
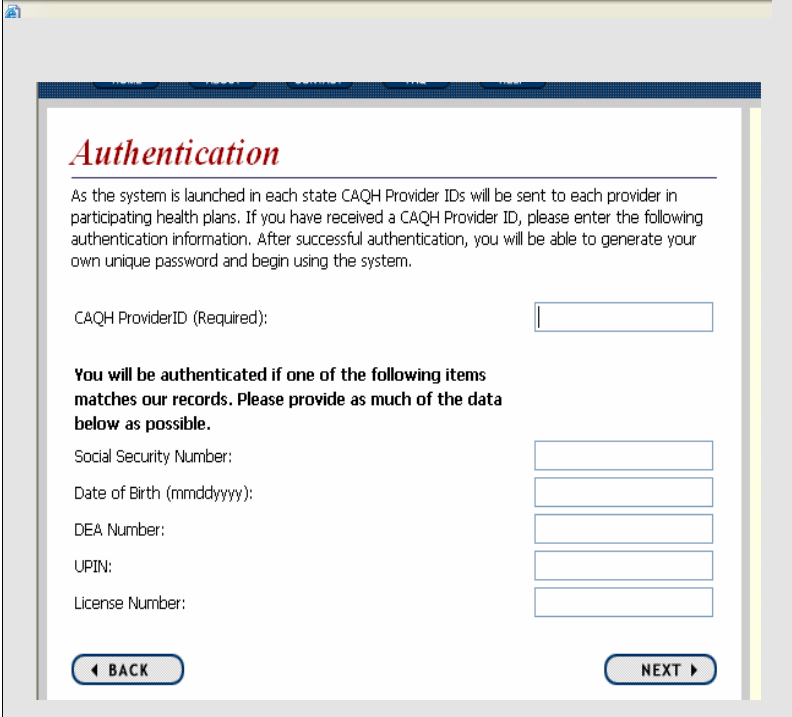


**CAQH Universal Provider Datasource®**  
**Quick Reference Guide**  
**For Providers and Practice Managers**

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Providers new to the CAQH Universal Provider Datasource®

Registration and Login	
Function	Description
	<p><b>Registration</b></p> <p>If this is your first time entering the Universal Provider Datasource, you must first register:</p> <ol style="list-style-type: none"> <li>1. Open your Browser (Internet Explorer, Netscape, etc.) and enter the following URL in the Address bar: <a href="https://upd.caqh.org/oas/">https://upd.caqh.org/oas/</a></li> <li>2. Press Enter. The Universal Provider Datasource Welcome screen will display. <b>NOTE:</b> Hover over the bubbles on the Welcome screen to view text related to each section. Click on the bubbles to open a specific section.</li> <li>3. Click the <b>Logging in for the first time?</b> hyperlink. The Getting Started screen will display. This screen provides a high-level overview of the online application including a summary of information required, suggested materials to have available, and an estimated time to complete the online portion of the process.</li> <li>4. Choose NEXT to move to the Authentication screen.</li> <li>5. Enter your CAQH Provider ID from your welcome packet.</li> <li>6. Enter at least one of the following additional pieces of information (the more information provided, the better the match response): <ul style="list-style-type: none"> <li>• Social Security Number (XXX-XX-XXXX)</li> <li>• Date of Birth (mm/dd/yyyy)</li> <li>• DEA Number</li> <li>• UPIN Number</li> </ul> </li> <li>7. Click NEXT.</li> </ol>
	

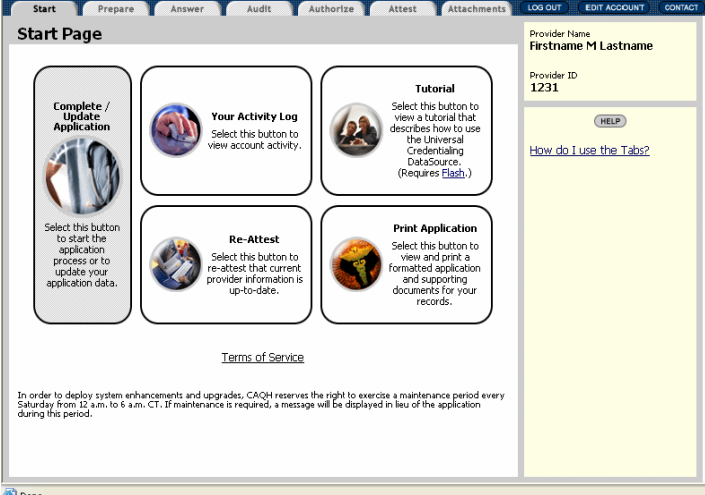
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**Registration and Login**

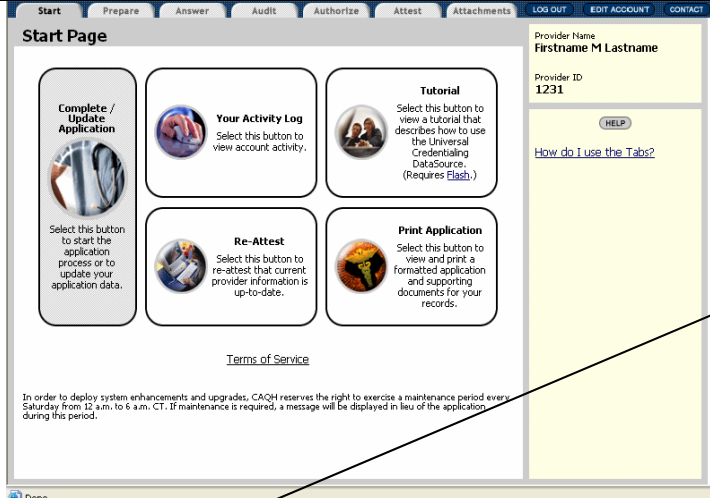
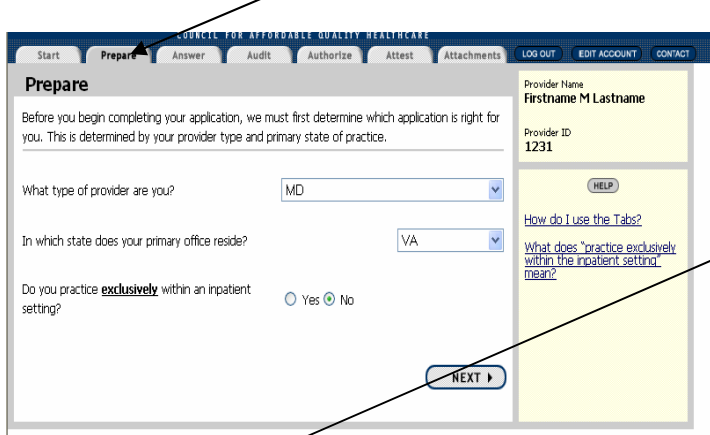
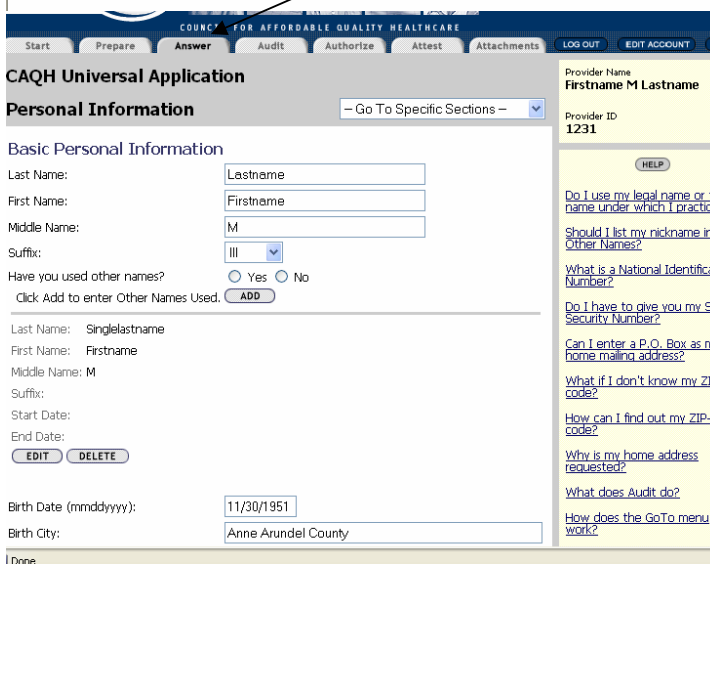
Function	Description
<p><b>Registration</b></p> <p>Authentication successful. Please enter the following information to set up your CAQH Application System account. Fields marked with an asterisk (*) are required.</p> <p>E-mail: <input type="text" value="NeuroAssoc@email.com"/></p> <p>Confirm Your E-mail: <input type="text" value="NeuroAssoc@email.com"/></p> <p>CC E-mail (for reminder e-mails): <input type="text"/></p> <p>CC E-mail 2 (for reminder e-mails): <input type="text"/></p> <p>FAX: <input type="text" value="(913) 555-1212"/></p> <p>Confirm Your Fax Number: <input type="text" value="(913) 555-1212"/></p> <p>Contact Method*: <input type="radio"/> E-mail <input checked="" type="radio"/> FAX</p> <p>Requested Username*: <input type="text" value="neuroassoc"/> <small>Your username must be at least 6 characters long and no more than 15 characters long.</small></p> <p>Requested Password*: <input type="text" value="AAAAAAAAAA"/> <small>Your password must be at least 6 characters long and no more than 15 characters long.</small></p> <p>Confirm Your Password*: <input type="text" value="AAAAAAAAAA"/></p> <p align="center"> <input type="button" value="← BACK"/> <input type="button" value="SUBMIT →"/> </p>	<p>8. Enter your registration information. <b>NOTE:</b> The Contact Method is how you are notified concerning the status of your application by the system. Keep in mind whether many of these messages are sent overnight, so you may not want to enter your home fax machine number.</p> <p>9. Click SUBMIT. The Registration Successful screen will Display.</p> <p>If the registration is unsuccessful, a dialog box will appear indicating the field(s) requiring attention. Re-enter and click SUBMIT.</p>
<p><b>Registration Successful</b></p> <p>Congratulations! You have been successfully registered with the Practice Administrator Module. If you are ready to begin using the system, enter your Username and Password to the right, then click on the Log In button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p align="center"><b>Log In</b></p> <p>Username: <input type="text" value="xxxxxx"/></p> <p>Password: <input type="text" value="xxxxxx"/></p> <p align="center"><input type="button" value="Log In"/></p> <p>Problems logging in? <a href="#">E-mail my password</a></p> </div>	<p><b>Log In</b></p> <ol style="list-style-type: none"> <li>1. Enter the Username and Password you just created during the Registration process.</li> <li>2. Press the Log In button.</li> <li>3. If you are unable to authenticate yourself within three tries, you will be locked out and will need to call the helpdesk for more help.</li> </ol>

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**Start Page, Bubbles and Tabs**

