotes a Participating organization's region identifier.</p> <p>Region ID is an identifier assigned by CAQH ProView to assist large organizations in decentralizing CAQH ProView usage based on regional demographics.</p>
36	PSV_Request_Type	Char	10	A flag that denotes what type of PSV service is requested for the provider.
37	PSV_Urgency	Char	6	A flag that denotes whether the requested service is urgent.
38	PSV_Onshore_Restricted	Char	12	A flag that denotes whether the requested PSV service must be performed on-shore.
39	PSV_Immovable	Char	9	A flag that denotes whether the date of the requested PSV service may be rescheduled.
40	PSV_State	Char	2	Denotes the practice state for which the PO wants to perform PSV. (Applicable to providers who practice in more than one state)
41	PSV_Product	Char	15	This field denotes if additional data elements must be verified for a provider based on the type of product for which PSV is performed. (E.g: Medicaid)
42	PSV_Reserved	Char	2000	This field contains PO specific meta-data about the provider (e.g. an internal tracking ID, a product code, etc.)
43	Roster_file_name	Char	50	Name of the roster file that contains the exceptions
44	Exception_Description	Varchar	2000	Detailed description of the exception. See appendix.
45	Roster_Record_Number	Integer	7	Record number on submission roster
46	Exception_Date	Timestamp	22	Date the exception was generated. Format YYYY-MM-DD HH:MM:SS.

5 PSV Outbound files

This section describes the output files that will be generated from PSV.

5.1 PSV Output File Location

Every Participating Organization enrolled in VeriFide will see an additional folder called 'PSV' within their "Outgoing" folder on the CAQH SFTP server. There will be sub-folders under the "PSV" folder for each type of outbound file. The folder structure is as follows:



The contents of each folder is outlined below.

5.2 Audit Response folder

The PO may request files from CAQH for Audit purposes. CAQH may fill that request by returning files to this "Audit_Response" folder. This is the only planned use for this folder and it may therefore be most frequently empty.

5.3 Batch Checklist folder

'Batch Checklist' folder will hold machine-readable files that contains data for the batch of providers for whom PSV activities were completed for each day. All providers completed on a certain day will be bundled into one file. The data will be in the format of a checklist that outlines the outcome of the PSV activity, categorization for each data element and its metadata viz. record of tasks performed, the timestamps and the analyst who performed the task. An example PSV Batch Checklist and the schema is attached in the Appendix. The file will be in JSON format and the naming convention of the file is as follows.

File Name	Description	Frequency
<POID>_PSVBatch_<Delivery Date >.json	JSON rendering of PSV checklists for a group of providers for whom PSV activities were completed for each day. Delivery Date is the date the PSV package was delivered for that provider. (YYYYMMDD format.) See Appendix (Section 7.1) for JSON Specification	Daily

5.4 PSV Result Files folder

The 'PSV Result Files' folder will contain individual PDF checklists for every delivered order. The folder will also contain Full Files for each provider if requested by the PO. The delivery options of these files will be set during the implementation phase and can be modified by the Participating Organization administrator on the CAQH ProView portal under "Edit Organization Profile" menu.

The screenshot shows a web form titled "PSV Information". It contains two main sections, each with a red rectangular highlight around its title. The first section is "PSV Output Full File Delivery", which has a dropdown menu currently showing "--Select--". Below the dropdown is a text input field with a blue border. The second section is "PSV PDF Checklist Delivery", also with a "--Select--" dropdown and a text input field. Below these sections, there are three radio button options: "FULL_FILES_ALL", "FULL_FILES_UNCLEAN_ONLY", "PDF_CHECKLIST_CLEAN_ONLY", "PDF_CHECKLIST_ALL", and "PDF_CHECKLIST_NONE". At the bottom of the form, the text "CAQH.ORG" is visible.

Plan administrators can choose to receive **full files** (Section 5.4.2 has a description of the full files) for ALL providers they have initiated PSV for, or receive full files for only those provider files that have been categorized as 'unclean' i.e., had any categorization other than 'A' for any PSV data element.

They can also choose to receive **PDF checklist** files for ALL providers, no providers or only those provider files that have been categorized as 'unclean'.

5.4.1 Individual PDF Checklist

Result files include an individual PDF checklists for every delivered order. This is a primary human readable file and is delivered outside the full file. Note: Another copy of this pdf checklist is included in the full file.

