

Dentist

Quick Reference Guide

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The American Dental Association (ADA) and CAQH are working together to make it easier for dentists to enter and share their professional and practice data with dental plans and other healthcare organizations by utilizing CAQH ProView[®]. Dentists can enter their professional and practice information one time, and submit it to multiple participating dental plans and organizations, reducing their administrative burden and speeding the credentialing process. This data can also be used to update provider directories and other business needs.

This new service works with information that U.S. practicing dentists have already entered into their My ADA profile on ADA.org/godigital. After logging into My ADA, and accepting the terms and conditions, dentists will be redirected to the CAQH ProView Welcome Page. There, they will see certain prepopulated information from the ADA - or the information they attested to previously - making it easier and quicker for dentists to complete and attest to their CAQH ProView profile.

Following are the steps that all U.S. practicing dentists must follow to complete their CAQH ProView profile:

1. All U.S. practicing dentists, ADA members and non-members, should register via the ADA portal before accessing CAQH ProView. Visit ADA.org/godigital to login. Enter your nine-digit ADA User ID. If you need help retrieving that number, please contact the ADA Member Service Center at 800.621.8099.

Once you enter your User ID and Password, and click the **Log In** button, you will be directed to navigate to your My ADA account.

ADA Am De As	nerican ental ssociation [®]	
	Welcome! The ADA has teamed up with trusted healthcare technology provider CAQH Solutions to make it easier to submit your professional and practice credentials to any payer in the CAQH network. Applicable information from your dentist profile will be combined with CAQH data to move you through the attestation process faster.	
	The page you have requested requires user authentication.	
	User ID (What is this?)	
	Password (case sensitive)	
	All ADA passwords must be at least eight characters long and contain at least ene uppercase letter, lowercase letter and number.	
	Log In Remember me	
	 Frequently Asked Questions I forgot my User ID or password. I've never logged in before, how do I set up my account? I'm a not a dentist. How can I create an account to purchase products? 	

2. If you attempt to self-register in CAQH ProView, the Sign In page will request that you "Register on ADA." If you try to create a new CAQH ProView account, the system will prompt you with an error message: "Since you are a dentist, please sign-in or register via www.ada.org and follow instructions to submit your CAQH ProView application."

In those cases, use the links provided within CAQH ProView to navigate to the ADA website.



FIRST TIME HERE?

- Dentists: Sign in or register for the first time at the American Dental Association's portal. Register on ADA
- If you received a welcome email, use the link in your email to begin the sign in process.
- 3. If you were not registered with CAQH UPD and are new to CAQH ProView: Register Now

Practice Manager Sign In Participating Organization Sign In

Solutions PROV	IEW				
		Create a CAQ If you have a CAQ If you are a dentist, click here Please fill in the fields	H ProView Account Di provider ID, <u>click here</u> . to sten-in or register via <u>www</u> below to continue registration	v.ada.org.	0
	Please complete Provider Type (Please Select)	e all of the following field	s:		
	 First Name Address Type (Please Select) Street 1 	Middle Name	• Last Name	Suffix	

3. Once you have entered your My ADA profile, update the information within your profile. Then, click the "My Credentials" to begin the credentialing process.

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ADA /	American Dental Asso America's leading advocate for oral	ciation [®] health	We My ADA About the ADA	come, Jane Dentist Contact 몇 (0) Logout	
MEMBER C	ENTER EDUCATION/CAREER	S SCIENCE/RESEARCH A	DVOCACY PUBLICATIONS	PUBLIC PROGRAMS	
Home > Membe	er Center > My ADA			⊠ 🗄 + Share	
	Jane	Dentist	1	Update Profile	
12.1	211 E. Chicago	Chicago Ave. 5, IL 60611-2637	-	Submit Credentials	
	(312) 4. aptify@	40-2500 ada.org			
1	Membe	r Status: Nonmember			
My ADA			_	\frown	
My	Account Serv	Ice Requests	My Meetings	My Credentials	
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4. Please review the list of necessary documents to assist in the credentialing process, and prepare that documentation. Click on the "Submit Credentials" button.

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Profile	Home > Member Center > My ADA > Submit Credentials 🗠 📄 + Share
1. Update Personal Profile	
2 Lindate Address Phone	Submit Credentials
Number and Office Hours	Gather your documents now. You'll be able to progress through this section more quickly if you gather your data
3. Submit Credentials	and documents prior to starting.
Update Your Security Settings	These items are necessary to complete your credentialing application:
ootango	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

5. The Terms and Conditions will be displayed. Click the checkbox stating: *By clicking this box and clicking the "PROCEED" button below you acknowledge that you have read, understand, and agree to the Terms and Conditions.* Click the **Proceed** button at the bottom of the page.



6. The CAQH ProView landing page will be displayed. Click the **Get Started** button.

		HELP CONTACT C
Solutions PROVIEW.		
Welcome to CAQH ProView® You have been redirected from your My ADA page entered there has been transferred, so you do not There are additional fields that require information Get Started	• and the information that you t have to enter it again. on from you to complete the process.	ADA American Dental Association*
By importing information from you	SIMPLE STEPS	Wiew profile have already
been started. To complete your	profile and make it available to dental plans, ple	ease follow these steps:
been started. To complete your	profile and make it available to dental plans, plan	Activity Log
been started. To complete your	ATTEST TO YOUR INFORMATION Attest to verify that all information in your profile is correct	ease follow these steps: Loop John Smith CApri Da 12345670 Change Researed Authorize Activity Log DATHORIZE ORGANIZATIONS Enable all participating organizations to realthorize individual organizations
been started. To complete your where the started of the started o	profile and make it available to dental plans, plan	ease follow these steps: both Smith change Password Change Password Authorize Activity Log AUTHORIZE ORGANIZATIONS Enable all participating organizations tordividual organizations individual organizations Why CAQH ProView?

7. You will be directed to the Personal Information page. Please note that for new users, select information that you entered in your My ADA page will be transferred to your CAQH ProView profile. You do not have to reenter this information.

However, you must complete all required information fields and review it to make sure everything is correct. You must also authorize the organizations you choose to receive your data and submit all required supporting documents. Once the profile is complete, you must attest to your information.

Save	Save	& Continue 🕤
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F	Provider Informa	ation
ŀ	Mailing Address	
F	Primary Method Phone Numbers	of Contact
S	Spouse/Significa Emergency Cont	ant Other
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[Demographics	
V	Work Permits an	nd Visas
L	Languages	

Note:

- Any U.S. practicing dentist can use this service. Visit <u>ADA.org/godigital</u> to start the process. Having trouble logging in or have other questions? Please contact the ADA Member Service Center at 800.621.8099 (Monday Friday 8:30am 5:00pm) or via email at <u>msc@ada.org</u>.
- For questions regarding your CAQH ProView profile, you may contact the CAQH ProView Help Desk at 888.599.1771.
- You may also refer to the CAQH Provider User Guide found on the CAQH ProView log-in page or you may click this <u>link</u> to access the reference document.