



# CREDENTIALING: CAQH PROVIEW

UniCare Dental Credentialing uses the ADA® credentialing service, powered by CAQH ProView®, the electronic solution and industry standard trusted by providers for capturing and sharing self-reported professional and practice information. ADA® credentialing service — powered by CAQH ProView®— is fully electronic and was developed to save you and your staff the time it takes to complete the lengthy paper forms needed for each healthcare organization with which you are affiliated. Learn more by visiting [www.ADA.org/credentialing](http://www.ADA.org/credentialing).

## GETTING STARTED

Prepare by reviewing the dental credentialing application checklist found at [www.ADA.org/credentialing](http://www.ADA.org/credentialing) and gathering all required documentation prior to filling out your profile.

Any U.S. practicing dentist can get started in this service by visiting [www.ADA.org/godigital](http://www.ADA.org/godigital). Once the terms and conditions are accepted, dentists will be redirected to a Welcome Page. There, dentists will see certain prepopulated information from the ADA — or the information attested to previously — making it easier and quicker for the dentist to complete and attest.

First-time users can complete their profile in about an hour, depending on how prepared you are when you first log in. The menu prompts in CAQH ProView will guide you through each step. You control which organizations may receive your profile information — either by authorizing all of them or specific ones, including UniCare and their Affiliates.

### Maintaining your self-reported information

If you have used CAQH ProView before, we recommend you access your profile by visiting [www.ADA.org/godigital](http://www.ADA.org/godigital). Take

note of the important items below to ensure you successfully complete your profile:

- Add new documents to replace any expired ones.
- Leave no gaps in your work history for the most recent five years, or list the reasons for any gaps as appropriate: leaves of absence, maternity leaves, illness, etc.
- Ensure that a current copy of your liability insurance is attached to your CAQH profile.
- **If you only authorize specific organizations access to your profile, please add UniCare and their Affiliates.**

Upon successful completion of your CAQH ProView profile, a confirmation email will be sent to the Primary Method of Contact email address on your profile. CAQH recommends you attest to your profile every 120 days to ensure other insurers you are contracted with can access your profile to start the credentialing process.

**Need assistance for completing your profile?** You can contact the ADA Member Service Center at 800-621-8099 or the CAQH Help Desk at 888-599-1771.

# SUPPORTING DOCUMENTS CAQH PROVIEW FOR DENTISTS FAQS

## What is CAQH ProView?

CAQH ProView is an online provider data-collection solution. It streamlines provider data collection by using a standard electronic form that meets the needs of nearly every dental plan, hospital and other healthcare organization.

CAQH ProView enables dentists and other healthcare professionals in all 50 states and the District of Columbia to enter information free-of-charge into a secure central database and authorizes participating organizations to access that information. CAQH ProView eliminates redundant paperwork and reduces administrative burden.

## Do I need to be an ADA member to participate?

No, any U.S. practicing dentist can participate. If you are a non-member and would like to get started, [click here](#) to learn more about how to log in.

## Does it cost anything to use CAQH ProView?

There is no cost for dentists to use CAQH ProView.

## What does it mean to “attest” to my data in CAQH ProView?

After you enter your professional and practice data within CAQH ProView, you must personally attest to its accuracy.

## I recently received an email from CAQH ProView, asking me to re-attest to my profile. What does that mean?

After you complete your CAQH ProView profile, the system will notify you every 120 days to re-attest that all information is still correct and complete – or to update it if not. This enables a dentist’s contracted dental plans to access CAQH ProView profile information based on their different re-credentialing cycles. Please note that a dental plan or other participating organization will only be able to access your data once you have completed the re-attestation process, and only for those organizations where you have authorized access.

## Does this mean I need to completely revise my profile every 120 days?

No, you only need to review the information already in your profile, update any information that has changed, and re-attest to its accuracy. In most cases, this will only take a few minutes.

## Whom can I contact for help or if I have any questions about CAQH ProView?

Within CAQH ProView, you can click the chat icon at the top of any page to ask a question. You can also call:

- The ADA Member Service Center at 800-621-8099. Monday through Friday 8:30 am – 5:00 pm (CT) or via email at [msc@ada.org](mailto:msc@ada.org).

- CAQH Help Desk at 888-599-1771. Monday through Thursday 7:00 am – 9:00 pm (ET) and Friday 7:00 am – 7:00 pm (ET)



PROVIEW.



## YOUR CREDENTIALING CHECKLIST: GET STARTED TODAY

The ADA® credentialing service, powered by CAQH ProView® provides a digital alternative to the slow and cumbersome traditional paper method. To streamline your credentialing paperwork process and spend more time with patients, any U.S. practicing dentist (ADA member or nonmember) can use this service. Here is what you will need to begin completing the simple form at [www.ADA.org/godigital](http://www.ADA.org/godigital).

### These items are necessary to complete your credentialing application:

- A copy of your state license
- A copy of your professional insurance face sheet
- Practice information
- NPI Number

### You may also need the following\*:

- Hospital affiliation information
- A copy of your anesthesia license
- A copy of your DEA (Drug Enforcement Administration) license
- A copy of your CDS (Controlled Dangerous Substances) license
- Medicare number
- Medicaid number
- BLS (Basic Life Support) certification information
- ACLS (Advanced Cardiovascular Life Support) certification information

\*Depending on the state in which you practice, additional documents may be required.