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File Name	Description	Frequency
<POID>_PSVChecklist_<CAQHPROVIDERID>_<YYYYMMDD>.pdf	<p>The <POID> is the identifier supplied by CAQH ProView to each Participating Organization.</p> <p>MMDDYYYY represents the Delivery Date – the date the PSV package was delivered for that provider.</p>	Ad hoc

5.4.2 PSV Full File

The PSV Full File is a zipped directory structure containing all information used or created in the PSV of a provider. The naming convention of the PSV full file is as follows:



File Name	Description	Frequency
<POID>-Full-File-<CAQHPROVIDERID>-<MMDDYYYY>.ZIP	<p>The <POID> is the identifier supplied by CAQH ProView to each Participating Organization.</p> <p>MMDDYYYY represents the Delivery Date – the date the PSV package was delivered for that provider.</p>	Ad hoc

5.4.2.1 Composition of PSV Full File

For every provider, the contents of the PSV results file include these files and subfolders

Content	Description	Format	Naming Convention
01 - File: PDF Checklist	The PSV checklist generated at the completion of PSV	PDF	<p>01-PSV-Checklist-<CAQHPROVIDERID>.pdf</p> <p>NOTE: The PSV Checklist is also provided outside the full file. That file uses a different naming convention.</p>
02 – Folder: Machine Readable Files	Contains all Machine Readable Files.	Folder	02-MachineReadable
	The JSON file for this Work Order	JSON	01-PSVChecklist-<CAQHPROVIDERID>.json
	The CAQH ProView XML file used for this Work Order	XML	02-Proview-Application-<CAQHPROVIDERID>.xml

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Content	Description	Format	Naming Convention
	Contains machine readable index of this entire folder	TXT	FileList.txt
03 - File: ProView Application	The CAQH ProView Application that was used to perform PSV. For states that have a state specific credentialing application, it will be the state specific application format. For providers who practice in multiple states, the application will contain applications from all states combined into one file.	PDF	03-ProView-Application- <CAQHPROVIDERID>.pdf
04 - File: Outreach Log	A completed outreach interaction log.	PDF	04-Outreach-Log- <CAQHPROVIDERID>.pdf
05 – Folder: Verification Evidence	Contains files received from Primary Sources or collected as evidence of PSV during the PSV process.	Folder	05-VerificationEvidence
	One file for each Verification Evidence ID in the reference table below based on verification evidence rules.  Verification Evidence reference table.xlsx	PDF	<VerificationEvidenceID>- <State_Code>- <VerificationEvidenceName>- <CAQHPROVIDERID>.PDF
06 – Folder: Application Supporting Documents	Contains supporting documents from the provider uploaded into CAQH ProView.	Folder	06-ApplicationSupportingDocuments
	The latest supporting document from CAQH ProView for each Supporting Document ID in the reference table below.  List of Provider Supporting Document	PDF	<last three digits of the Proview Document ID>- <Document-Name>- <CAQHPROVIDERID>- <DocumentUploadTimestamp>.pdf

A screenshot of a sample full file is attached in Section 7.157.10 of the Appendix. You can quickly access that location by clicking [here](#).

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5.5 PSV Roster Exceptions folder

PSV Roster exceptions folder will contain exception files created as a result of PSV rosters (both Simple PSV and Enhanced ProView roster failing to meet submission requirements. The exception reports will also be accessible through the CAQH ProView portal (Schedule and Download Files → Roster Exceptions). The naming convention of the exception files are outlined in section 4 above.

5.6 Reports folder

This folder contains PSV reports that communicates PSV schedules, deliveries and deficiencies. The following reports will be available in this folder.

5.6.1 PSV Deficiency Report

The PSV Deficiency Report is a machine-readable (CSV) report that is generated on a per-PO basis that identifies deficiencies detected or corrected in that day with the provider's data when performing PSV.

