

CAQH Registration, Review, and Attestation

Follow all of the steps below to complete your registration, review, and attestation in CAQH ProView. Additional video links are provided if you prefer to see the steps in action.

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Completing the Self-Registration

1. New users who have not yet received a CAQH Provider ID can get started by going to the sign-in screen at <https://proview.caqh.org>
2. Click on “Register Now”.
3. A new window will display instructions for getting started, and explain the steps and documents needed to complete your profile. After you read this page, you can begin creating your account by clicking “Go to next section”.
4. Complete all of the required fields. After filling in the fields, click “Continue”.
5. Wait for your confirmation email with your new CAQH Provider ID to continue.

To view a video of the above steps in action, click here: [Registering in CAQH](#)

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Creating the Account with your CAQH Provider ID

1. You'll get an email from ProView with your new Provider ID.* Click the link in the email to continue registration.
2. Enter your CAQH Provider ID and click "Continue".
3. Fill in your personal identification numbers, and click "Continue".
4. Create a username and password following the instructions on the screen.
5. Provide answers to three security questions.
6. Click the checkbox to agree to the Terms of Service.
7. Click "Create Account". You will be informed if your registration was successful and receive a confirmation email. When you're ready to log in to ProView, click "Ok".

To view a video of the above steps in action, click here: [Creating the Account](#)

Entering Profile Data: Personal Information, Professional IDs, and Education & Professional Training

1. Log in to CAQH ProView. At the top of the screen you'll see a notification to complete your Profile Data, then Review and Attest.
2. Complete the required fields in the Personal Information section. Click "Save & Continue" when you reach the bottom of the screen.
3. Complete the required fields in the Professional IDs section by clicking the "+ Add" button(s). The Professional License field is the only required field. After adding Professional License information, you can click "Continue" or "Save & Add Another" if you have more than one license to add.
4. When you have added all Professional ID information, you can "Save & Go Back", "Save", or "Save & Continue". Select "Save & Continue" to advance.
5. You can now enter Education and Professional Training. Similar to the Professional IDs section, select the "+ Add" button(s) to provide details. You must add at least one education record. Add your education details and select "Save & Continue".
6. Add additional education or professional training, and select the radio button (Yes or No) if you have completed cultural competency training.
7. At the bottom of the screen, you can "Save & Go Back", "Save", or "Save & Continue". Select "Save & Continue".

To view a video of the above steps in action, click here: [Entering Profile Data](#)

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Specialties, Certifications, Special Experience, Skills and Training

1. The fourth page of entering your profile data is for filling in any specialties, certifications, other interests, and Special Experience, Skills and Training.
2. Answering Yes to the “Do you have any specialties?” question will open additional fields, where you can select your Primary Specialty.
 - If you are board certified, you must enter the name of the certifying board, as well as the certification details.
 - You can add a secondary specialty, and then additional specialties, if applicable.
3. Saying Yes to the “Do you have Certifications?” question will bring up a list of possible Certificates. There is an “Other” field at the bottom of the list too, if none of the preloaded ones apply.
 - Saying Yes to any of these will allow you to enter additional details that may include State, Type, Number, and/or Dates of the certification. The actual fields that populate here depend on the certificate(s) you have.
4. Below the Specialties and Certifications is an area to list Special Experience, Skills, and Training. Check any of the boxes that apply. These ones do not ask for additional information after checking the boxes.
5. When you have completed this page, Save & Continue.

To view a video of the above steps in action, click here: [Specialties & Certificates](#)

Practice Location Details

1. You’ll want to add practice location details for each practice at which you see patients, read tests, or provide other services. Click “+ Add” to enter your first practice location.
2. The screen will populate three tabs, Practice details, Provider at the Location, and Services and Resources. On the Practice Details tab, it is required that you enter your practice location name, address, phone number, and TAX ID number. You can add additional information as well, such as office hours, accessibility, and languages.
3. Click “Save & Continue” to move to the “Provider at the Location” tab. Here you can enter your affiliation (or role with the practice) and identify if the practice is accepting new patients.
4. Click “Save & Continue” to move to the “Services and Resources” tab. Here you can note if your practice provides various services, such as tympanometry & audiometry screening, enter in Billing Department or worker’s comp information, add office personnel, mailing address, phone coverage, and other location details.
5. When you have saved this information, your primary practice will appear. Click “+ Add” to add another practice location, or “Save & Continue” to move on.

