

CAQH ProView Profile – Helpful Hints

- The initial completion of your CAQH ProView Profile will take about an hour to complete. Please allow time to complete, as this needs to be completed prior to your re-credential due date.
- Review the documentation checklist and collect the required documentation prior to starting. This is located in the “CAQH Credentialing” section on nedelta.com/providers
- Once you complete your CAQH ProView Profile, upload all supporting documents and attest, it can take up to 4 full business day before Northeast Delta Dental can view it. Please do not wait until the last minute to complete your CAQH ProView Profile.
- You must authorize Northeast Delta Dental to view your CAQH ProView Profile. Northeast Delta Dental cannot access your information for your re-credentialing until this is completed.
- Verify that the email address you have provided in your CAQH ProView Profile is current and update if necessary. CAQH will send out reminder emails every 120 days when you are due to reattest.
- If you practice in more than one state, please make sure each state you practice in is “added” in the primary practice section of your profile.
- If you’re unsure what your CAQH ID is, please contact CAQH at (888) 599-1771 or the Provider Services department at (800) 537-1715, ext 1100.
- When entering your malpractice policy number into your CAQH ProView Profile, this number needs to match exactly (including dashes) as it appears on the malpractice document that you upload with your profile. You will not be able to complete your profile unless these match.
- After updating anything on your CAQH ProView Profile, you must “review & attest”. This is located in the upper right hand side of the screen. If this step is not completed, Northeast Delta Dental will not be able to view your changes and your re-credentialing will not be complete.
- If you have received notification from Northeast Delta Dental that your re-credentialing has not been completed, please contact the Provider Services department at (800) 537-1715, ext 1100 once your CAQH ProView Profile is completed.
- There is no need to wait until your Northeast Delta Dental re-credentialing due date is approaching to complete your CAQH ProView Profile. You are able to complete it at any time prior to your re-credential due date.
- Please refer to the CAQH ADA Dentist Quick Reference Guide for steps to complete your initial CAQH ProView Profile, located in the CAQH Credentialing section of nedelta.com/providers.