5.6.1.1 PSV Daily Deficiency Report Naming Convention

File Name	Description	Frequency
<POID>_DeficiencyReport_<ReportDate>.csv	Daily Deficiency File. The <POID> is the identifier supplied by CAQH ProView to each Participating Organization. Report Date is the date the report was generated(YYYYMMDD format.)	Daily

5.6.1.2 PSV Daily Deficiency Report Layout

#	Field Name	Format	Max Size	Field Definition
1	CAQH_Provider_ID	Integer	8	The field denotes the CAQH assigned provider Identifier.
2	PO_Provider_ID	Varchar		The field denotes the Participating Organization's provider identifier.
3	Provider_First_Name	Varchar	150	First Name of the Provider.
4	Provider_Last_Name	Varchar	150	Last Name of the Provider
5	Provider_Primary_Practice_State	Char	2	The two-character ANSI state code that corresponds to the provider's primary practice state.
6	Target_Delivery_Date	Date	10	Date the PSV Order is expected to be fulfilled (YYYY-MM-DD)

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#	Field Name	Format	Max Size	Field Definition
7	Scheduled_Decision_Date	Date	10	The anticipated date on which the PO is expected to make a credentialing decision for the provider (YYYY-MM-DD)
8	Type_of_Order	Char	10	A field that denotes what type of PSV service is requested for the provider. Values are 'INITIAL' or 'RECRED'
9	Deficiency_Date	Date	10	The date a deficiency was identified/corrected (YYYY-MM-DD)
10	Deficiency_Code	Varchar	200	Reason a provider's information was identified as being deficient. Multiple deficiencies will be separated by semi-colons + space. Deficiency codes are listed in the "Deficiency" sheet of the "Checklist Reference Data" document in Section 7.2 of the Appendix.

5.6.2 PSV Delivery Report

The PSV Delivery Report is a machine-readable (CSV) report that is generated on a per-PO basis that identifies

- All work orders delivered that day
- All work orders that remain in-progress past their target delivery date

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5.6.2.1 PSV Delivery Report Naming Convention

File Name	Description	Frequency
<POID>_DeliveryReport_<ReportDate>.csv	<p>Daily Delivery File for the PO. The <POID> is the identifier supplied by CAQH ProView to each Participating Organization. Report Date is the date the report was generated(YYYYMMDD format.)</p> <p>A report is generated for each PO with Work Orders fitting both these criteria:</p> <ol style="list-style-type: none"> 1. The status is either "COMPLETE", "INCOMPLETE" or "FAILED" and 2. The "Delivery Date" equals current date. <p>Additionally, any files which remain in progress past the target delivery date (Status: INCOMPLETE) are included.</p>	Daily for PO's with Work Orders as described.

5.6.2.2 PSV Delivery Report Layout

#	Field Name	Format	Max Size	Field Definition
1	CAQH_Provider_ID	Integer	8	The field denotes the CAQH assigned provider Identifier.
2	PO_Provider_ID	Varchar		The field denotes the Participating Organization's provider identifier.
3	Provider_First_Name	Varchar	150	First Name of the Provider.
4	Provider_Last_Name	Varchar	150	Last Name of the Provider
5	Provider_Primary_Practice_State	Char	2	The two-character ANSI state code that corresponds to the provider's primary practice state.
6	Target_Delivery_Date	Date	10	Date the PSV Order is expected to be fulfilled (YYYY-MM-DD)
7	Scheduled_Decision_Date	Date	10	The anticipated date on which the PO is expected to make a credentialing decision for the provider (YYYY-MM-DD). This field may be blank for 'INITIAL' and 'URGENT' orders.
8	Actual_Delivery_Date	Date	10	Date the PSV Order was fulfilled. (YYYY-MM-DD). Maybe blank.

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#	Field Name	Format	Max Size	Field Definition
9	Type_of_Order	Char	10	A flag that denotes the type of PSV order requested for the provider. Values are 'INITIAL' or 'RECRED'
10	Order_Status	Varchar	50	Identifies the status of the work order. Valid values are: 'IN PROGRESS' 'COMPLETE' 'INCOMPLETE' 'FAILED'

5.6.3 Detailed Order Report

Detailed Order report is a monthly machine-readable (CSV) report that is generated on a per-PO basis. The following orders are included in this report:

- Orders delivered in the past and current month
- All 'IN PROGRESS' orders
- All orders scheduled with decision dates in the following seven months (not including current month)

5.6.3.1 Detailed Order Report Naming Convention

File Name	Description	Frequency
<POID>_DetailedOrderReport_<ReportDate>.csv	Detailed Order Report for the PO. The <POID> is the identifier supplied by CAQH ProView to each Participating Organization. Report Date is the date the report was generated(YYYYMMDD format.)	Monthly

5.6.3.2 Detailed Order Report Layout

#	Field Name	Format	Max Size	Field Definition
1	CAQH_Provider_ID	Integer	8	The field denotes the CAQH assigned provider Identifier.
2	PO_Provider_ID	Varchar		The field denotes the Participating Organization's provider identifier
3	Provider_First_Name	Varchar	150	First Name of the Provider.
4	Provider_Last_Name	Varchar	150	Last Name of the Provider

