Dentist
Quick Reference Guide

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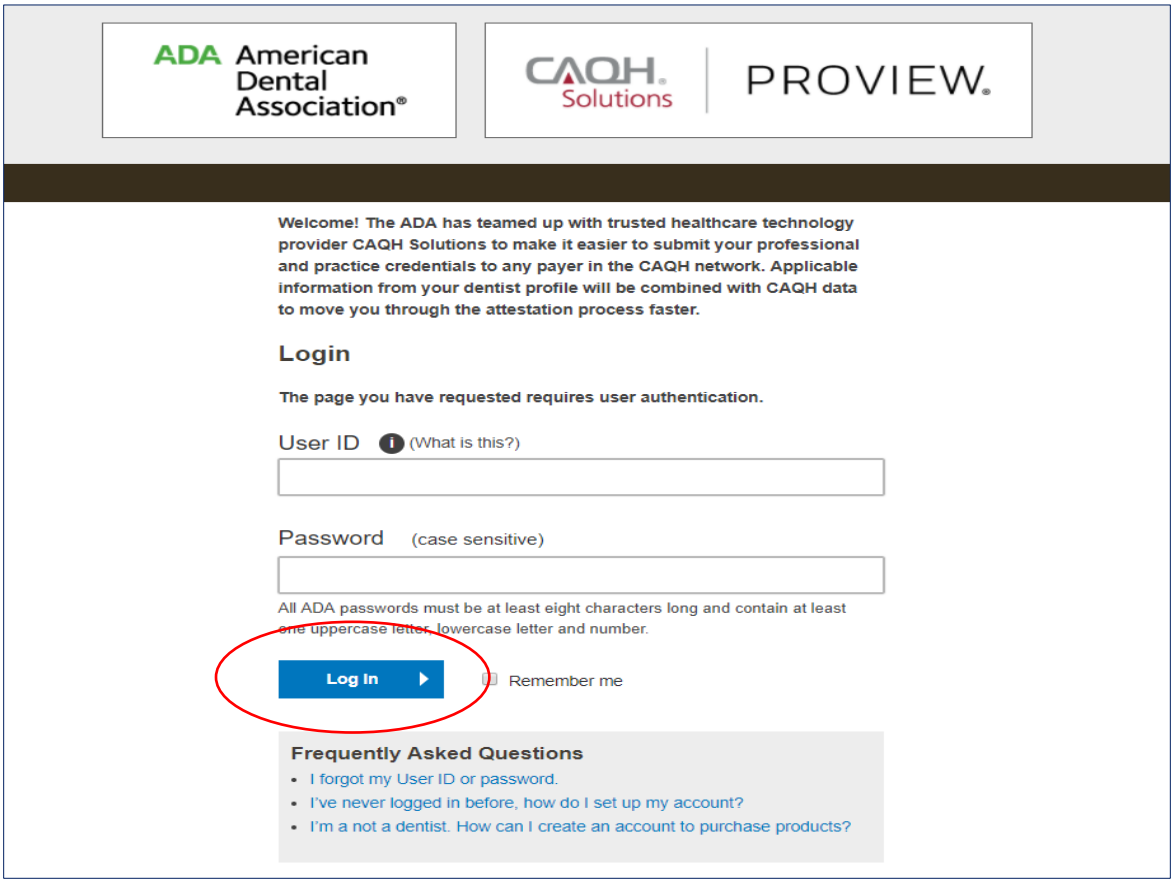
The American Dental Association (ADA) and CAQH are working together to make it easier for dentists to enter and share their professional and practice data with dental plans and other healthcare organizations by utilizing CAQH ProView®. Dentists can enter their professional and practice information one 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.