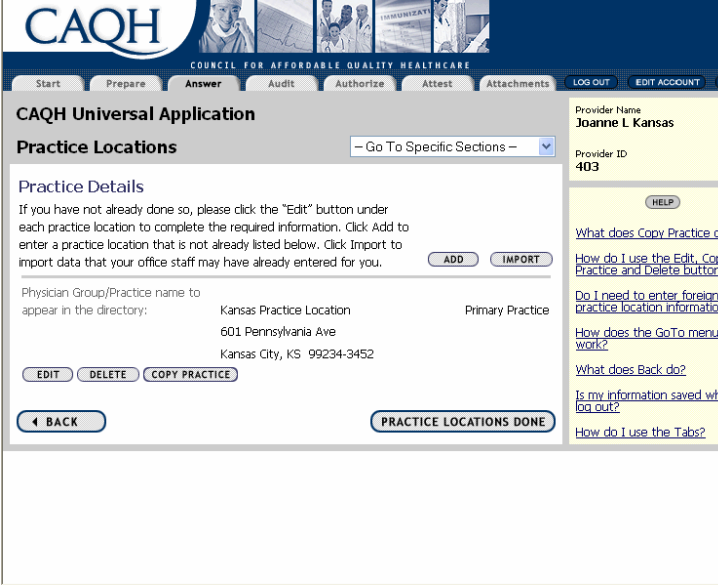
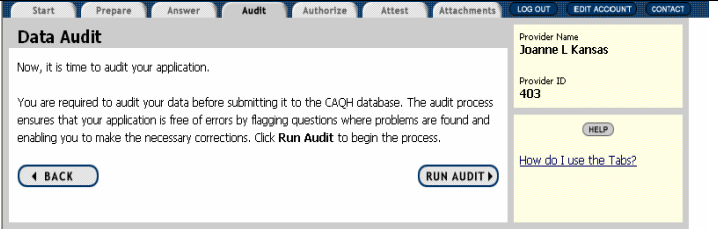
Function	Description
 <p><b>Start Page</b></p> <p>From the Start Page you may click on one of the <b>Bubbles</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Complete/Update Application</b> – Click on this bubble to start the application process and begin entering your provider information.</li> <li>• <b>Your Activity Log</b> – Click on this bubble to any activity, any updates you have made to your data, any system messages sent to you, etc.</li> <li>• <b>Tutorial</b> – Click on this bubble to learn more about the Universal Provider Datasource.</li> <li>• <b>Re-Attest</b> – After you have completed the application the first time, click on this bubble to re-attest that your information is current and up-to-date.</li> <li>• <b>Print Application</b> – After you have completed the application the first time, click on this bubble to print a formatted application and supporting documents for your records.</li> </ul> <p>From the Start Page you may click on one of the <b>Tabs</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Click on the Tabs to the Left</b> – To move through the system to get to a specific section of the application.</li> <li>• <b>Log Out</b> – use to log out of the system (information not saved using a NEXT or SUBMIT button will be lost – see Completing the Application for more information).</li> <li>• <b>Edit Account Information</b> – To edit your account information (change your primary method of contact that the system uses to notify you) and/or change your password.</li> <li>• <b>Contact Us</b> – The phone number, email address and hours of operation of our Help Desk if you have any questions or problems when completing or updating your application.</li> </ul>	<p><b>Start Page</b></p> <p>From the Start Page you may click on one of the <b>Bubbles</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Complete/Update Application</b> – Click on this bubble to start the application process and begin entering your provider information.</li> <li>• <b>Your Activity Log</b> – Click on this bubble to any activity, any updates you have made to your data, any system messages sent to you, etc.</li> <li>• <b>Tutorial</b> – Click on this bubble to learn more about the Universal Provider Datasource.</li> <li>• <b>Re-Attest</b> – After you have completed the application the first time, click on this bubble to re-attest that your information is current and up-to-date.</li> <li>• <b>Print Application</b> – After you have completed the application the first time, click on this bubble to print a formatted application and supporting documents for your records.</li> </ul> <p>From the Start Page you may click on one of the <b>Tabs</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Click on the Tabs to the Left</b> – To move through the system to get to a specific section of the application.</li> <li>• <b>Log Out</b> – use to log out of the system (information not saved using a NEXT or SUBMIT button will be lost – see Completing the Application for more information).</li> <li>• <b>Edit Account Information</b> – To edit your account information (change your primary method of contact that the system uses to notify you) and/or change your password.</li> <li>• <b>Contact Us</b> – The phone number, email address and hours of operation of our Help Desk if you have any questions or problems when completing or updating your application.</li> </ul>

**Completing the Application**

Function	Description
 <p><b>Start Page</b></p> <p>Complete / Update Application Select this button to start the application process or to update your application data.</p> <p>Your Activity Log Select this button to view account activity.</p> <p>Tutorial Select this button to view a tutorial that describes how to use the Universal Credentialing DataSource. (Requires Flash.)</p> <p>Re-Attest Select this button to re-attest that current provider information is up-to-date.</p> <p>Print Application Select this button to view and print a formatted application and supporting documents for your records.</p> <p>Terms of Service</p> <p><small>In order to deploy system enhancements and upgrades, CAQH reserves the right to exercise a maintenance period every Saturday from 12 a.m. to 6 a.m. CT. If maintenance is required, a message will be displayed in lieu of the application during this period.</small></p>	<p><b>Start Page</b></p> <p>Click on the Complete/Update Application bubble.</p> <p><b>NOTE:</b> As you move through the system, be sure to use the NEXT, BACK or AUDIT buttons <b>before</b> leaving a page where you have entered or changed data to ensure the information is saved.</p>
 <p><b>Prepare</b></p> <p>Before you begin completing your application, we must first determine which application is right for you. This is determined by your provider type and primary state of practice.</p> <p>What type of provider are you? <input type="text" value="MD"/></p> <p>In which state does your primary office reside? <input type="text" value="VA"/></p> <p>Do you practice <b>exclusively</b> within an inpatient setting? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>NEXT</b></p>	<p><b>Prepare Tab</b></p> <p>Use the Prepare Tab to begin the application entry process or to make changes to your provider type, primary practice office state or hospital-based provider information.</p> <ol style="list-style-type: none"> <li>1. Select your provider type from the drop-down list.</li> <li>2. Select your primary practice office state from the drop-down list. <b>NOTE:</b> If you move your primary practice office to another state, you must change the state here to ensure you are completing the correct application.</li> <li>3. Select Yes or No to indicate if you practice only in an inpatient setting.</li> <li>4. Click NEXT to advance to the ANSWER tab and the Personal Information page.</li> </ol>
 <p><b>CAQH Universal Application</b></p> <p><b>Personal Information</b> - Go To Specific Sections -</p> <p>Basic Personal Information</p> <p>Last Name: <input type="text" value="Lastname"/></p> <p>First Name: <input type="text" value="Firstname"/></p> <p>Middle Name: <input type="text" value="M"/></p> <p>Suffix: <input type="text" value="III"/></p> <p>Have you used other names? <input type="radio"/> Yes <input checked="" type="radio"/> No Click Add to enter Other Names Used. <b>ADD</b></p> <p>Last Name: Singlelastname First Name: Firstname Middle Name: M Suffix:</p> <p>Start Date: End Date:</p> <p><b>EDIT</b> <b>DELETE</b></p> <p>Birth Date (mmddyyyy): <input type="text" value="11/30/1951"/></p> <p>Birth City: <input type="text" value="Anne Arundel County"/></p>	<p><b>Answer Tab</b></p> <p><b>Next, Audit, Back Buttons</b></p> <p>As you complete each page, use NEXT to move to the next page or section of information. You may click AUDIT before leaving the page to identify any errors or missing information on that page.</p> <p>The BACK button will return you to the previous page. <b>REMEMBER:</b> Click NEXT, AUDIT or BACK to save the information for the page you are currently on.</p> <p><b>Add, Delete, Edit, Import, Update Buttons</b></p> <p>As you work through the Answer tab, many pages will include ADD, DELETE, EDIT, IMPORT and UPDATE buttons.</p> <ul style="list-style-type: none"> <li>- Use ADD to add another occurrence for an item or new sections to Answer tab pages. The Add button will bring up an additional window. After entering information, use the UPDATE or CANCEL button on the window to update/save or cancel information.</li> </ul> <p><b>Note:</b> Do not use the close window (X) button in the top right-hand corner of the window. This will update the ADD button on the Answer tab page and change it to CANCEL. If this happens, click the CANCEL button and it will update back to ADD. Check the information you entered to assure it was updated/saved.</p> <ul style="list-style-type: none"> <li>- Use EDIT to edit information within the additional occurrences or sections.</li> <li>- Use DELETE to delete an entire occurrence or section of</li> </ul>

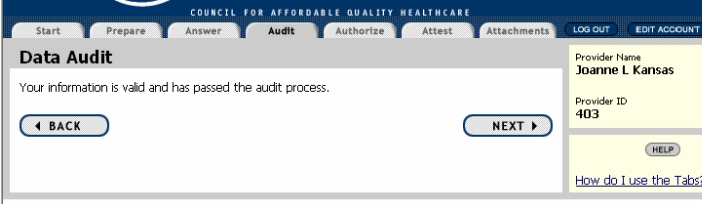
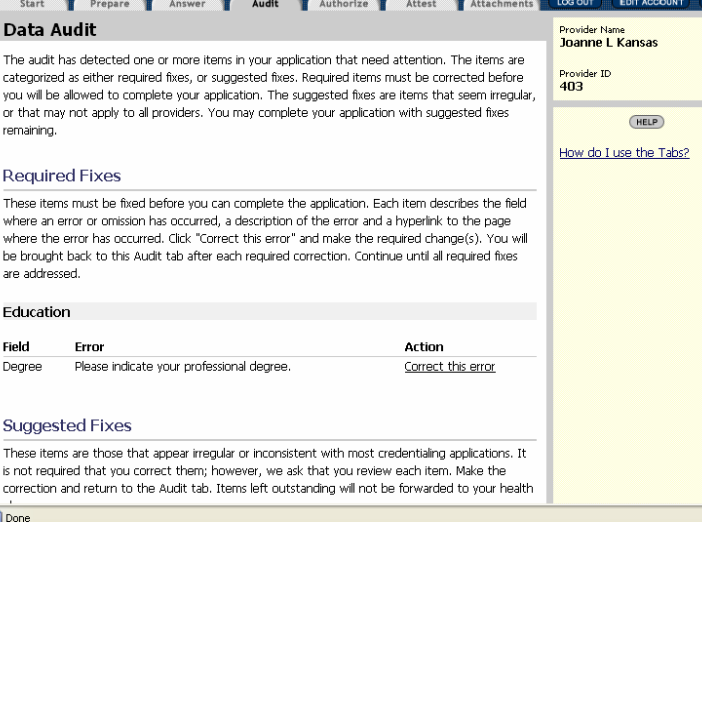
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**Completing the Application**

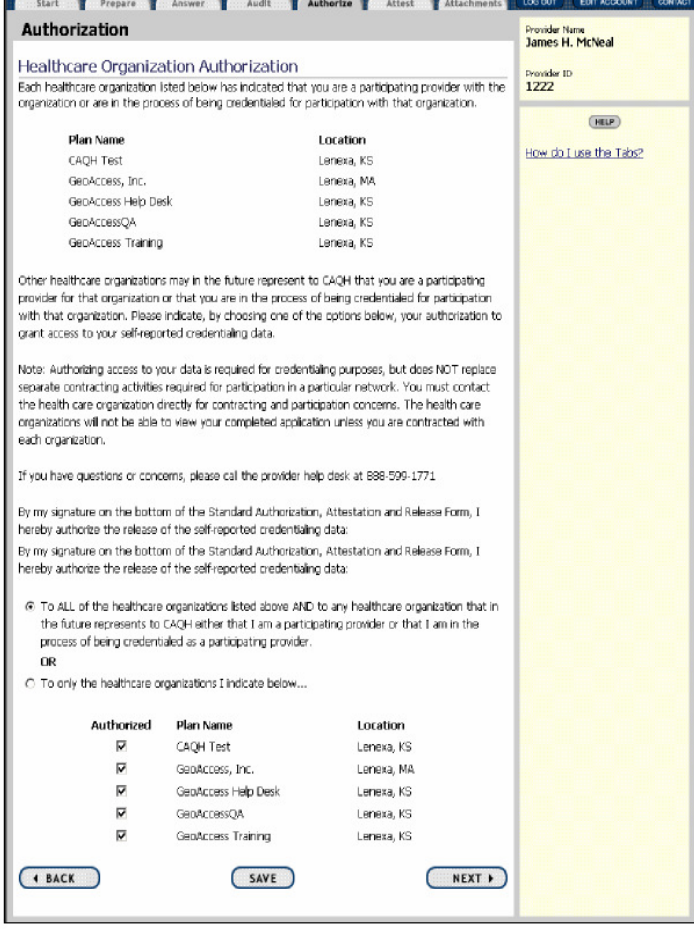
Function	Description
	<p>information.</p> <ul style="list-style-type: none"> <li>- Use UPDATE after you have entered information in a new window to save the information.</li> <li>- Use IMPORT to bring information entered in the Practice Administrator Module into your application, reducing data entry necessary for some sections. IMPORT is only available on the Practice Locations, Hospital Affiliations and Professional Liability Insurance pages. You will only see this button if you are associated with the practice manager. The association is done by the practice manager in the Practice Administrator Module.</li> </ul> <ul style="list-style-type: none"> <li>• IMPORT Practice Location – adds a new practice</li> <li>• IMPORT Health Care Facility Affiliations – adds a new affiliation(s)</li> <li>• IMPORT Professional Liability Insurance – adds a Professional Liability carrier(s)</li> </ul>
	<p><b>Practice Locations</b></p> <p>Use the ADD button to enter a new location or use the IMPORT button to import practice locations information entered by your practice manager in the Practice Administrator Module. The Practice Locations section contains multiple pages for each location.</p> <p>Providers who indicate that they practice exclusively within the inpatient setting are not required to complete the Practice Locations section.</p> <p><b>Using the ADD Button</b></p> <ol style="list-style-type: none"> <li>1. Click the ADD button next to Practice Details to enter a new practice location. Page 1 of X (based on standard vs. state application) for this location will display.</li> <li>2. Use the NEXT and BACK buttons to move through the pages and enter information.</li> <li>3. Use the VIEW PRACTICE LOCATIONS button to return to the Practice Locations page.</li> <li>4. Use the AUDIT button to audit entries and save the information.</li> <li>5. Use the NEXT button on the last page to return to the Practice Locations page.</li> <li>6. Click PRACTICE LOCATIONS DONE to move to the next section.</li> </ol>
	<p><b>Audit Tab</b></p> <p>When all sections of the Answer tab have been completed, choosing NEXT on the last page takes you to the Audit tab. The audit process checks your data and flags areas where problems are found.</p> <ol style="list-style-type: none"> <li>1. Click RUN AUDIT.</li> <li>2. If your application is error free, you will receive the Data Audit information is valid screen. Click NEXT to move to the Attestation tab.</li> </ol> <p>If errors are encountered, the Data Audit screen will display with a list of the errors, details and links to</p>

