

DataSpring | **CAQH Provider Data Portal[®]**

Practitioner Quick Reference Guide

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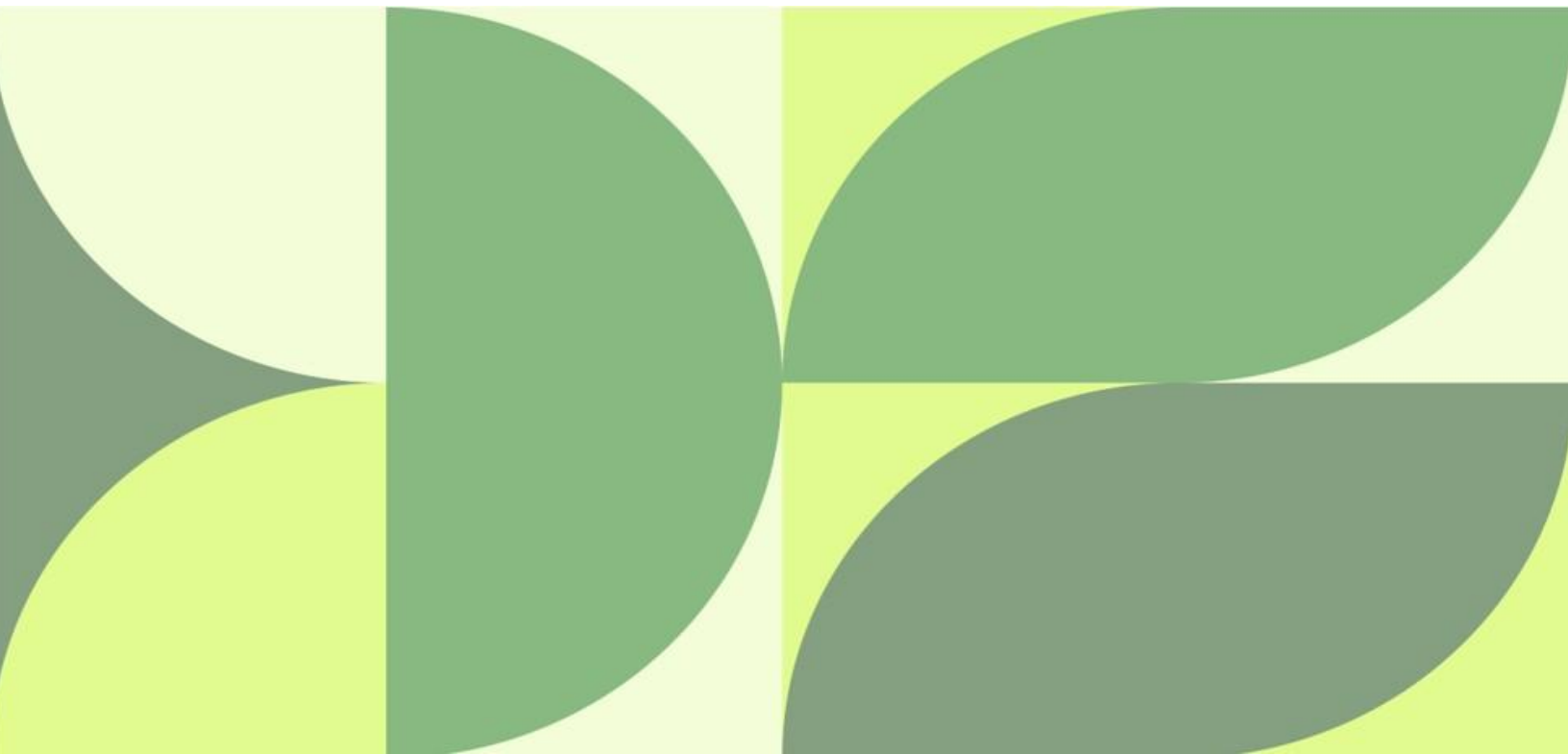


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1 Introduction

1.1 Overview

DataSpring, powered by CAQH, is the trusted data connector at the core of healthcare, powering the industry with accurate, authorized data from providers and payers to create a more connected ecosystem for all. DataSpring is the premier industry solution for healthcare providers to easily self-report data required by health plans, hospitals, and other organizations. This information is used for credentialing, directory management, claims, and other key functions.