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#	Field Name	Format	Max Size	Field Definition
5	Provider_Primary_Practice_State	Char	2	The two-character ANSI state code that corresponds to the provider's primary practice state.
6	Requested_Decision_Date	Date	10	The next credential date supplied by the PO during order intake (YYYY-MM-DD). This field may be blank for 'INITIAL' and 'URGENT' orders.
7	Target_Delivery_Date	Date	10	Date the PSV Order is expected to be fulfilled (YYYY-MM-DD)
8	Scheduled_Decision_Date	Date	10	The anticipated date on which the PO is expected to make a credentialing decision for the provider (YYYY-MM-DD). This field may be blank for 'INITIAL' and 'URGENT' orders.
9	Actual_Delivery_Date	Date	10	Date the PSV Order was fulfilled. (YYYY-MM-DD). This field will be blank for undelivered orders.
10	Type_of_Order	Char	10	A flag that denotes the type of PSV order requested for the provider. Values are 'INITIAL' or 'RECRED'
11	Order_Status	Varchar	50	Identifies the status of the work order. Valid values are: 'REJECTED' 'SCHEDULED' 'CONFIRMED' 'IN PROGRESS' 'COMPLETE' 'INCOMPLETE' 'FAILED' 'CANCELLED'

5.6.4 Summary Report

Summary Report is a PDF report that is generated monthly for every PO that contains:

- Count of all orders with delivery dates in the last six months by Order Status
- All 'In-Progress' orders
- All orders with decision dates in the next 12 months (including current month) by Order Status

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- Valid values of Order Status are:
 - 'SCHEDULED'
 - 'CONFIRMED'
 - 'IN PROGRESS'
 - 'COMPLETE'
 - 'INCOMPLETE'
 - 'FAILED'
 - 'CANCELLED'

5.6.4.1 Summary Report Naming Convention

File Name	Description	Frequency
<POID>_SummaryReport_<ReportDate>.csv	Summary Report for the PO. The <POID> is the identifier supplied by CAQH ProView to each Participating Organization. Report Date is the date the report was generated(YYYYMMDD format.)	Monthly

5.6.5 Universe Report

The Universe report is a monthly machine-readable (CSV) report that is generated on a per-PO basis.

The report includes the following:

- All providers for whom the PO has ever requested PSV.
- Status of the immediate past PSV Order for all providers.
- Status of the immediate upcoming PSV Order for all providers.

The inclusion of both past and future PSV Orders is intended to better support the repeating nature of the credentialing process, where providers are re-credentialed every three years.

5.6.5.1 Universe Report Naming Convention

File Name	Description	Frequency
<POID>_PSV_Universe_Report<YYYYMMDD>.csv	Universe Report for the PO. The <POID> is the identifier supplied by CAQH ProView to each Participating Organization. Report Date is the date the report was generated(YYYYMMDD format.)	Monthly

5.6.5.2 Universe Report Layout

#	Field Name	Format	Max Size	Field Definition
1	CAQH_Provider_ID	Integer	8	The field denotes the CAQH assigned provider Identifier.

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#	Field Name	Format	Max Size	Field Definition
2	PO_Provider_ID	Varchar		The field denotes the Participating Organization's provider identifier
3	Provider_First_Name	Varchar	150	First Name of the Provider.
4	Provider_Last_Name	Varchar	150	Last Name of the Provider
5	Provider_Primary_Practice_State	Char	2	The two-character ANSI state code that corresponds to the provider's primary practice state.
6	Upcoming Order Request Type	Char	10	This denotes the type of immediate upcoming PSV order requested for the provider. Values are 'INITIAL' or 'RECREC'
7	Upcoming Order Urgency	Char	6	A flag that denotes whether the requested immediate upcoming order is urgent.
8	Upcoming Order Status	Varchar	50	Identifies the status of the immediate upcoming work order. Valid values are: 'REJECTED' 'SCHEDULED' 'CONFIRMED' 'IN PROGRESS' 'COMPLETE' 'INCOMPLETE' 'FAILED' 'CANCELLED'
9	Upcoming Order Requested Decision Date	Date	10	The next credential date supplied by the PO during order intake for the immediate upcoming order (YYYY-MM-DD). This field will be blank for 'INITIAL' and 'URGENT' orders.
10	Upcoming Order Target Delivery Date	Date	10	Date the immediate upcoming PSV Order is expected to be fulfilled (YYYY-MM-DD)