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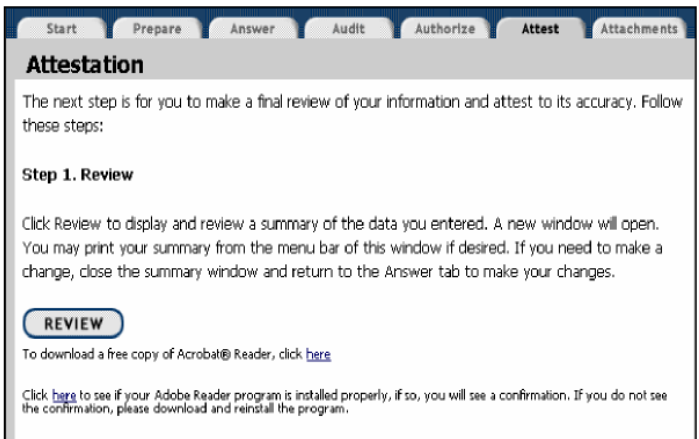
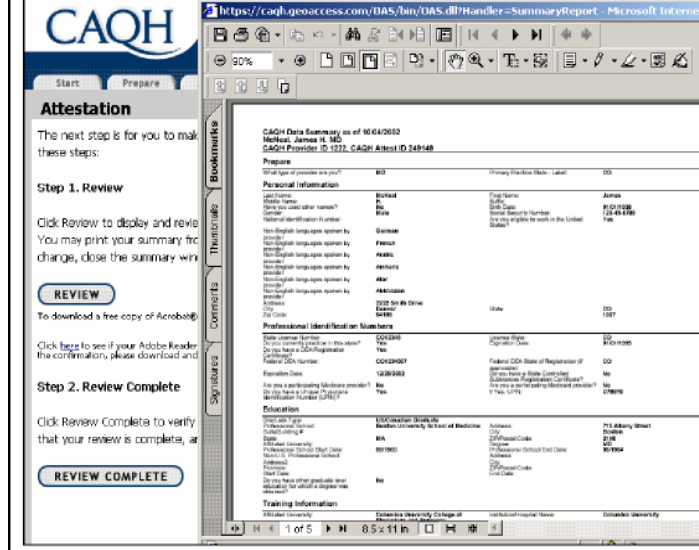
Function	Description
	<p>the pages containing the errors.</p>
	<p>Errors that must be corrected <b>before</b> your application can be completed will be flagged with a red * (asterisk). Missing information that is not required to complete your application, but may result in an inquiry from your participating organization(s), will be flagged with a blue * (asterisk).</p> <ol style="list-style-type: none"> <li>3. Click the hyperlink of the first Required Fixes error. The page with the error will display.</li> <li>4. Correct the Required Fixes error(s) on the page or enter missing information.</li> <li>5. Click OK at the bottom of the page to update and return to the audit tab.</li> <li>6. Work through all Required Fixes errors.</li> <li>7. Review the Suggested Fixes and make changes that are appropriate.</li> <li>8. When the last Required Fixes error has been corrected, the NEXT button will appear at the end of the Suggested Fixes.</li> <li>9. From either the Data Audit information is correct or after you have corrected all the Required Fixes and the appropriate Suggested Fixes, click NEXT to proceed to the Authorize tab.</li> </ol>

**Completing the Application**

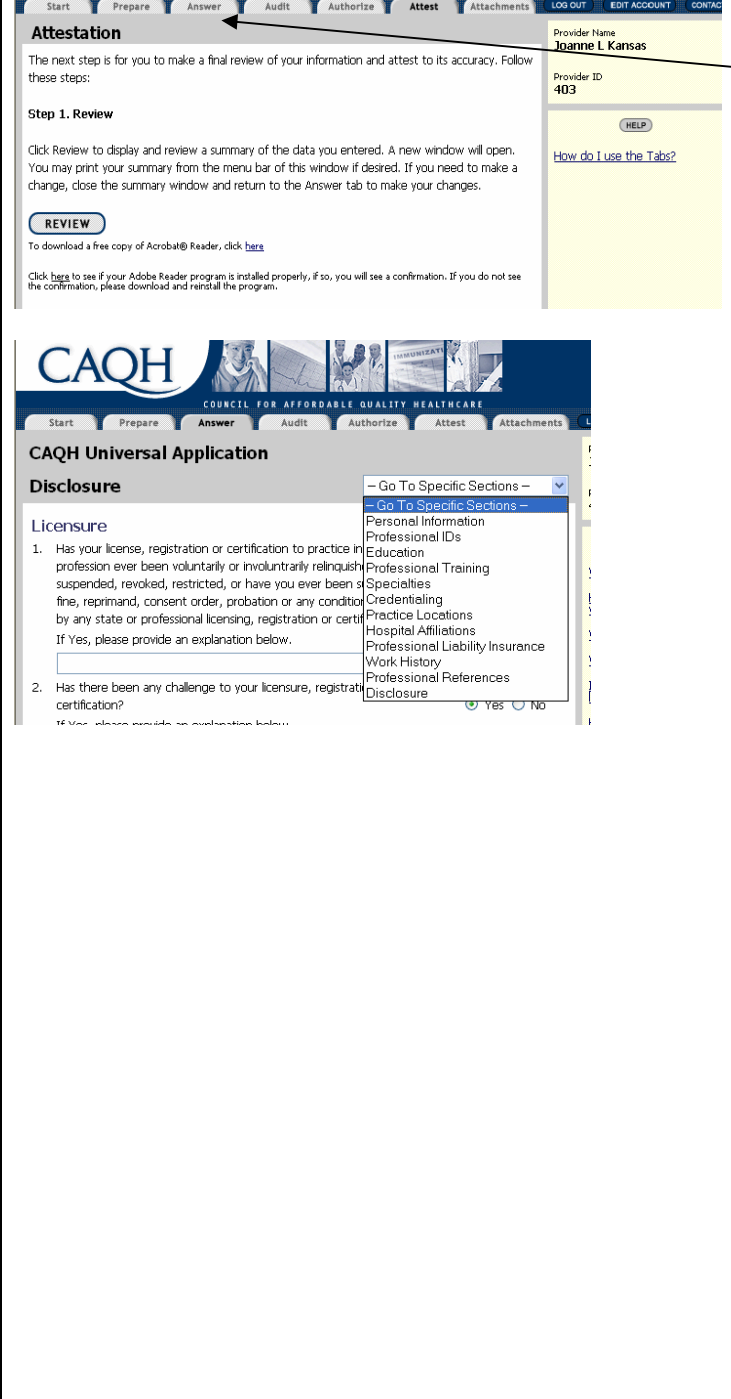
Function	Description																														
 <p><b>Authorization</b></p> <p>Healthcare Organization Authorization</p> <p>Each healthcare organization listed below has indicated that you are a participating provider with the organization or are in the process of being credentialed for participation with that organization.</p> <table border="1"> <thead> <tr> <th>Plan Name</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>CAQH Test</td> <td>Lenexa, KS</td> </tr> <tr> <td>GeoAccess, Inc.</td> <td>Lenexa, MA</td> </tr> <tr> <td>GeoAccess Help Desk</td> <td>Lenexa, KS</td> </tr> <tr> <td>GeoAccessQA</td> <td>Lenexa, KS</td> </tr> <tr> <td>GeoAccess Training</td> <td>Lenexa, KS</td> </tr> </tbody> </table> <p>Other healthcare organizations may in the future represent to CAQH that you are a participating provider for that organization or that you are in the process of being credentialed for participation with that organization. Please indicate, by choosing one of the options below, your authorization to grant access to your self-reported credentialing data.</p> <p>Note: Authorizing access to your data is required for credentialing purposes, but does NOT replace separate contracting activities required for participation in a particular network. You must contact the health care organization directly for contracting and participation concerns. The health care organizations will not be able to view your completed application unless you are contracted with each organization.</p> <p>If you have questions or concerns, please call the provider help desk at 888-599-1771.</p> <p>By my signature on the bottom of the Standard Authorization, Attestation and Release Form, I hereby authorize the release of the self-reported credentialing data.</p> <p>By my signature on the bottom of the Standard Authorization, Attestation and Release Form, I hereby authorize the release of the self-reported credentialing data:</p> <p><input checked="" type="radio"/> To ALL of the healthcare organizations listed above AND to any healthcare organization that in the future represents to CAQH either that I am a participating provider or that I am in the process of being credentialed as a participating provider.</p> <p><b>OR</b></p> <p><input type="radio"/> To only the healthcare organizations I indicate below...</p> <table border="1"> <thead> <tr> <th>Authorized</th> <th>Plan Name</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CAQH Test</td> <td>Lenexa, KS</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GeoAccess, Inc.</td> <td>Lenexa, MA</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GeoAccess Help Desk</td> <td>Lenexa, KS</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GeoAccessQA</td> <td>Lenexa, KS</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GeoAccess Training</td> <td>Lenexa, KS</td> </tr> </tbody> </table> <p>4 BACK      SAVE      NEXT ▶</p>	Plan Name	Location	CAQH Test	Lenexa, KS	GeoAccess, Inc.	Lenexa, MA	GeoAccess Help Desk	Lenexa, KS	GeoAccessQA	Lenexa, KS	GeoAccess Training	Lenexa, KS	Authorized	Plan Name	Location	<input checked="" type="checkbox"/>	CAQH Test	Lenexa, KS	<input checked="" type="checkbox"/>	GeoAccess, Inc.	Lenexa, MA	<input checked="" type="checkbox"/>	GeoAccess Help Desk	Lenexa, KS	<input checked="" type="checkbox"/>	GeoAccessQA	Lenexa, KS	<input checked="" type="checkbox"/>	GeoAccess Training	Lenexa, KS	<p><b>Authorize Tab</b></p> <p>The Authorize tab is used to authorize the release of your self-reported data to participating healthcare organizations.</p> <p>There are two ways to give your authorization.</p> <ol style="list-style-type: none"> <li>1. You may do a Global Authorization by clicking the button 'To ALL of the healthcare organizations listed above AND to any healthcare organization that in the future represents to CAQH either that I am a participating provider or that I am in the process of being credentialed as a participating provider.</li> </ol> <p>-OR-</p> <ol style="list-style-type: none"> <li>2. You may do Line Item Authorization by individually select the participating healthcare organizations to authorize. <b>Note:</b> If you choose this method, you must select each of the participating healthcare organizations you wish to authorize. In the future, if you choose to participate with a new healthcare organization that does not currently appear on this list, you will receive a message asking you to come to this page and authorize the new organization to your data. Until you do so, they will not be able to access your data.</li> </ol>
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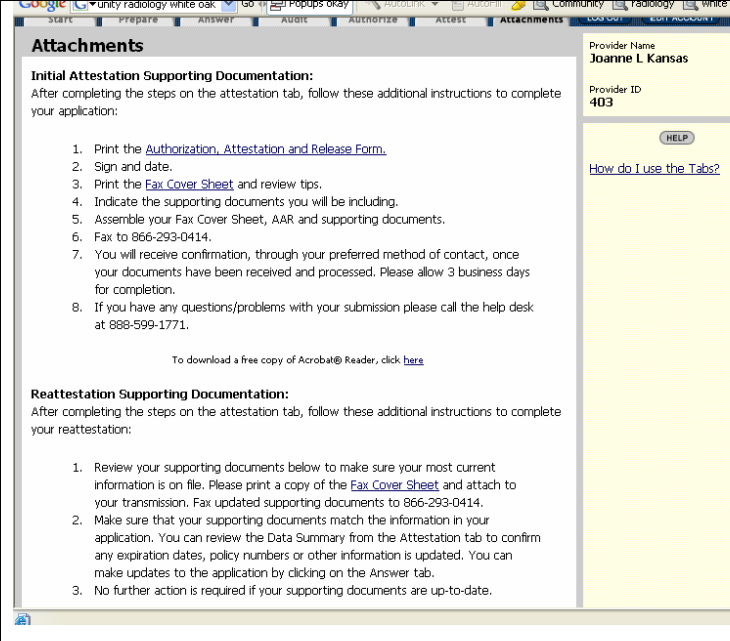
Function	Description
 <p><b>Attestation</b></p> <p>The next step is for you to make a final review of your information and attest to its accuracy. Follow these steps:</p> <p><b>Step 1. Review</b></p> <p>Click Review to display and review a summary of the data you entered. A new window will open. You may print your summary from the menu bar of this window if desired. If you need to make a change, close the summary window and return to the Answer tab to make your changes.</p> <p><b>REVIEW</b></p> <p>To download a free copy of Acrobat® Reader, click <a href="#">here</a></p> <p>Click <a href="#">here</a> to see if your Adobe Reader program is installed properly, if so, you will see a confirmation. If you do not see the confirmation, please download and reinstall the program.</p>	<p><b>Attest Tab</b></p> <p>The Attest tab is used to review your data summary and certify that the information you have provided is true, correct and complete to the best of your knowledge.</p> <p><b>NOTE:</b> Make sure you do not have pop-ups blocked on your computer or this process will not work! Also, make sure that you have Acrobat Reader loaded on your system, if you do not, use the link to download the Reader.</p> <ol style="list-style-type: none"> <li>1. Click REVIEW. A data summary displays in PDF format using the Acrobat Reader.</li> <li>2. Review your data summary. If the information is correct, close the data summary using the window X button in the top right-hand corner of the box. If the information is not correct, see 'Correcting the Data Summary in the Review Step' below.</li> <li>3. Click REVIEW COMPLETE.</li> <li>4. The attestation statement will appear. Read the statement and click ATTEST.</li> <li>5. You have just completed your first attestation. Your application is not yet complete. The next step is to fax in your supporting documents.</li> </ol>
 <p><b>Attestation</b></p> <p>The next step is for you to make these steps:</p> <p><b>Step 1. Review</b></p> <p>Click Review to display and review your summary. You may print your summary from the menu bar of this window if desired. If you need to make a change, close the summary window and return to the Answer tab to make your changes.</p> <p><b>REVIEW</b></p> <p>To download a free copy of Acrobat®, click <a href="#">here</a></p> <p>Click <a href="#">here</a> to see if your Adobe Reader program is installed properly, if so, you will see a confirmation. If you do not see the confirmation, please download and reinstall the program.</p> <p><b>Step 2. Review Complete</b></p> <p>Click Review Complete to verify that your review is complete, and you are ready to attest to the accuracy of the information you provided.</p> <p><b>REVIEW COMPLETE</b></p>	
<p><b>Step 3: Attestation</b></p> <p>Click Attest to certify that you have carefully reviewed all information contained within your CAQH Application and that all information provided by you in the application is true, correct and complete to the best of your knowledge. You also acknowledge that your CAQH Application will not be considered complete until supporting documentation and properly executed Authorization, Attestation and Release Form is remitted. Once you attest, you will be taken to the Attachments tab to prepare your supporting documents for submission to CAQH.</p> <p>I understand and agree that, as part of the credentialing application process for participation and/or clinical privileges (hereinafter, referred to as "Participation") at or with each healthcare organization indicated on the "List of Authorized Plans" that accompanies this Provider Application (hereinafter, each healthcare organization on the "List of Authorized Plans" 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,</p> <p><b>ATTEST</b></p>	