To view a video of the above steps in action, click here: [Practice Location](#)

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Hospital Affiliations

Click the “+ Add” buttons to document any Hospital Affiliations, admitting privileges, admitting arrangements, and non-admitting affiliations if applicable. There are no required fields on this page unless you start to add information. Click “Save & Continue” to advance.

Credentialing Contacts

Click the “+ Add” buttons to add Credentialing contacts, if any. There are no required fields on this page. Click “Save & Continue” to advance.

Professional Liability Insurance

1. Now it's time to add your Professional Liability Insurance information. Click the “+ Add” button to enter at least one insurance policy.
2. Enter in your Insurance Coverage information, including policy number, effective date, expiration date, carrier name and address, and coverage amount. When this is complete, click “Save & Continue”.
3. The system will ask that you upload a copy of your Professional Liability Insurance Face Sheet or a Certificate of Insurance document. You'll complete any uploads after you Review & Attest your profile.
4. You can add additional coverage details, if applicable, select the checkbox if you covered by FTCA, and then select “Save & Continue”.

Note: If you click the “I am not insured” button, the system will inform you that you'll need to upload additional information in the Documents section.

To view a video of the above steps in action, click here: [Insurance Coverage](#)

Employment History

1. Click the “+ Add” button to add current employment information.
 - Include practice or employer name and address.
 - Insert your employment start date and indicate if this is your current employer.
 - Select “Save and Continue”.
 - You can add additional employment history by clicking the “+ Add” button again.
2. Indicate if you've had a gap in employment of longer than 6 months, if applicable.
3. Select the “Yes” or “No” radio button if you are currently on active military duty.
4. Select the “Yes” or “No” radio button if you are in the Reserves or National Guard.
5. Select “Save & Continue”.

To view a video of the above steps in action, click here: [Employment Information and Professional References](#)

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Professional References

Click the “+ Add” buttons to add Professional References, if any. There are no required fields on this page. Click “Save & Continue” to advance.

Disclosure and Authorization Setting

The final sections of your Profile Data are the Disclosure and Authorization. The Disclosure Questions may vary depending on your state.

1. Answer all the required questions by clicking on the Yes or No radio buttons.
2. When you have answered all of the questions, select “Save and Continue”.

Healthcare organizations that use CAQH Proview can access your self-reported and attested information to conduct processes such as credentialing, provider directory updates, and claims processing. You can set the Authorization setting to automatically release data to any organization that requests it (select Yes), or select No if you want to review each request that comes in.

1. Select Yes or No to set your authorization preference.
2. Check the authorization checkbox.
3. Click Save.

You can then view any organizations that have requested authorization to view your CAQH ProView self-reported information on the Organizations tab. This will likely be blank initially, as you’re still getting set up. Click “Continue to Attestation”.

To view a video of the above steps in action, click here: [Disclosure and Authorization](#)

Review Errors and Attest

You’re now ready to review and attest to the information you’ve provided. The system will notify you of any required or suggested fixes.

1. Click the “View Errors” button to see what needs to be updated.
2. Click the links to jump to the section or sections that need updating.
3. When you have completed your review and updates, you can select either the “Click here to attest” link, or the “Review & Attest” button at the top of the page.

You are now attesting that you’ve reviewed all the information in your profile and that the information is true to the best of your knowledge.

1. You can scroll through the attestation, and download a PDF version if desired.
2. When you are ready to attest, click the “Attest” button.

To view a video of the above steps in action, click here: [Review and Attest](#)

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Upload Required Documentation

Once you have reviewed your information and attested that everything is true, you can upload any missing documentation.

1. Click the “Upload” button to open a new window.
2. Click “Browse”. You can search for the document you wish to add.
3. Click “Upload” to add this document. You will receive a notification that the document is being reviewed by CAQH ProView.
4. Repeat the upload process for any other required documentation.
5. For State Authorizations and Releases, you can download a copy by selecting “Download”. Required authorizations or other documents may vary by state.
6. Sign, date, and scan or save a copy to your computer.
7. Upload your signed copy to CAQH.

And that's it! You've now completed the steps to get started in CAQH!

To view a video of the above steps in action, click here: [Uploading Documents](#)

IMPORTANT! Remember to send your CAQH Profile ID (located at the top right-hand side of the screen) to credentialing@amplifon.com so that they can start processing your file.