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#	Field Name	Format	Max Size	Field Definition
11	Upcoming Order Scheduled Decision Date	Date	10	The last day of the month within which the PO is expected to make a credentialing decision for the provider for the immediate upcoming order (YYYY-MM-DD). This field will be blank for 'INITIAL' and 'URGENT' orders.
12	Past Order Request Type	Char	10	This denotes the type of immediate past PSV order requested for the provider. Values are 'INITIAL' or 'RECRED'
13	Past Order Urgency	Char	6	A flag that denotes whether the requested immediate past order was urgent.
14	Past Order Status	Varchar	50	Identifies the status of the immediate past work order. Valid values are: 'REJECTED' 'SCHEDULED' 'CONFIRMED' 'IN PROGRESS' 'COMPLETE' 'INCOMPLETE' 'FAILED' 'CANCELLED'
15	Past Order Requested Decision Date	Date	10	The next credential date supplied by the PO during order intake for the immediate past order (YYYY-MM-DD). This field will be blank for 'INITIAL' and 'URGENT' orders.
16	Past Order Target Delivery Date	Date	10	Date the immediate past PSV Order was expected to be fulfilled (YYYY-MM-DD)

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#	Field Name	Format	Max Size	Field Definition
17	Past Order Scheduled Decision Date	Date	10	The anticipated date on which the PO was expected to make a credentialing decision for the provider for the immediate past order (YYYY-MM-DD). This field may be blank for 'INITIAL' and 'URGENT' orders.
18	Past Order Delivered Date	Date	10	Date the immediate past PSV Order was fulfilled. (YYYY-MM-DD). This field will be blank for undelivered orders.

5.7 VeriFide Reports on CAQH ProView Portal

PSV Reports and Checklists can also be viewed and downloaded from the CAQH ProView portal. Currently, only the Deficiency Report, the Delivery Report and the individual PSV Checklists are available through the portal. The reports can be accessed through the 'Files and Reports' menu.

The screenshot displays the CAQH ProView portal interface. At the top, the header includes the CAQH Solutions logo, the 'PROVIEW' title, and navigation links for HELP, CONTACT CAQH, and SIGN OUT. Below the header, a navigation bar shows the user's profile (ACS SBU) and a settings gear icon. The main navigation menu includes links for HOME, ACCOUNT, PROVIDERS, FILES & REPORTS (highlighted), and RESOURCES. The 'FILES & REPORTS' dropdown menu is open, showing several options: Upload Roster, Schedule & Download Files, View Provider Reports, View Billing Reports, View PSV Reports (highlighted with a red box), and View PSV Checklists (highlighted with a red box). The 'View PSV Reports' option is further expanded to show 'PSV Deficiency Reports' and 'PSV Delivery Reports'. The 'View PSV Checklists' option is also visible. The background of the portal shows a 'QUICK SEARCH' section with fields for First Name, Last Name, Provider Practice State, Provider Type, and Sanction Code, along with a 'Search' button. Below the search section, there are links for 'Edit your profile', 'Upload Roster', and 'Download Roster Exceptions'. The 'MESSAGE CENTER' section shows 47 messages, and the 'DOWNLOAD FILES' section shows a table with columns for File Name and Creation Date, currently displaying 'No records to display'.

6 File Meta-Data

6.1 File Size and Availability

The sizes of individual files returned by VeriFide will vary widely depending on the information collected during verification. The sizes below are reasonable approximations based on the data we have seen in the first few months of operation. This information may be suitable for estimating a rough order of magnitude but should not be relied upon for precise sizing.

File type	Approximate size	Available in FTP	Available in Preview
Human readable PSV checklist (PDF)	150kb	✓	✓
Batch checklist	7.5kb per provider	✓	
PSV full file	2.25 MB	✓	
Detailed Order Report	1kb per 10 providers	✓	
Delivery Report	1kb per 15 providers	✓	✓
Summary Report	250kb	✓	
Daily Deficiency Report	1kb per 15 providers	✓	✓

7 Appendix

7.1 PSV Batch Checklist JSON Specification



VeriFide Output
JSON specification v4

7.2 Checklist Reference Data



Checklist Reference
Data V6.xlsx

7.3 PSV Roster Exceptions



PSV Roster
Exception List.xlsx

7.4 Sample Simple PSV File



SimplePSV_999_201
7_01_27_11.csv

7.5 Sample Simple PSV Exception File



SimplePSV_999_Exc
eption_2016_06_30_

7.6 Sample Simple PSV File (With Errors)

Note: This sample file intentionally contains some invalid values which would generate exceptions that are shown in the exceptions file in the next section.