**Completing the Application**

Function	Description
 <p>The screenshot shows the 'Attestation' step of the CAQH application. The 'Answer' tab is selected in the navigation bar. The main content area displays instructions for the review step and a 'REVIEW' button. A dropdown menu is open, showing options to 'Go To Specific Sections' such as Personal Information, Education, Specialties, etc.</p>	<p><b>Correcting the Data Summary in the Review Step</b></p> <p>If some element(s) of your information was not correct on the data summary, click on the Answer tab at the top of the page.</p> <p>Click on the –Go To Specific Sections- dropdown box to select the section where the data needs to be corrected. When you scroll down and click on the section, that page will be displayed.</p> <p>Make the corrections to the page. Be sure to click NEXT or AUDIT to save your changes.</p> <p>If other sections need to be changed, repeat the above process. When all changes have been made and you have clicked NEXT or AUDIT the final time, click on the Audit tab and follow the process from that point forward to ensure all of your changes have been applied and have not created new errors.</p>

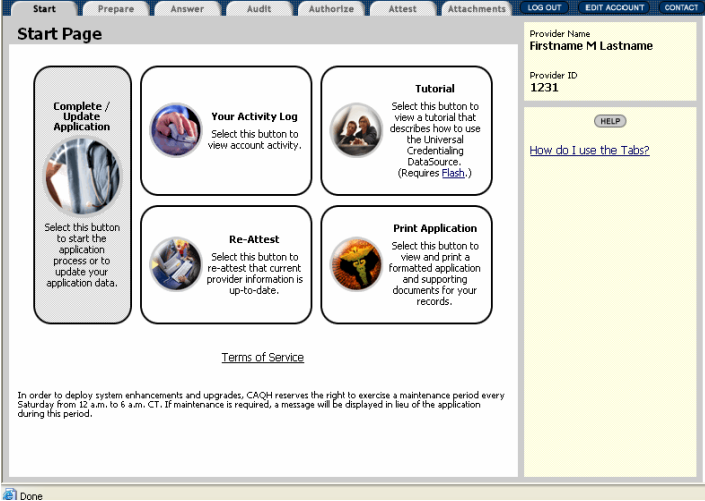
CAQH Universal Provider Datasource®  
Quick Reference Guide  
For Providers and Practice Managers

**Completing the Application**

Function	Description
 <p><b>Attachments</b></p> <p><b>Initial Attestation Supporting Documentation:</b> After completing the steps on the attestation tab, follow these additional instructions to complete your application:</p> <ol style="list-style-type: none"> <li>1. Print the <a href="#">Authorization, Attestation and Release Form</a>.</li> <li>2. Sign and date.</li> <li>3. Print the <a href="#">Fax Cover Sheet</a> and review tips.</li> <li>4. Indicate the supporting documents you will be including.</li> <li>5. Assemble your Fax Cover Sheet, AAR and supporting documents.</li> <li>6. Fax to 866-293-0414.</li> <li>7. You will receive confirmation, through your preferred method of contact, once your documents have been received and processed. Please allow 3 business days for completion.</li> <li>8. If you have any questions/problems with your submission please call the help desk at 888-599-1771.</li> </ol> <p>To download a free copy of Acrobat® Reader, click <a href="#">here</a></p> <p><b>Reattestation Supporting Documentation:</b> After completing the steps on the attestation tab, follow these additional instructions to complete your reattestation:</p> <ol style="list-style-type: none"> <li>1. Review your supporting documents below to make sure your most current information is on file. Please print a copy of the <a href="#">Fax Cover Sheet</a> and attach to your transmission. Fax updated supporting documents to 866-293-0414.</li> <li>2. Make sure that your supporting documents match the information in your application. You can review the Data Summary from the Attestation tab to confirm any expiration dates, policy numbers or other information is updated. You can make updates to the application by clicking on the Answer tab.</li> <li>3. No further action is required if your supporting documents are up-to-date.</li> </ol>	<p><b>Attachments Tab</b></p> <ol style="list-style-type: none"> <li>1. From the Attachments Tab, print, sign and date the Authorization, Attestation and Release form.</li> <li>2. Print the Fax Cover Sheet.</li> <li>3. At the bottom of this page, the Documents Missing section will indicate what supporting documents are needed to complete your application.</li> <li>4. Assemble your documents behind your Fax Cover Sheet. Make sure you complete the information on the cover sheet about the documents you are submitting.</li> <li>5. Fax the package to the number indicated on this page and the Fax Cover Sheet.</li> </ol>

**Maintaining the Provider's Data**

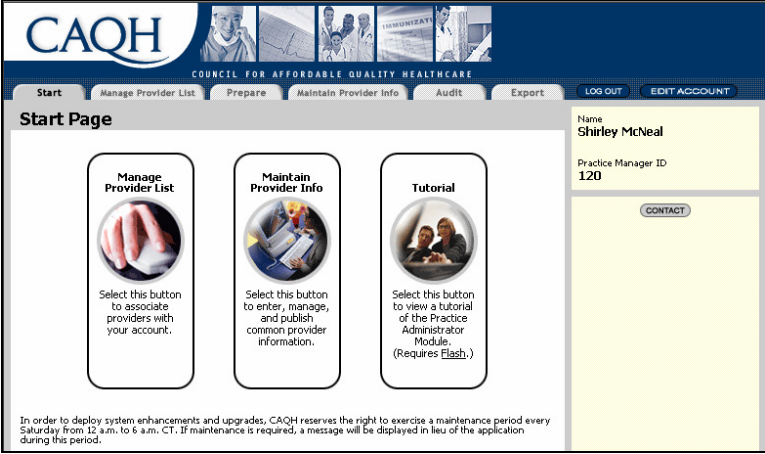
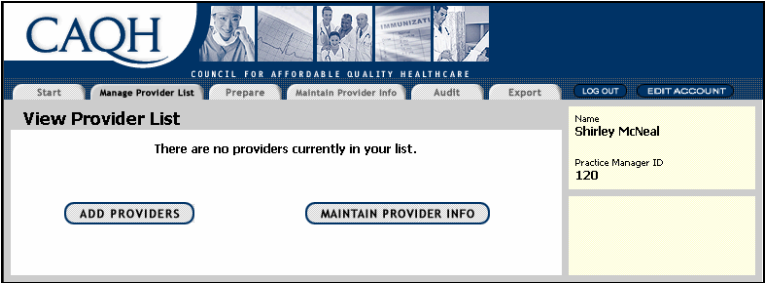
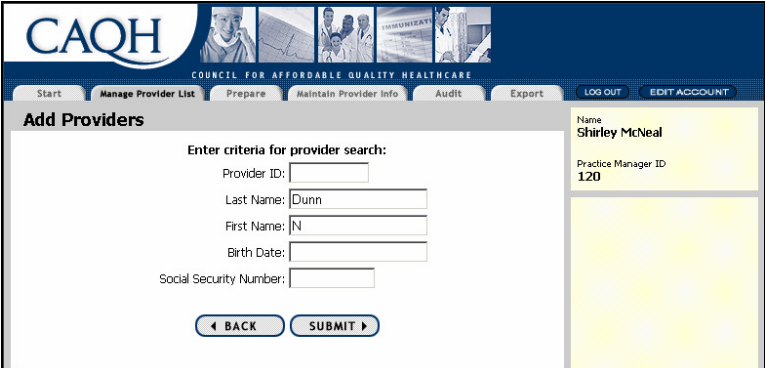
**Reattestation**

