

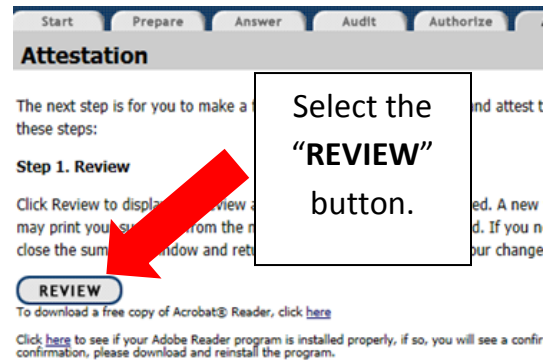


A Guide to CAQH Attesting

Attesting means verifying that information is accurate. Each time you update a provider’s CAQH file, you will need to submit an “**Attestation Form**” to CAQH via fax or email. This is simply a form stating that the physician accepts the terms of service and attests to the fact that the information in their file is true and accurate.

Follow these steps to complete the Attesting process:

- 1. Print the attestation page** from the CAQH application. This is found at the end of the application.
- 2. Print Fax Cover Sheet** (Or download the email cover sheet) and instructions. **YOU MUST USE THEIR COVER SHEET!** It’s specific for the date and doctor.



3. Have doctor sign and date the form.

TIP: You may have him/her sign several copies, without dating the form, so signed copies are available, when needed.

- 4. Follow instructions from CAQH website** to fax or email the attestation.
- 5. Receive confirmation email from CAQH** when the attestation has been accepted.