SimplePSV_999_201
5_09_18_15_00.csv

7.7 Sample Simple PSV Exception File (Showing Errors From 7.6)



SimplePSV_999_Exc
eption_2015_09_18_

7.8 Sample Enhanced ProView Roster File



PSV_999_ProviderR
oster_2016_04_08_01

7.9 Sample Enhanced ProView Exception File



PSV_999_RosterExce
ption_2016_04_08_0

7.10 Sample Full File



999-Full-File-12345
678-07082019.zip

7.11 Sample Deficiency Report



999_DeficiencyRepo
rt_20170205.csv

7.12 Sample PSV Delivery Report



999_DeliveryReport
_20170225.csv

7.13 Sample Detailed Order Report



999_DetailedOrder
Report_20170131.csv

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7.14 Sample Universe Report



999_Provider_Universe_Report_2019070

7.15 Sample Full File Contents

```
| 01-PSV-Checklist-12345678.pdf
| 03-ProView-Application-12345678.pdf
| 04-Outreach-Log-12345678.pdf
|
+---02-MachineReadable
|   01-PSVChecklist-12345678.json
|   02-Proview-Application-12345678.xml
|   03-PSVChecklist-12345678.Zip
|   FileList.txt
|
+---05-VerificationEvidence
|   999-Provider-PrimarySource-Response -12345678.pdf
|   DE-001-CT-License-12345678.pdf
|   DE-002-CT-DEA-12345678.pdf
|   DE-003-CT-CDS-12345678.pdf
|   DE-004-BoardCert-12345678.pdf
|   DE-005-Training-12345678.pdf
|   DE-006-Education-12345678.pdf
|   DE-009-NPDB-12345678.pdf
|   DE-010-OIG-12345678.pdf
|   DE-011-SAM-12345678.pdf
|   DE-012-CT-Medicare-Opt-Out-12345678.pdf
|
+---06-ApplicationSupportingDocuments
|   001-Professional Liability Insurance-12345678-02092017_094151.pdf
|   003-Resume-12345678-01172017_100657.pdf
|   009-State License-12345678-01172017_100515.pdf
|   012-CDS-12345678-01172017_100735.pdf
|   013-DEA-12345678-01302017_043820.pdf
|   021-W-9-12345678-01172017_100840.pdf
|   026-Board Certification-12345678-01172017_100612.pdf
|   059-Application Release-12345678-01172017_100351.pdf
```

7.16 Sample Individual JSON Checklist



01-PSVChecklist-12
345678.json

7.17 Sample Batch Checklist



999_PSVBatch_2019
0708.json

7.18 Document Types Retrieved from ProView



Proview_DocumentTy
pes for VeriFide V1.xls

7.19 ProView VeriFide Provider Profile XSD document



Provider_Sections_X
ML_Schema.xsd

8 Revision History

Date	Revision
12/15/2015	<ul style="list-style-type: none">Added Requiredness to Simple PSV Roster layoutRemoved PSV_Next_Recred_Date from Enhanced ProView Roster to remove confusion due to a Next_Recred_Date field already present in ProView roster.Added PSV_State fieldRemoved 'NO SERVICE' from the list of values for Simple PSV Roster.Renamed all occurrences of 'UNMOVABLE' to 'IMMOVABLE'Renamed 'INIT' to 'INITIAL'