Function	Description
	<p><b>Re-Attest</b></p> <p>Periodically, you will receive reminders that your information needs to be verified (Reattested). Since the Universal Provider Datasource is used by numerous healthcare organizations across the country, the reattestation cycle was selected to ensure that every participating organization would have their provider's most current authorized data in order to comply with their accreditation standards. In addition, more and more organizations are using the information for directory information as well as assuring their provider data is accurate. Please make every effort to reattest when requested.</p> <p>Log in to the Universal Provider Datasource.</p> <p><u>If you have updates to make to your data</u> select the Answer tab and use the –Go To Specific Sections-- dropdown box to select the section where the data needs to be corrected. When you scroll down and click on the section, that page will be displayed.</p> <p>Make the corrections to the page. Be sure to click NEXT or AUDIT to save your changes.</p> <p>If other sections need to be changed, repeat the above process. When all changes have been made and you have clicked NEXT or AUDIT the final time, click on the Audit tab and follow the three steps to review and attest to your information.</p> <p><u>If your data has not changed since your last attestation</u>, click on the Re-Attest bubble on the Start Page. Follow the three steps to review and attest to your information.</p> <p><u>In either case, please review your supporting documents.</u> On the Attachments page, scroll down and review the Supporting Documents Received. Click on the link for each document that is renewable to ensure the current document is posted. If it is, you are done.</p> <p>If not, you will need to update the appropriate section in the application (i.e. if you have an updated state license, be sure to update the issue and/or expiration date fields) and reattest to your changes. And, you will need to print the Fax Cover Sheet and send in a copy of the updated supporting document.</p>

Practice Manager's Module

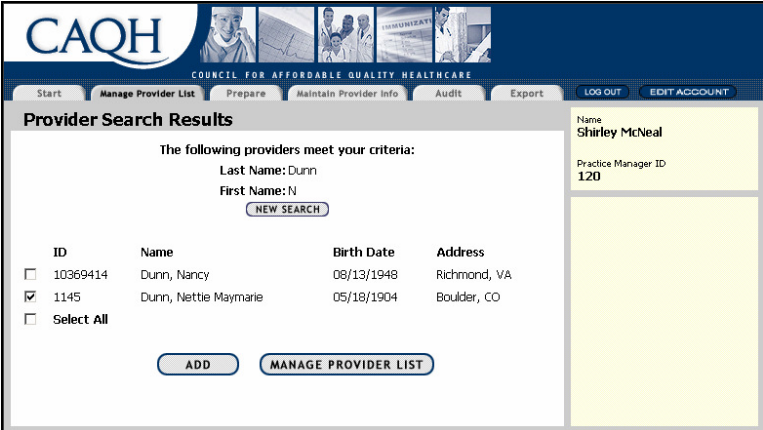
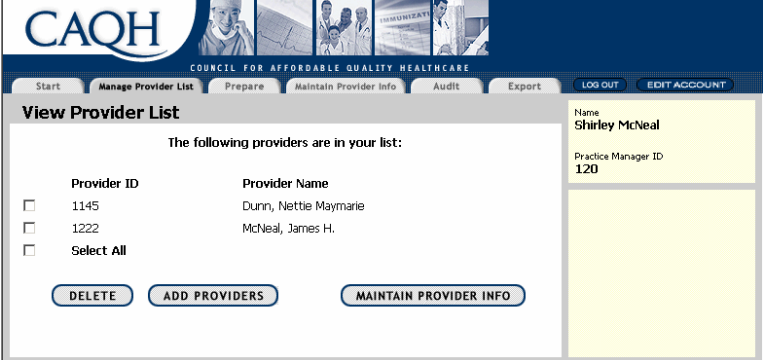
<b>Registration and Login</b>	
<b>Function</b>	<b>Description</b>
	<p><b>Registration</b></p> <p>If this is the first time entering the Practice Administrator Module, you must first register:</p> <ol style="list-style-type: none"> <li>1. Open your Browser (Internet Explorer, Netscape, etc.) and enter the following URL in the Address bar: <a href="https://upd.caqh.org/pmm/">https://upd.caqh.org/pmm/</a></li> <li>2. Press Enter. The Welcome screen will display. <b>NOTE:</b> Hover over the bubbles on the Welcome screen to view text related to each section. Click on the bubbles to open a specific section.</li> <li>3. Click the <b>Logging in for the first time?</b> hyperlink. The Getting Started screen will display. This screen provides a high-level overview of the module.</li> <li>4. Choose NEXT to move to the Registration screen.</li> <li>5. Enter your registration information – fields marked with an asterisk (*) are required.</li> <li>6. Click SUBMIT.</li> </ol> <p>The Registration Successful screen will display.</p> <p>If registration is unsuccessful, a dialog box will appear indicating the field(s) requiring attention. Re-enter and click SUBMIT.</p>
	<p><b>Log In</b></p> <ol style="list-style-type: none"> <li>1. Enter your Username and Password.</li> <li>2. Press the Log In button.</li> </ol> <p>The Practice Administrator Module main page will display at the Start tab.</p>

**Adding Providers to the Manager's List**

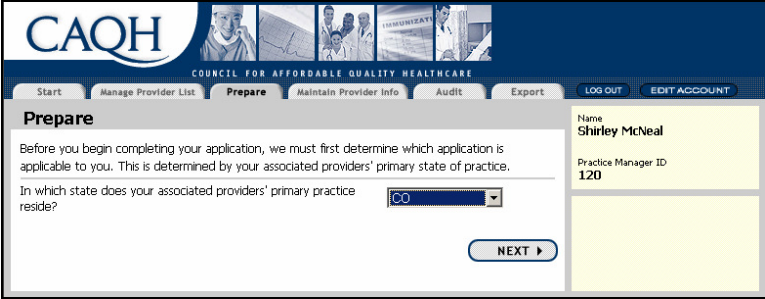
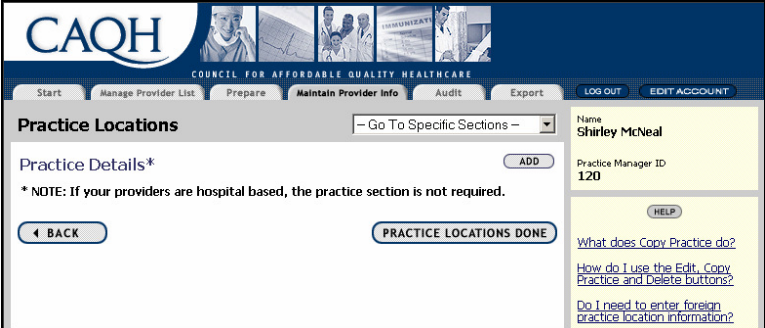
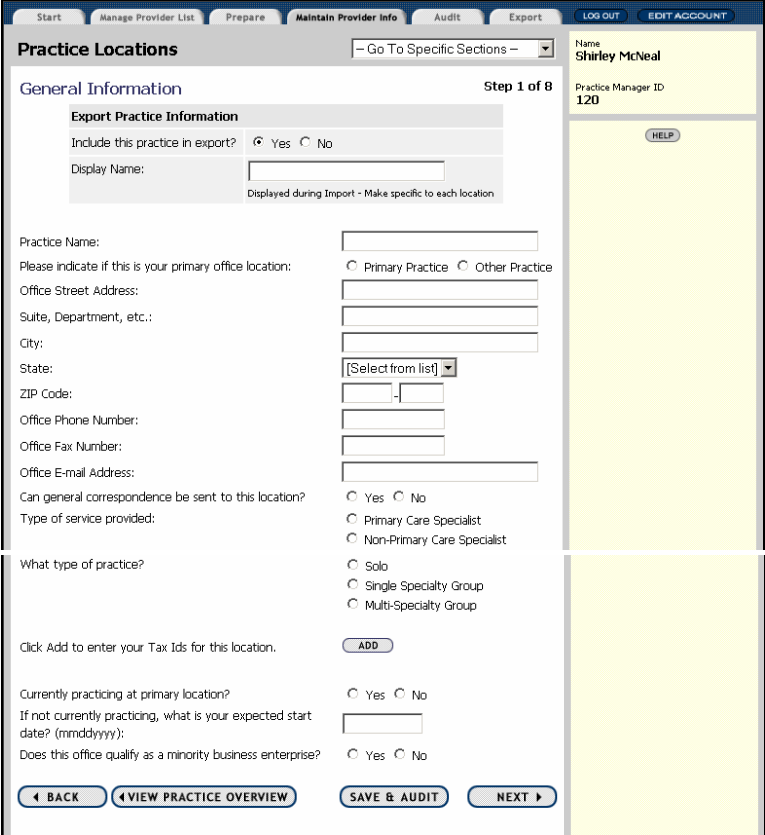
Function	Description
	<p><b>Start Tab</b></p> <p>From the Start Page you may select:</p> <ul style="list-style-type: none"> <li>• Manage Provider List – associate providers with your account.</li> <li>• Maintain Provider Info – enter, manage and publish common information that is relevant to providers in your practice.</li> <li>• Tutorial – view the Practice Administrator Module overview.</li> </ul>
	<p><b>Manage Provider List</b></p> <p>To associate the providers in your practice, click on the Manage Provider List bubble or tab. By associating the providers with your account, you will be able to EXPORT common information they will be able to IMPORT when they are completing there application in the Universal Provider Datasource® (UPD).</p>
	<ol style="list-style-type: none"> <li>1. Click ADD PROVIDERS.</li> <li>2. Enter the Provider's CAQH Provider ID or provider's information.</li> <li>3. Click SUBMIT.</li> </ol>

## CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

### Adding Providers to the Manager's List

Function	Description
	<p>The Provider Search Results screen will display.</p> <ol style="list-style-type: none"> <li>4. Place a checkmark next to the provider(s) you wish to add to your list.</li> <li>5. Click ADD.</li> </ol>
	<p>The provider(s) are added to your provider list and the View Provider List is displayed.</p> <p>Once a provider(s) have been added to the list, use the Manage Provider List bubble or tab to view the providers associated with this account and to add or delete providers from your list.</p> <p>When your list is complete, click MAINTAIN PROVIDER INFO.</p>

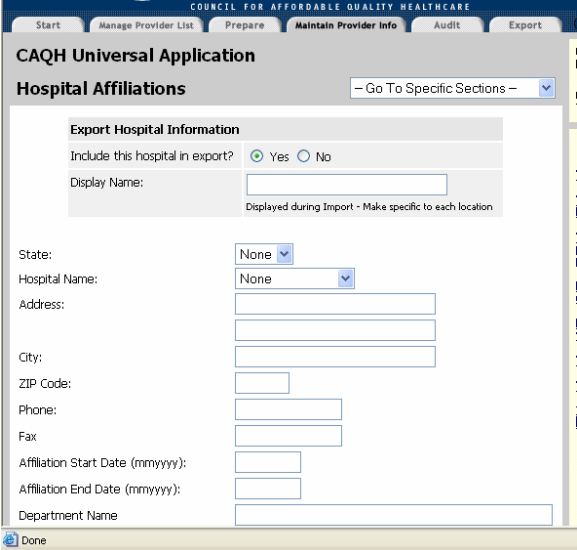
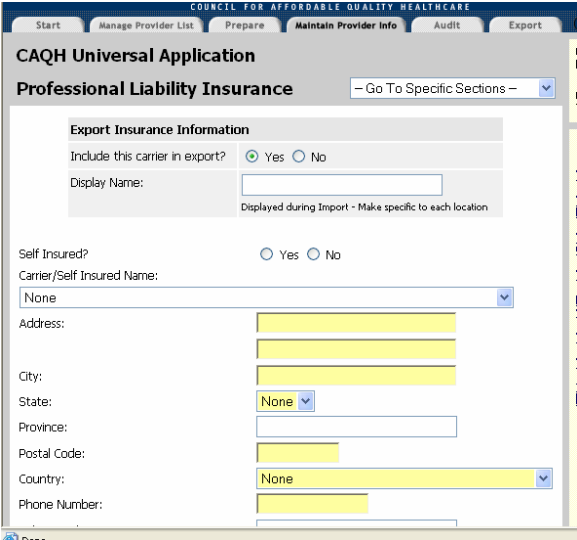
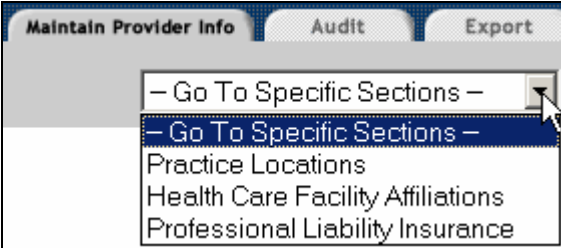
**Maintaining Information Relevant to Providers in your Practice**

