



CAQH Log-In and Online Application

Step 1: Go to <https://proview.caqh.org/PR/Registration>.

Click on “logging-in for the first time.”

Step 2: Set up log-in and password.

Step 3: Authenticate information for EACH provider.

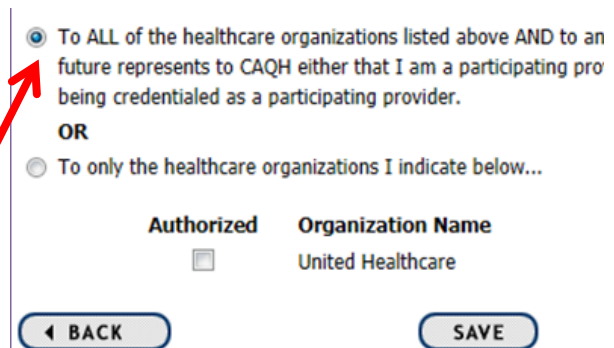
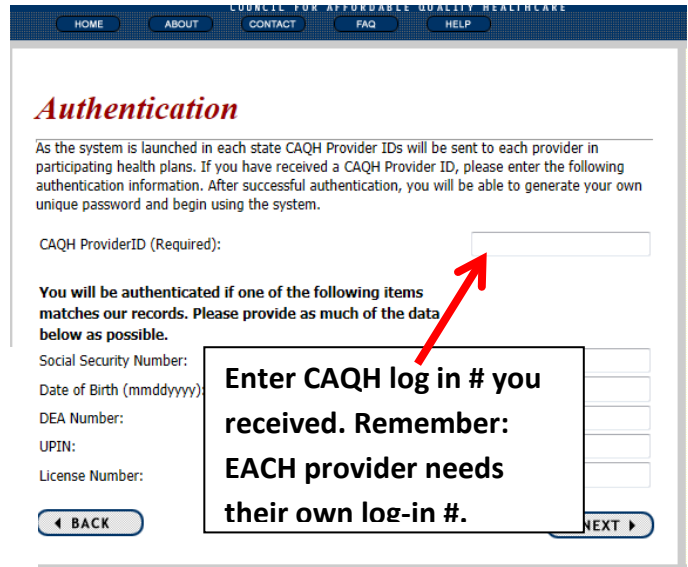
TIP: Before you start, make sure each has a NPI#.

Step 4: View online application. The application is organized by these 6 tabs: Prepare. Answer. Audit. Authorize. Attest.* Attachments. Allow 2 hours apiece.

Step 5: Enter Each Physician’s required information.

TIPS:

- If something doesn’t apply, leave it blank.
- At “DEA registration,” pay attention to license/credential expiration dates. They need to be updated periodically.
- Find info on education, residency, and internship on the Curriculum Vitae (CV).
- At “Professional Liability Insurance” enter provider’s malpractice insurance. If coverage is a county policy, contact your County Administrative Office for information. You will need to fax the declaration page or “Face Sheet” of the policy to CAQH.
- At “Authorize” it’s best to select “ALL health care organizations.”



*Note: See job aid [A Guide to CAQH Attesting](#).