VeriFide Data Exchange Guidelines v4.0

Date	Revision
12/28/2015	<ul style="list-style-type: none"> Updated all attachments in appendix to reflect latest changes. Increased Exception description field to 2000 chars
1/15/2016	<ul style="list-style-type: none"> Added PSV_Product field in all intake related files.
2/26/2016	<ul style="list-style-type: none"> Updated PSV Output section to reflect latest updates. Updated JSON checklist and JSON schema document.
4/9/2016	<ul style="list-style-type: none"> Updated section 5.3.2 to reflect supporting document details in the full file Added Summary Report Updated Sample Enhanced ProView roster file and Sample Enhanced ProView Exception file.
5/19/2016	<ul style="list-style-type: none"> Updated Section 5 to reflect changes in output files Updated JSON file structure
6/29/2016	<ul style="list-style-type: none"> Updated Section 5.2 to update sample JSON file to include "state" field in the Medicare Opt Out section
9/19/2016	<ul style="list-style-type: none"> Updated field length of dates in reports to be 10 to accommodate change in format from YYYYMMDD to YYYY-MM-DD
10/17/2016	<ul style="list-style-type: none"> Updates to reporting section 5.5 to split Outstanding Deficiency Report into a separate section. Update to Deficiency Code description to clarify that the deficiency codes will be separated by semi-colons+space. Added Deficiency Code reference data Clarifications on Order Status values that will appear on the report Added two new fields 'Number_of_Outreach_Attempts' and 'Last_Outreach_Date' to the Outstanding Deficiency Report Attached sample reports to Appendix Moved JSON checklist samples and schema doc to Appendix. Marked DRAFT status on JSON checklists.

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Date	Revision
12/22/2016 (Version 3.4)	<ul style="list-style-type: none">• Embedded the latest version of the Batch Checklist Specification• Added Sample Reports:<ul style="list-style-type: none">○ Deficiency Report○ Outstanding Deficiency Report○ Detailed Order Report○ Delivery Report• Added Individual and Batch JSON Checklist files• Moved JSON Spec to Appendix• Grouped Reference Data Together ahead of Sample Reports in Appendix• Updated the Checklist Reference Data Spreadsheet to v4• List of Deficiency Codes and Description Spreadsheet removed since that information is now included in the latest version of the Checklist Reference Data Spreadsheet (v4.)• Updated Title Page Logo• Replaced some instances of “PSV” and “CAQH PSV” with “VeriFide™”• Replaced instances of “CAQH ID” and “CAQHID” with “CAQH ProView ID” or “CAQH-ProView-ID” respectively.• Replaced “CAQH-ProView-ID” with “CAQHProviderID” in sections 5.3.1 and 5.3.1.1.• Various wordsmith adjustments such as inserting section references.

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Date	Revision
09/12/2017 (Version 3.5)	<ul style="list-style-type: none"> • Included additional details in the General Guidelines for the Enhanced ProView Roster File • 5.5.1.2 the sentence: “Additionally, any files which remain in progress past the target delivery date are included.” was added. • JSON Checklists in 6.14 & 6.15 updated to include “department” in the training section of the JSON sample file. • Included specifics on the PSV Checklist pdf file that is included outside of the full file. • Corrected the name of the sample batch checklist. • Updated the JSON specification (Section 7.1) to include the new “department” field. • Added approximate file sizes. (Section 6.1) • Several Adjustments to the PSV Batch Checklist JSON specification. • Fixed Enhanced ProView Roster Data File Layout table Row 36. These items should be marked C for conditional. • Corrected Enhanced ProView Roster Exception Data File Layout specification table in section 4.2.2. • Updated PSV_Request_Type field to “R” for required in the Enhanced ProView Roster Data File Layout (section 2.4). • Replaced instances of “Enhanced Roster” with “Enhanced ProView Roster” to make it clear that there is only on such file type. • Updated Several Sample files in section 7 to better reflect actual values • Updated Sample Full File to reflect latest file names. • Added clarifying notes to the JSON specification regarding the field “target decision date” which may easily be confused with the target delivery date. • Updated Several Sample files in section 7 to better reflect actual values • Adjusted PSV Output File Location Image in Section 5.1 to reflect the presence of the “Audit_Response” folder. Included the intended use of this folder.

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Date	Revision
05/08/2018 (Version 3.6)	<ul style="list-style-type: none"> • Added possible status of “Rejected” to the Detailed Order Report. • Added List of the Document Types collected from ProView here: Proview_DocumentTypes for VeriFide V1.xlsx. in section 7.18 . • Added ProView VeriFide Provider Profile XSD document in section 7.19 • Section 7.2, Checklist Reference Data, “Flag” sheet Cell A4, changed the name of the flag from “Near-Term Expirable” to “Near term expirable” to match the value actually in the JSON file and on the PSV Checklist. • Included information on the PSV Reserved field in the JSON specification. • Noted that the JSON is extensible and additional fields may be added in the future. Encouraged proper parsing of the JSON files so that newly added fields do not break existing code. • Include the optional field “App_Version” and “Schema_Version” in the JSON Schema near the beginning of the Schema. The fields will begin use after a comment period. • Noted that the CAQH_Provider_ID should include no leading zeros. As this is an integer, no leading zeros are expected. • Added Category ID field to PSV Batch JSON specification document • Added PLI Effective Date field to PSV Batch JSON specification document • Added License Issue Date to PSV Batch JSON specification document
05/22/2018 (Version 3.7)	<ul style="list-style-type: none"> • Removed the optional field “App_Version” and “Schema_Version” in the JSON Schema. • Removed information on the PSV Reserved field in the JSON specification. • Added Category ID tab to Checklist Reference Data workbook.