Function	Description
	<p><b>Prepare Tab</b></p> <p>If this is the first time you've used the system, you will start by specifying the state where your providers' primary practice is located.</p> <ul style="list-style-type: none"> <li>Select the primary practice state from the drop-down list and click NEXT. The Practice Locations screen will display.</li> </ul>
	<p><b>Maintain Provider Info Tab</b></p> <p>If your providers are hospital based, the Practice Locations section is not required:</p> <ul style="list-style-type: none"> <li>Click PRACTICE LOCATIONS DONE to move to the Hospitals screen.</li> </ul> <p>However, if your providers are NOT hospital based, you will need to complete the Practice Locations section. This section contains multiple pages for each location.</p>
	<ol style="list-style-type: none"> <li>Click the ADD button next to Practice Details to enter a new practice location. Page 1 of X (based on standard vs. state application) for this location will display.</li> <li>Select Yes or No to include this practice in Export – if No is selected, this practice information will not be available for IMPORT by providers using the Universal Provider Datasource.</li> <li>Enter a practice display name to be displayed during the Import process. <b>NOTE:</b> Choose a name that the provider(s) will recognize.</li> <li>Use the NEXT and BACK buttons to move through pages and enter information. Use the VIEW PRACTICE OVERVIEW button to return to the Practice Locations page. Use the SAVE &amp; AUDIT button to audit entries for errors and to save the data.</li> <li>Use the NEXT button on the last page to return to the Practice Locations page.</li> <li>Enter additional practice locations if applicable using the ADD button.</li> </ol> <p><b>Notes:</b> Use the COPY PRACTICE button to copy all information for a practice location previously entered to a new location. Then use the EDIT</p>

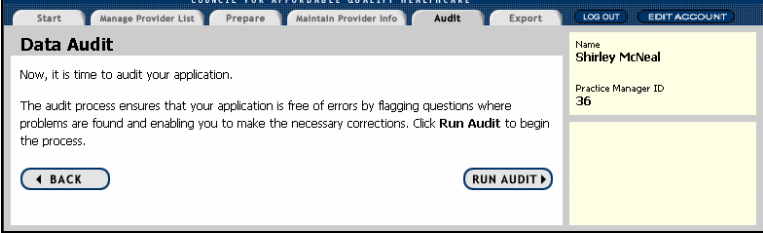
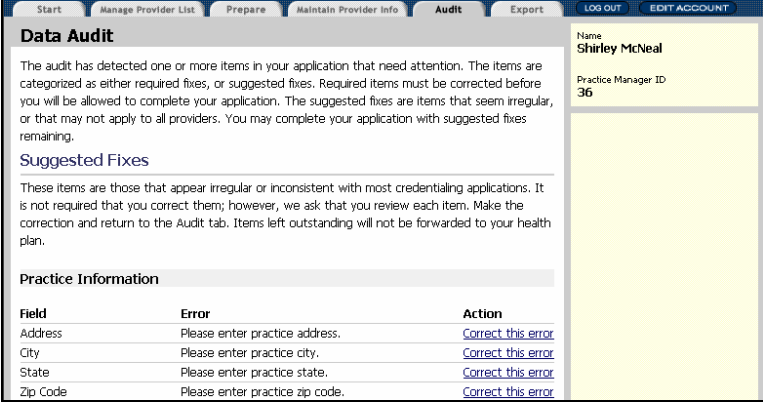
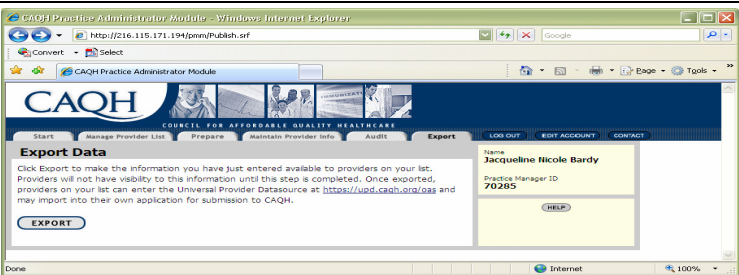
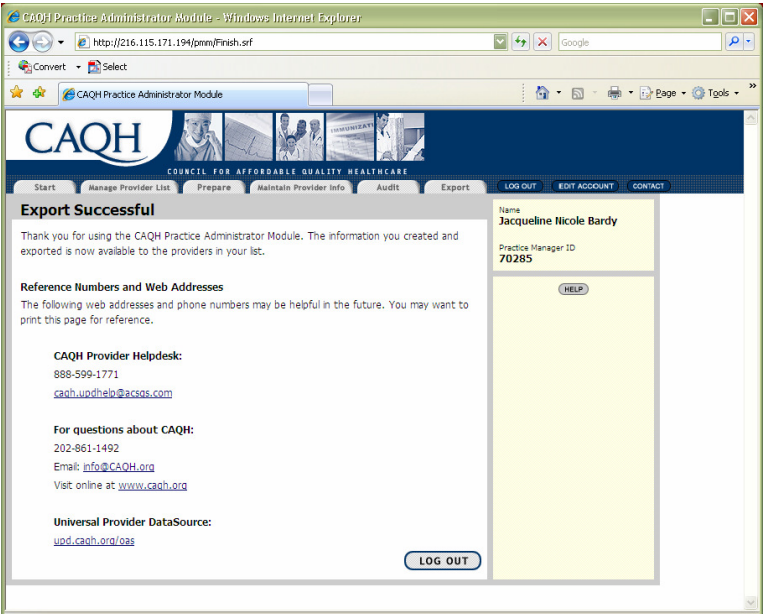


**CAQH Universal Provider Datasource®  
Quick Reference Guide  
For Providers and Practice Managers**

**Maintaining Information Relevant to Providers in your Practice**

Function	Description
 <p>The screenshot shows the 'Hospital Affiliations' section of the CAQH Universal Application. It includes a 'Go To Specific Sections' dropdown menu, an 'Export Hospital Information' section with a radio button for 'Include this hospital in export?' (set to 'Yes'), and various input fields for 'Display Name', 'State', 'Hospital Name', 'Address', 'City', 'ZIP Code', 'Phone', 'Fax', 'Affiliation Start Date', 'Affiliation End Date', and 'Department Name'.</p>	<p>button on the Practice Locations page to enter the copied location and make changes.</p> <ol style="list-style-type: none"> <li>When finished with practice locations, click PRACTICE LOCATIONS DONE to move to the Hospital Affiliations screen.</li> <li>Enter Hospital Affiliation information. Select Yes or No to include hospitals in Export – if No is selected, hospital information will not be available for import into the Universal Provider Datasource. Enter a hospital display name to be displayed during the Import process. <b>NOTE:</b> Choose a name that the provider(s) will recognize.</li> <li>Use the ADD button to enter additional affiliations, if necessary.</li> <li>Click NEXT on the Hospital Affiliations screen to move to the Professional Liability Insurance screen.</li> </ol>
 <p>The screenshot shows the 'Professional Liability Insurance' section of the CAQH Universal Application. It includes a 'Go To Specific Sections' dropdown menu, an 'Export Insurance Information' section with a radio button for 'Include this carrier in export?' (set to 'Yes'), and various input fields for 'Display Name', 'Self Insured?', 'Carrier/Self Insured Name', 'Address', 'City', 'State', 'Province', 'Postal Code', 'Country', and 'Phone Number'.</p>	<ol style="list-style-type: none"> <li>Enter Professional Liability Insurance information. Select Yes or No to include professional liability insurance in Export – if No is selected, this information will not be available for import into the Universal Provider Datasource. Enter a professional liability insurance display name to be displayed during the Import process. <b>NOTE:</b> Choose a name that the provider(s) will recognize.</li> <li>Click NEXT to move to the Audit screen.</li> </ol>
 <p>The screenshot shows a close-up of the 'Go To Specific Sections' dropdown menu. The menu is open, showing options: 'Practice Locations', 'Health Care Facility Affiliations', and 'Professional Liability Insurance'.</p>	<p><b>Note:</b> Within the Maintain Provider Info tab, use the –Go To Specific Sections– drop-down list to move quickly to different sections.</p>

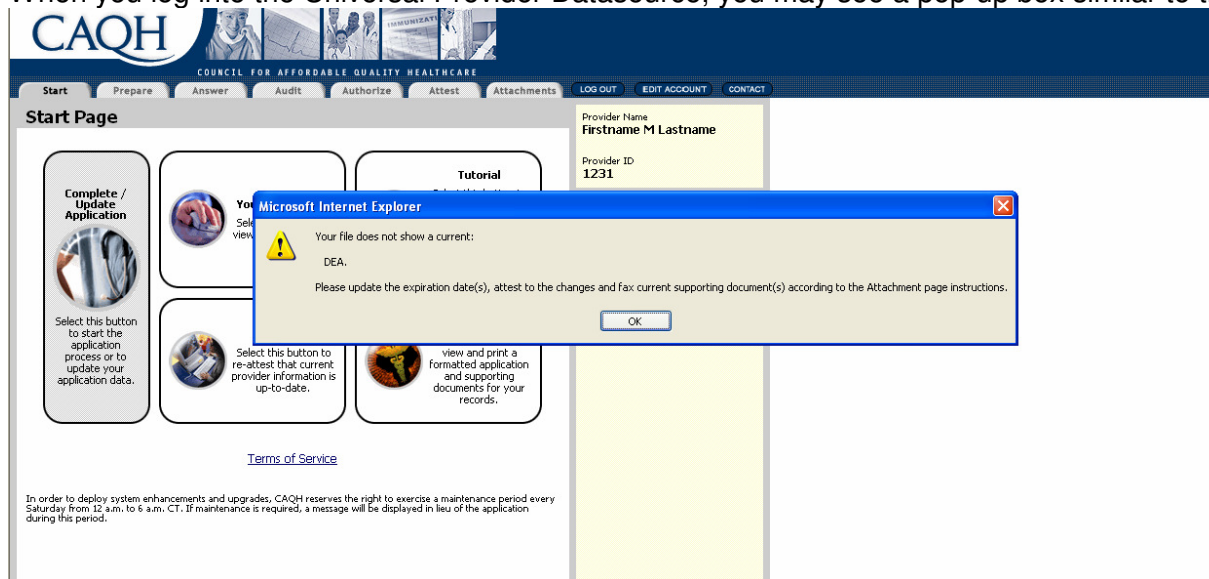
## CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