The easy-to-use DataSpring CAQH Provider Data Portal saves time and eliminates the need for redundant, time-consuming paper forms and faxes. It simplifies data collection by prompting a Practitioner to enter only the data required for the state(s) where they practice. Practitioners can re-attest their credentialing data in minutes and easily confirm their directory information directly in the portal. Information is submitted securely, electronically, and only once, so a Practitioner can spend less time filling out forms and more time caring for their patients. Updated information is immediately available to organizations authorized by the Practitioner. Available in all 50 states and the District of Columbia, the Provider Data Portal is free to Practitioners.

NOTE: *The Provider Data Portal data set meets the data collection requirements of URAC, the National Committee for Quality Assurance (NCQA), and Joint Commission standards.*

The Provider Data Portal is supported by America's Health Insurance Plans, American Academy of Family Physicians, American College of Physicians, American Health Information Management Association, American Medical Association, and Medical Group Management Association.

1.2 Scope

This document is intended to serve as a quick reference for working with the Provider Data Portal. For additional information, see the various documents available from the **Resources** page of the portal.

2 Using the Provider Data Portal

The menu prompts in the Provider Data Portal take you through each step of the process. Click the **Save & Continue** button at the bottom of each page to go to the next page. Each step specifies instructions for new users who are using the portal for the first time.

2.1 New Users

If you are a new user, you will need the following information before getting started:

- DataSpring-supplied Provider ID Number (PO ID).
- Previously completed credentialing application, if available (for reference).
- List of all current practice locations.
- Identification numbers, such as Social Security Number, National Provider Identifier (NPI), DEA, UPIN, and license number.
- Electronic (scanned) copies of your DEA Certificate, CDS Certificate, and Malpractice Insurance Face Sheet.
- Summary of any pending or settled malpractice cases.
- Any other required supporting documents.

Practitioners using the solution for the first time should allow approximately two hours to complete the process. You can also complete the process over several sessions. Click the **Save & Continue** button to save your information if you leave the application. When returning, you must log in and select the section you wish to work on.

Register with the Provider Data Portal	Complete the Application and Review Data	Authorize Access to Your Information
If you have been invited to join the Provider Data Portal by a health plan, hospital, or other participating organization, you may have received a welcome letter with your Provider ID Number. As a new user, you also have the option to self-register through the Provider Data Portal: https://proview.caqh.org/pr. Upon completion of the self-registration process, you will receive a welcome email with your unique Provider ID Number. Once you have received your Provider ID Number, follow the next steps to complete your registration: 1. Navigate to: https://proview.caqh.org/pr. 2. Click Register Now. 3. At the bottom of the page, click the here link on "If you already have a CAQH Provider ID, please click here." 4. Enter your Provider ID Number. 5. Enter your authentication data (SSN, National Provider Identifier (NPI), DEA, UPIN, and License Number). 6. Create a unique username and password. 7. Choose and answer three security questions. 8. Acknowledge the Terms of Service. 9. Click Create Account.	10. Select Profile Data from the top navigation menu. 11. Enter the requested information within each section. - Use Go to previous section or Save & Continue to page forward or backward within your application. - It's important to click on the Save & Continue button to save your information. If you close the browser. Without clicking this button, you will lose your information. 12. Select Review & Attest to review your profile and to make any required fixes to your information. During review, you can do any of the following: - Select View Errors to view both required and suggested fixes. Required fixes are items that must be fixed to complete your profile. Suggested fixes are items that appear irregular or inconsistent within your profile information. - Select View Documents to view the status of all uploaded supporting documents, as well as any missing or expired documents. - Double-click on the image in View Your Data Summary to review a summary of your profile information. - Generate a replica of a state-specific application by clicking Download Your State Application, selecting the state, and clicking Download. 13. Authorize customers to grant them access to your information.	Only you can authorize who has access to your information. For new users, access the Authorize page from the left navigation. 1. On the Authorize page, you have two options to select which listed organization(s)** you would like to receive your information: - All healthcare organizations that indicate I am an affiliated provider or am in the process of becoming an affiliated provider. -OR- - Only the healthcare organizations that indicate I am an affiliated provider or am in the process of becoming an affiliated provider, and I specify below: Select one and click Save to proceed to the next step in the process. 2. Click Review & Attest. 3. Proceed to the Next Steps — All Users section of this document. NOTE: **If a Participating Organization you wish to authorize does not appear, please contact that organization and ask to be added to their provider roster.