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Date	Revision
07/24/2018 (Version 3.8)	<ul style="list-style-type: none"> • Included the “App_Version” and “Schema_Version” fields in the JSON Schema near the beginning of the Schema. The fields will begin use after a comment period. • Added Attestation Data Element in the JSON specification. • Included information on the PSV Reserved field in the JSON specification. • Added Submission Complete Date in the JSON specification. • Added Re-verification date to Board Certification in the JSON specification. • Updated the Category ID in the Category ID tab in the Checklist Reference Data workbook. • Updated the Sample Individual JSON Checklist to reflect Attestation Data Element, PSV Reserved field, Submission Complete Date and Re-verification Date. • Updated the Sample Batch Checklist to reflect Attestation Data Element, PSV Reserved field, Submission Complete Date and Re-verification Date. • Updated Sample Full File to reflect Attestation Data Element, PSV Reserved field, Submission Complete Date and Re-verification Date. • Included a new column "PO-Provider ID" as the second column (after CAQH ID) in the reports layout and each of the following sample reports: <ul style="list-style-type: none"> ○ Detailed Order Report ○ Deficiency Report ○ Outstanding Deficiency Report ○ Delivery Report
12/14/2018 (Version 3.9)	<ul style="list-style-type: none"> • Updated CAQH_Provider_ID to indicate the maximum size of 8 in sections 2.1.2, 2.4, 4.1.1, 4.2.2, 5.6.1.2, 5.6.1.4, 5.6.2.2, 5.6.3.2
12/17/2018 (Version 3.9)	<ul style="list-style-type: none"> • Updated the JSON specification (Appendix 7.1) to include the new PSV category “Z”, “Urgency”, “Expirable Hold”, and “On-shore restricted” fields. • Added Urgency, Expirable Hold, and On-Shore Restricted tabs to Checklist Reference Data workbook (Appendix 7.2). • Updated the PSV Category in the PSV Category tab in the Checklist Reference Data workbook (Appendix 7.2). • Updated the Sample Individual JSON Checklist (Appendix 7.16) to reflect PSV category ‘Z’, Urgency, Expirable Hold, and Onshore restricted fields. • Updated the Sample Batch Checklist (Appendix 7.17) to reflect PSV category ‘Z’, Urgency, Expirable Hold, and Onshore restricted fields

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Date	Revision
12/18/2018 (Version 3.9)	<ul style="list-style-type: none"> Updated PSV_Reserved field definition and size in sections: 2.1.2, 2.4, 4.1.2, 4.2.2 Updated PDF and JSON Checklist in Sample Full File (Appendix 7.10) to include the new PSV category “Z”, “Urgency”, “Expirable Hold”, and “On-shore Restricted” fields. Updated Checklist Reference Data to reclassify Category IDs with a “Z” Categorization.
7/8/2019 (Version 4.0)	<ul style="list-style-type: none"> Added the Universe report (Section 5.6.5) Added Sample Universe report (Appendix 7.14) Updated work history DE object within PSV Batch Checklist JSON Specification to include "maximum_allowable_gap" within work history Updated "6_month_gaps" within work history DE object in PSV Batch Checklist JSON Specification to "is_there_a_gap" Updated Sample Individual JSON Checklist (Appendix 7.16) to include "maximum_allowable_gap" and "is_there_a_gap" fields within work history DE object Updated Batch Checklist (Appendix 7.17) to include "maximum_allowable_gap" and "is_there_a_gap" fields within work history DE object Updated PDF Checklist within Sample Full File (Appendix 7.10) to include Maximum Allowable Gaps Updated PDF Checklist within Sample Full File (Appendix 7.10) from “Gaps greater than 6 months” to “Is there a Gap”. Removed “duplicate” from Order status in Detailed Order Report Layout (Section 5.6.3.2) Removed duplicate from Valid value of Order status under Summary Report (Section 5.6.4)