Function	Description															
 <p>The screenshot shows the 'Audit' tab in the CAQH Practice Administrator Module. It displays a message: 'Now, it is time to audit your application. The audit process ensures that your application is free of errors by flagging questions where problems are found and enabling you to make the necessary corrections. Click <b>Run Audit</b> to begin the process.' There are 'BACK' and 'RUN AUDIT' buttons. On the right, user information for Shirley McNeal (Practice Manager ID 36) is shown.</p>	<p><b>Audit Tab</b></p> <ol style="list-style-type: none"> <li>1. Click <b>RUN AUDIT</b>.</li> </ol>															
 <p>The screenshot shows the 'Audit' tab with a message indicating detected items: 'The audit has detected one or more items in your application that need attention. The items are categorized as either required fixes, or suggested fixes. Required items must be corrected before you will be allowed to complete your application. The suggested fixes are items that seem irregular, or that may not apply to all providers. You may complete your application with suggested fixes remaining.' Below this is a 'Suggested Fixes' section and a table of 'Practice Information' with errors.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Field</th> <th>Error</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Address</td> <td>Please enter practice address.</td> <td><a href="#">Correct this error</a></td> </tr> <tr> <td>City</td> <td>Please enter practice city.</td> <td><a href="#">Correct this error</a></td> </tr> <tr> <td>State</td> <td>Please enter practice state.</td> <td><a href="#">Correct this error</a></td> </tr> <tr> <td>Zip Code</td> <td>Please enter practice zip code.</td> <td><a href="#">Correct this error</a></td> </tr> </tbody> </table>	Field	Error	Action	Address	Please enter practice address.	<a href="#">Correct this error</a>	City	Please enter practice city.	<a href="#">Correct this error</a>	State	Please enter practice state.	<a href="#">Correct this error</a>	Zip Code	Please enter practice zip code.	<a href="#">Correct this error</a>	<p>Incomplete, required fields will be marked in the Required Fixes section. Incomplete, not required fields will be marked in the Suggested Fixes section.</p> <ol style="list-style-type: none"> <li>2. Click on the links to the right of the errors to jump to the appropriate page.</li> <li>3. Make corrections – errors will be flagged with an * (asterisk).</li> <li>4. Click OK to update and return to the audit tab.</li> <li>5. Work through all Required Fixes errors and Suggested Fixes (optional).</li> <li>6. Choose <b>NEXT</b> to proceed to the Export tab.</li> </ol>
Field	Error	Action														
Address	Please enter practice address.	<a href="#">Correct this error</a>														
City	Please enter practice city.	<a href="#">Correct this error</a>														
State	Please enter practice state.	<a href="#">Correct this error</a>														
Zip Code	Please enter practice zip code.	<a href="#">Correct this error</a>														
 <p>The screenshot shows the 'Export' tab in the CAQH Practice Administrator Module. It displays a message: 'Click Export to make the information you have just entered available to providers on your list. Providers will not have visibility to this information until this step is completed. Once exported, providers on your list can enter the Universal Provider Datasource at <a href="https://upd.caqh.org/oas">https://upd.caqh.org/oas</a> and may import into their own application for submission to CAQH.' There is an 'EXPORT' button. On the right, user information for Jacqueline Nicole Bardy (Practice Manager ID 70285) is shown.</p>	<p><b>Export Tab</b></p> <ol style="list-style-type: none"> <li>7. Click <b>EXPORT</b> to make the information entered available to the providers associated with this account in the Universal Provider Datasource. The Export Successful screen will display.</li> <li>8. Click <b>LOG OUT</b> to exit the system.</li> <li>9. Click on the <b>Start</b> tab to return to the Start Page.</li> </ol>															
 <p>The screenshot shows the 'Export Successful' screen in the CAQH Practice Administrator Module. It displays a message: 'Thank you for using the CAQH Practice Administrator Module. The information you created and exported is now available to the providers in your list.' Below this is contact information for CAQH Provider Helpdesk and Universal Provider DataSource. There is a 'LOG OUT' button. On the right, user information for Jacqueline Nicole Bardy (Practice Manager ID 70285) is shown.</p>	<p>Associated providers may now log into their record in the Universal Provider Datasource and Import information to reduce data entry – provided the data is marked Yes to be included in the export process and the Export button has been clicked on this tab. Using the Import function in a provider's record in the UPD will result in the following actions:</p> <ul style="list-style-type: none"> <li>• Import, Practice Locations – adds a new practice location</li> <li>• Import, Health Care Facility Affiliations – adds a new affiliation(s)</li> </ul> <p>Import, Professional Liability Insurance – adds a new insurance carrier(s)</p>															

## System Messages Pop-up Messages at Login

### Expired Documents

When you log into the Universal Provider Datasource, you may see a pop-up box similar to this:



A message similar to this will appear if the expiration date of your state license, DEA certificate, CDS certificate or professional liability insurance has passed. This message is to remind you to update those fields in application:

- Utilize the Answer tab and the – Go To Specific Sections – dropdown menu to go to the appropriate section(s) of the application to update. Be sure to use the AUDIT or NEXT button to save the updates before you leave the page.
- Make any other updates to your data as appropriate. Again, use the AUDIT or NEXT button to save updates before you leave the page.
- Audit and Attest to your changes.
- Fax in the updated supporting document, follow the Reattestation Supporting Documents instructions on the Attachments tab.

### When an application changes (CAQH or state)

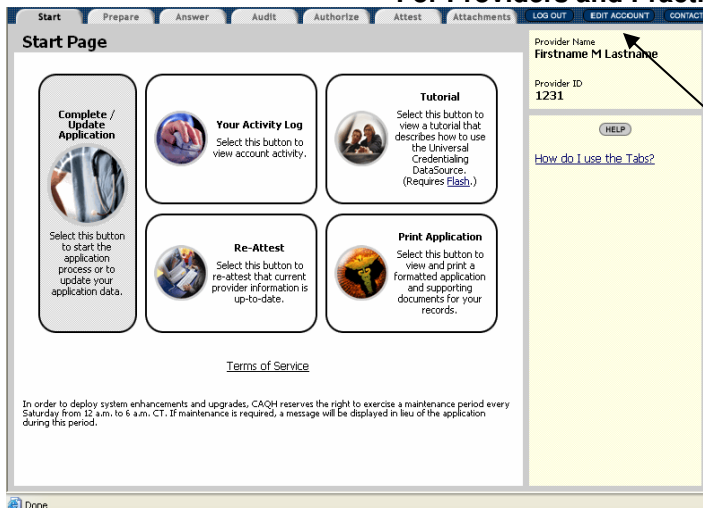
From time to time, CAQH or a state may make changes to their application. CAQH will notify you by displaying a message the first time you log into the Universal Provider Datasource after the changes have been implemented. The message will give you brief instructions to follow to assist you with updating your application.

### **Automessages**

A feature of the Universal Provider Datasource is periodic reminders related to the status of your account and your data. In addition, CAQH may send you announcements about new features and functionality as they become available.

When you registered, you entered your primary method of contact (email or fax). This is the method CAQH uses to send these messages.

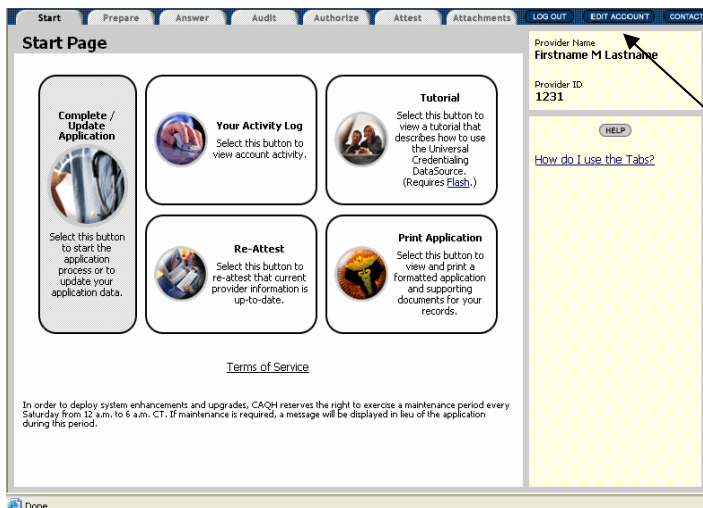
## CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers



To update or change your primary method of contact, log into the UPD and click on the Edit Account tab.

## Important Things to Know

### Change Your User Name or Password



To update or change your password or user name, log into the Universal Provider Datasource and click on the Edit Account tab.

## CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

**Account Information**

**Contact Information**

E-mail Address:

Confirm Your E-mail:

CC E-mail Address:

CC E-mail Address 2:

FAX Number:

Confirm Your Fax Number:

Contact Method:  E-mail  
 FAX

\*Note - E-mail addresses and FAX numbers will receive reminder notifications

**Username Information**

Username:  Already in use

Confirm Username:

**Password Information**

Password:

Confirm Password:

Provider Name  
**Your Name**

Provider ID  
**Your Provider ID**

[How do I use the Tabs?](#)

You will need to enter your confirmation Email Address and Fax Number, then enter either your new password or user name in the Password or User Name boxes and in the Confirm Password or User Name boxes. Then click SAVE. If the password or user name was successfully changed, you will receive a message in red at the top of the screen that says 'Your information has been saved to the database. If the username isn't already in use, you can easily change this to reflect your preferences and make it easy to remember. Providers and Practice Administrators must change password within 30 days from the date of first signing in and will have no reset interval. Participating organizations and CAQH will be required to reset password every 90 days.

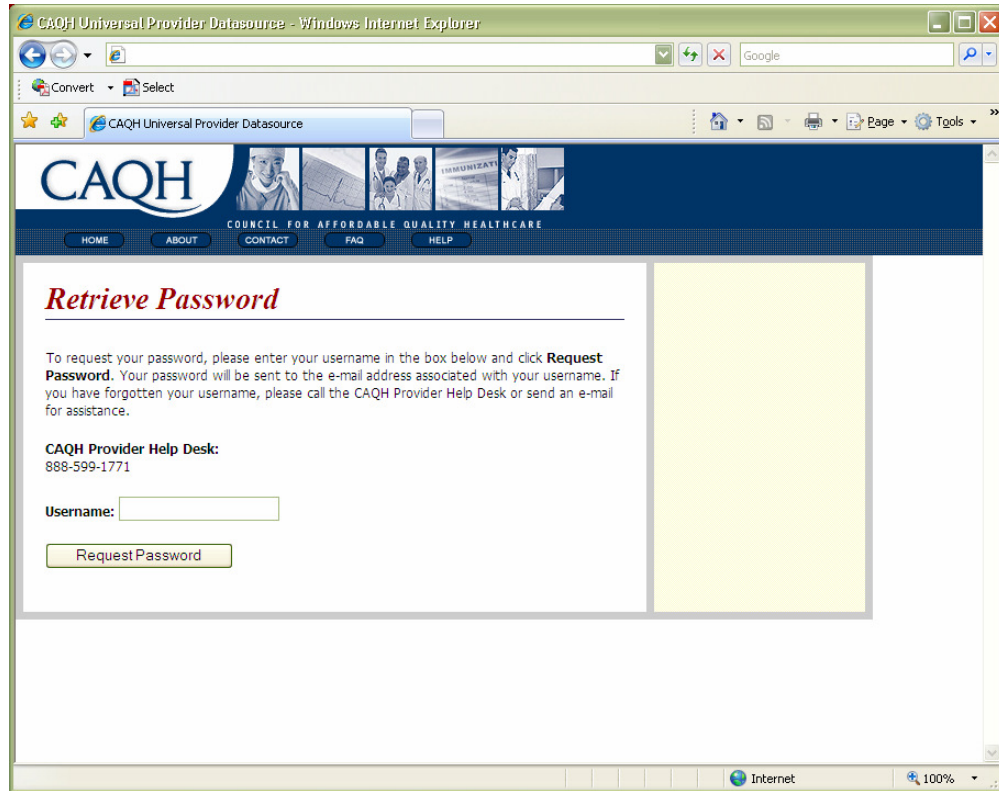
# CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

## Forgot Your Password

If you forget your password in the OAS, click on the “Email my password” hyperlink. It will direct you to the retrieve password page.