2.2 Next Steps – All Users

Verify Your Data Entry – Review and Attest	Submit Supporting Documents	Authorize Access to Your Information
Complete the following steps to verify the accuracy of your information and complete your attestation. 1. Select Review & Attest from the top navigation bar. 2. Click View Your Data Summary to display a summary of the data you entered. 3. Review your data summary to make sure it is complete. You may save or print your data summary. - If you need to make changes, click Profile Data from the top navigation bar to select the section that needs to be revised. 4. Select Attest to certify that you have carefully reviewed all information contained within your profile and that all information provided by you is true, correct, and complete to the best of your knowledge.	After you complete your attestation, DataSpring enables you to upload any required supporting documents directly into the system. You can also upload your documents as you are completing your application. To do so, follow these steps: 1. The Documents or Review pages will inform you what documents are needed to complete your application. 2. Upload the supporting documents (e.g., DEA certificates, W-9 forms, etc.) directly to DataSpring. Once your application is complete and your supporting documents are reviewed for accuracy, your information will be available to the organizations you authorized. You will need to check with each individual organization to determine your credentialing status.	Every 120 days (180 days for providers practicing in Illinois), you will receive a notification from DataSpring to re-attest that all the information in your profile is still correct. To complete this requirement, follow these steps: 1. Navigate to: https://proview.cagh.org/pr at least every 120 days (180 days for IL Providers). 2. Log in to your account. 3. Select Review & Attest on the Home page. 4. Review and update your data as needed. 5. Click Attest. 6. Upload any applicable supporting documents.

Appendix A Training and Solutions Center Information

A.1 Training Information

A.1.1 Participating Organizations

Users may access our free, on-demand training center for training on DataSpring solutions. To enroll in the learning center:

1. Log in to: <https://proview.caqh.org/PO>.
2. Scroll to the bottom of the page and click on **Get Trained**.
3. You will be routed to the training library for participating organizations and will be able to register.

A.1.2 Practitioners, Groups Users, and Practice Managers

Users may access our free, on-demand training center for training on DataSpring solutions. To enroll in the learning center:

1. Log in to your portal.
 - Practitioners log in to: <https://proview.caqh.org/PR>.
 - Groups log in to: <https://proview.caqh.org/EPM>.
 - Practice Managers log in to: <https://proview.caqh.org/PM>.
2. Scroll to the bottom of the page and click on Get Trained.
3. You will be routed to the training library for practitioners, groups, and practice managers and will be able to register.

A.2 Solutions Center Information

A.2.1 Participating Organizations

Chat with us by logging in to: <https://proview.caqh.org/PO>.

- Chat Hours: Monday – Friday: 8:00 AM - 5:00 PM (ET).

Call us at 888-600-9802.

- Phone Hours: Monday – Friday: 8:00 AM - 5:00 PM (ET).

A.2.2 Practitioners, Groups Users, and Practice Managers

Log in to your portal to chat with us.

- Chat Hours: Monday – Friday: 8:00 AM – 6:30 PM (ET).
 - Practitioners log in to <https://proview.caqh.org/PR>.
 - Groups log in to: <https://proview.caqh.org/EPM>.
 - Practice Managers log in to <https://proview.caqh.org/PM>.

Call us at 888-599-1771.

- Phone Hours: Monday – Friday: 8:00 AM - 8:00 PM (ET).

Appendix B Revision History

Date	Version	Revision
02/01/2017	1.0	First Draft.
06/12/2023	2.0	Updated product name from ProView to Provider Data Portal and other rebranding updates (DirectAssure to Directory Management, etc.).
11/20/2023	3.0	Updated front and back cover for product branding.
6/18/2026	4.0	CAQH is now DataSpring. Updated document branding to align with DataSpring standards.

