What You’ll Need to Start

- CAQH Provider ID number
- Previously completed credentialing application (for reference)
- List of all previous practice locations
- Copies of:
  - Curriculum vitae
  - Medical license
  - DEA certificate
  - CDS certificate
  - IRS Form W-9
  - Malpractice insurance face sheet
  - Summary of any pending and settled malpractice cases
- Identification numbers, such as UPIN, Medicare, Medicaid

How to Find CAQH Provider IDs

- Included in registration kit you received from CAQH; or
- Contact the CAQH Help Desk; or
- Contact your local participating healthcare organization.

Re-attest Schedule

Notice and Reminders

Re-attest Notices: 15, 10 and 5 days before upcoming re-attest
Reminders: 14, 28 and 42 days after scheduled re-attest

For more information, contact your local participating healthcare organization.
Rx for Credentialing Paperwork Headaches

America’s leading health plans and networks, collaborating through the Council for Affordable Quality Healthcare® (CAQH), have created a free service that simplifies and streamlines the data collection process for credentialing.

Now, information can be entered one time – online or by fax – to satisfy the credentialing and recredentialing requirements of all participating healthcare organizations. A few mouse clicks is all it takes to confirm or update information. And quarterly updates keep information current and accurate.

CAQH is a not-for-profit alliance of America’s leading health plans, networks and trade associations with the mission of helping to make healthcare more affordable, share knowledge to improve quality of care, and make administration easier for physicians and their patients.

Help and Answers

Who to Contact . . .

CAQH Help Desk
Phone: 1-888-599-1771
E-mail: help@caqh.geoaccess.com

CAQH Links:
www.caqh.org/cred
(For providers)

www.caqh.org/cred
See “Click here to enter Practice Administrator Module” on right side of page
(For office managers)

CAQH Web Site
www.caqh.org

For . . .

- Technical assistance for providers
- Help with CAQH Provider IDs

- Completing the application

- Practice Administrator Module (a tool for entering data common to multiple providers in a larger practice)

- Information about CAQH and its initiatives
When Provider Must Notify Participating Organizations

- The provider uses the “Authorize” tab to check off participating organizations that will have access to his or her data.
- Only the participating organizations that have the provider on their roster are listed.
- These organizations will be notified automatically when provider data is available to be accessed.
- If a participating organization is not listed, the provider is not on its roster.
- If the plan’s name does not appear on the “Authorize” tab, the provider must notify the participating organization directly when the application is complete and data is available.

Practice Administrator Module

Time-saver for Larger Practices

- You can use the Practice Administrator Module to enter information common to multiple providers in a larger practice.
- **How to get there:** [www.caqh.org/cred](http://www.caqh.org/cred) and click on “Click here to enter Practice Administrator Module.”
- **First-time user?** Click on “Logging in for the first time?”
- **Export and import:** You “export” the data you’ve entered. When providers complete their applications, they “import” this data to the appropriate fields.
- **How much to enter?** You can enter practice information, such as hospital affiliation(s) and malpractice coverage information, using the Practice Administrator Module. Enter as much or as little information as you want, but remember: the more you enter, the less your provider needs to enter.
|------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Register   | www.caqh.org/cred            | ▪ Click “Logging in for the first time?”  
▪ Enter CAQH Provider ID.  
▪ Enter “authentication” data.  
▪ Create username and password.  
▪ At “Start Page,” click “Complete/Update Application” tab to start. |
| Complete Application | www.caqh.org/cred or contact CAQH Help Desk for paper application  
Fax completed paper applications to CAQH at 1-866-293-0414 | ▪ Use “audit” to check data entered.  
▪ Use “back” or “next” to move forward or backward on application.  
▪ Select “back,” “next,” or “audit” to save data when logging out. |
| Practice Administrator Module | www.caqh.org/cred  
Click on “Click here to enter Practice Administrator Module” | ▪ Click “Logging in for the first time?”  
▪ Enter contact information, username and password to register.  
▪ Enter data common to multiple providers in a group.  
▪ Remind provider to click “Import” button to import common data into application. |
| Authorize  | “Authorize” tab              | ▪ Check off participating organizations on list.  
▪ Or check “Check here for all plans to receive data” to select all.  
▪ New providers not on roster must notify plans once application is complete. |
| Attest     | End of application           | Click on “Attest.”                                                                                                                                                                                          |
| Fax Supporting Documentation | “Attachments” tab | ▪ Download fax cover sheet.  
▪ Fax supporting documentation (DEA certificates, W-9 forms, etc.) to 1-866-293-0414. |
| Re-attest  | www.caqh.org/cred            | ▪ Log in.  
▪ At “Start Page,” select “Re-attest.”  
▪ Review and update data as needed.  
▪ Click on “Attest.” |
| Check Credentialing Status | Contact the healthcare organizations that you authorized to access your data | |