The screenshot shows the CAQH Universal Provider Datasource website in a Windows Internet Explorer browser. The page layout includes a header with the CAQH logo and navigation buttons (HOME, ABOUT, CONTACT, FAQ, HELP). A central 'Welcome' message is displayed. A prominent announcement box states: 'Milestone: 500,000 Registered Providers. Thank you for helping CAQH set the standard for provider credentialing in the U.S., streamline a burdensome administrative process and, once and for all, put paper applications in their place.' To the left, there are circular icons for 'Overview', 'About CAQH', 'Registration', 'Security', and 'Participating Organizations'. On the right, a 'Log In' section contains input fields for 'Username:' and 'Password:', a 'Log In' button, and a link for 'Email my password' which is highlighted with a green box. Below the login section, there are messages: 'We are sorry. The website is temporarily unavailable.', 'The website will be available Tuesday, September 2, 2008.', and 'Thank you for your patience.' A 'Quick Reference Guide' link is also present.

## ***Retrieve Your Password Page***



The CAQH standard password configuration will be as followed:

- Have between 6-15 characters
- Have upper and lower case characters
- Have at least 1 digit
- May not be the username

Type in your user name and hit the Request Password button. Your password will be sent to your email address on file. If you do not have an email address on file or you forget your user name, please contact the help desk at 888-599-1771.

## Reset Your Password

To reset your password in the OAS, click on the “Reset my Password” hyperlink. It will direct you to the password reset page.

The screenshot shows the CAQH Universal Provider Datasource website in a Windows Internet Explorer browser window. The page features a navigation menu with links for HOME, ABOUT, CONTACT, FAQ, and HELP. A central banner reads "Welcome" and "Milestone: 500,000 Registered Providers". On the left, there are circular icons for Overview, About CAQH, Registration, Security, and Participating Organizations. On the right, there is a "Log In" section with fields for Username and Password, and a "Log In" button. Below the login section, there are links for "Logging in for the first time?", "Problems logging in? Email my password", and "Reset my password" (highlighted with a red box). At the bottom of the right sidebar, there is a "Quick Reference Guide" section with a link to "Click here to access the Practice Administrator Module". A red message at the bottom of the page states: "We are sorry. The website is temporarily unavailable. The website will be available Tuesday, September 2, 2008. Thank you for your patience."



# CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

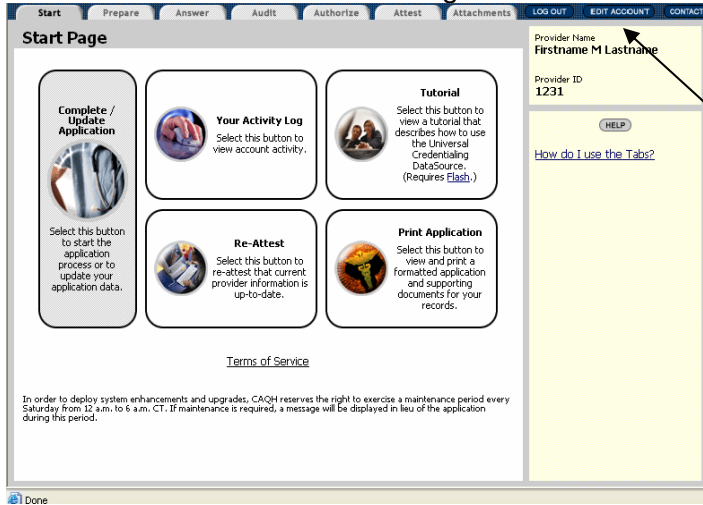
When getting to this password reset page, you will have to enter the CAQH Provider ID and Username.

The screenshot shows a web browser window titled "CAQH Universal Provider Datasource - Windows Internet Explorer". The address bar shows the URL "http://172.29.67.185/oas/ResetAuthenticate.srf". The page header includes the CAQH logo and navigation links: HOME, ABOUT, CONTACT, FAQ, HELP. The main content area is titled "Password Reset" and contains the following text: "As the system is launched in each state CAQH Provider IDs will be sent to each provider in participating health plans. If you have received a CAQH Provider ID, please enter the following authentication information. You have also already requested a username. After successful authentication, you will be able to generate your new password and gain access to the system again." Below this text are input fields for "CAQH ProviderID (Required)", "Username (Required)", "Social Security Number", "Date of Birth (mmd/yyyy)", "DEA Number", "UPIN", and "License Number". At the bottom of the form are "BACK" and "NEXT" buttons.

The screenshot shows a web browser window titled "CAQH Universal Provider Datasource - Windows Internet Explorer". The address bar shows the URL "http://172.29.67.185/resetmypassword/Success.aspx". The page header includes the CAQH logo and navigation links: HOME, ABOUT, CONTACT, FAQ, HELP. The main content area is titled "Success" and contains the following text: "You may now go back to the home page and log in with your new password." Below this text is a "NEXT" button.

### Change where you receive system messages

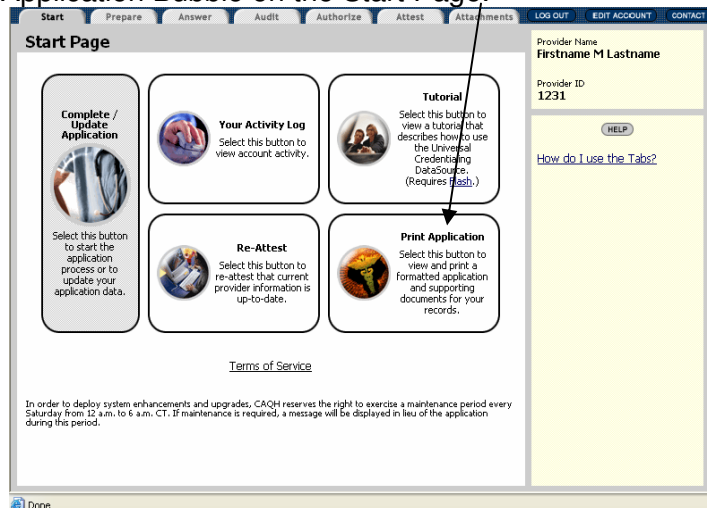
When you registered, you entered your primary method of contact (email or fax). This is the method CAQH uses to send these messages.



To update or change your primary method of contact, log into the UPD and click on the Edit Account tab.

### Print your application

To print a paper copy of your application and supporting documents for your record, click on the Print Application Bubble on the Start Page.



## CAQH Universal Provider Datasource® Quick Reference Guide For Providers and Practice Managers

### Verify that your supporting documents are current

To review your supporting documents, click on the Attachments tab.

The screenshot shows the 'Start Page' of the CAQH Universal Provider Datasource. The navigation bar includes tabs for Start, Prepare, Answer, Audit, Authorize, Attest, Attachments (selected), Log Out, Edit Account, and Contact. The main content area is divided into several sections:
 

- Complete / Update Application:** Select this button to start the application process or to update your application data.
- Your Activity Log:** Select this button to view account activity.
- Tutorial:** Select this button to view a tutorial that describes how to use the Universal Credentialing Datasource. (Requires Flash.)
- Re-Attest:** Select this button to re-attest that current provider information is up-to-date.
- Print Application:** Select this button to view and print a formatted application and supporting documents for your records.

 A 'Terms of Service' link is located below these buttons. On the right side, there is a sidebar with 'Provider Name: Firstname M Lastname' and 'Provider ID: 1231', along with a 'HELP' button and a link 'How do I use the Tabs?'. At the bottom, a small notice states: 'In order to deploy system enhancements and upgrades, CAQH reserves the right to exercise a maintenance period every Saturday from 12 a.m. to 6 a.m. CT. If maintenance is required, a message will be displayed in lieu of the application during this period.'

On the Attachments page, scroll down and review the Supporting Documents Received.

The screenshot shows the 'Reattestation Supporting Documentation' section. It includes the following instructions:
 

- Review your supporting documents below to make sure your most current information is on file. Please print a copy of the [Fax Cover Sheet](#) and attach to your transmission. Fax updated supporting documents to 866-293-0414.
- Make sure that your supporting documents match the information in your application. You can review the Data Summary from the Attestation tab to confirm any expiration dates, policy numbers or other information is updated. You can make updates to the application by clicking on the Answer tab.
- No further action is required if your supporting documents are up-to-date.

 Below the instructions is a table titled 'Supporting documents received:'. An arrow points from the text 'review the Supporting Documents Received' to this table.
 

Name	Received Date
<a href="#">Application Release</a>	02/13/2002
<a href="#">DEA Registration</a>	02/12/2002
<a href="#">State Controlled Dangerous Substance (CDS) Certificate</a>	02/12/2002
<a href="#">Current Professional Liability Insurance Policy Face Sheet</a>	02/12/2002
<a href="#">W-9</a>	02/12/2002
<a href="#">Workers Compensation Certificate of Coverage</a>	02/12/2002

Click on the link for each document that is renewable to ensure the current document is posted. If it is not, follow the instructions for Reattestation Supporting Documents in the section preceding the Supporting Documents Received to submit updated document(s).

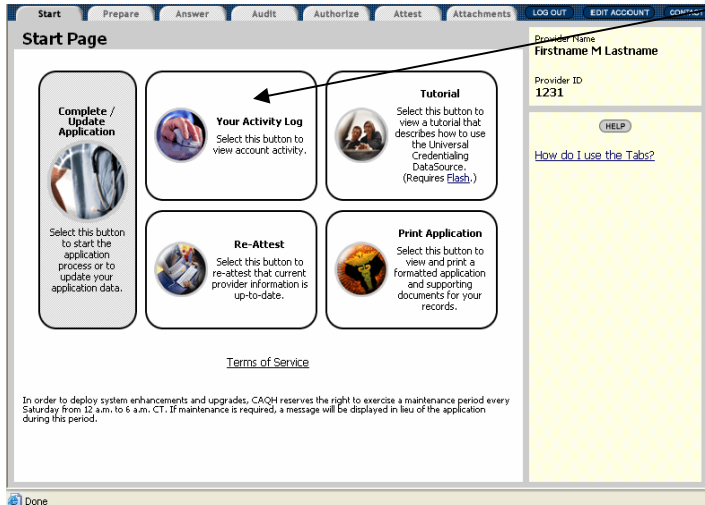
# CAQH Universal Provider Datasource®

## Quick Reference Guide

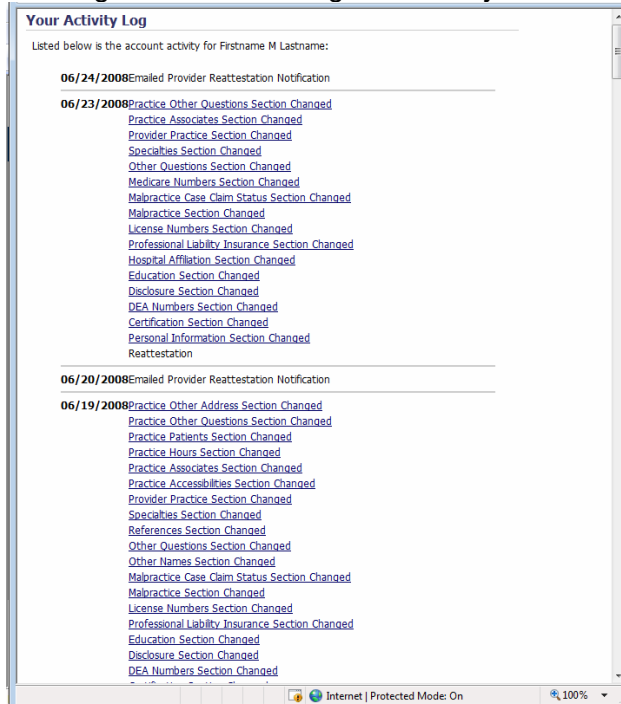
### For Providers and Practice Managers

## Review your activity in the Universal Provider Datasource

To review your activity in the UPD, click on the Your Activity Log bubble.



The activity log contains information about changes you have made to your data as well as any system messages or automessages that may have been sent to your primary method of contact.



### Your primary practice office state changes

If you move your practice to another state:

- First update the primary practice state on the Prepare tab. The state you select here determines the questions you are required to answer.

- Update the Professional IDs section, if appropriate.
- Update the Praction Locations section.
- Update the Hospital Affiliations section, if appropriate.
- Update the Professional Liability Insurance section, if appropriate.
- Update the Work History section.
- Audit and Attest to your changes.
- Fax any updated supporting documents, including your Authorization Attestation and Release if appropriate in your state.