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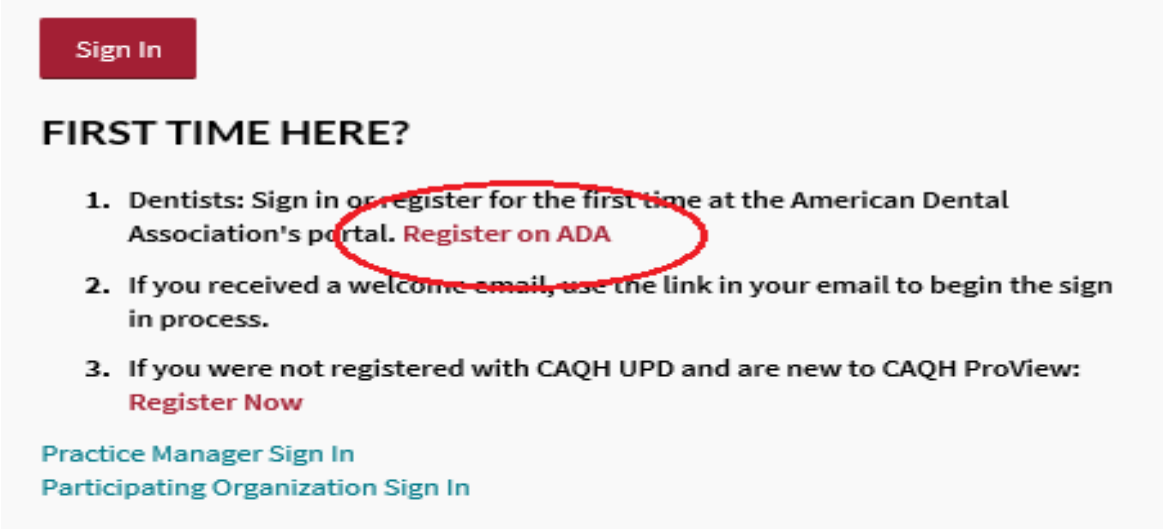
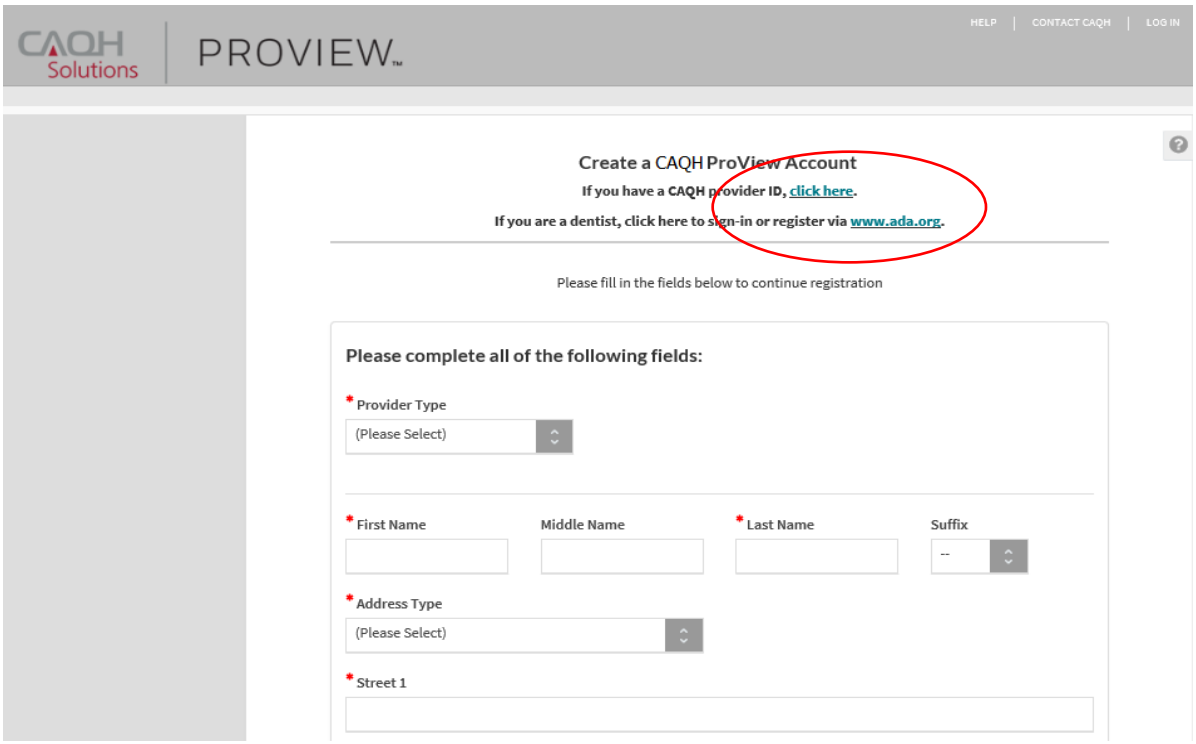
2. If you attempt to self-register in CAQH ProView, the Sign In page will request that you "Register on ADA." If you try to create a new CAQH ProView account, the system will prompt you with an error message: *"Since you are a dentist, please sign-in or register via www.ada.org and follow instructions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

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





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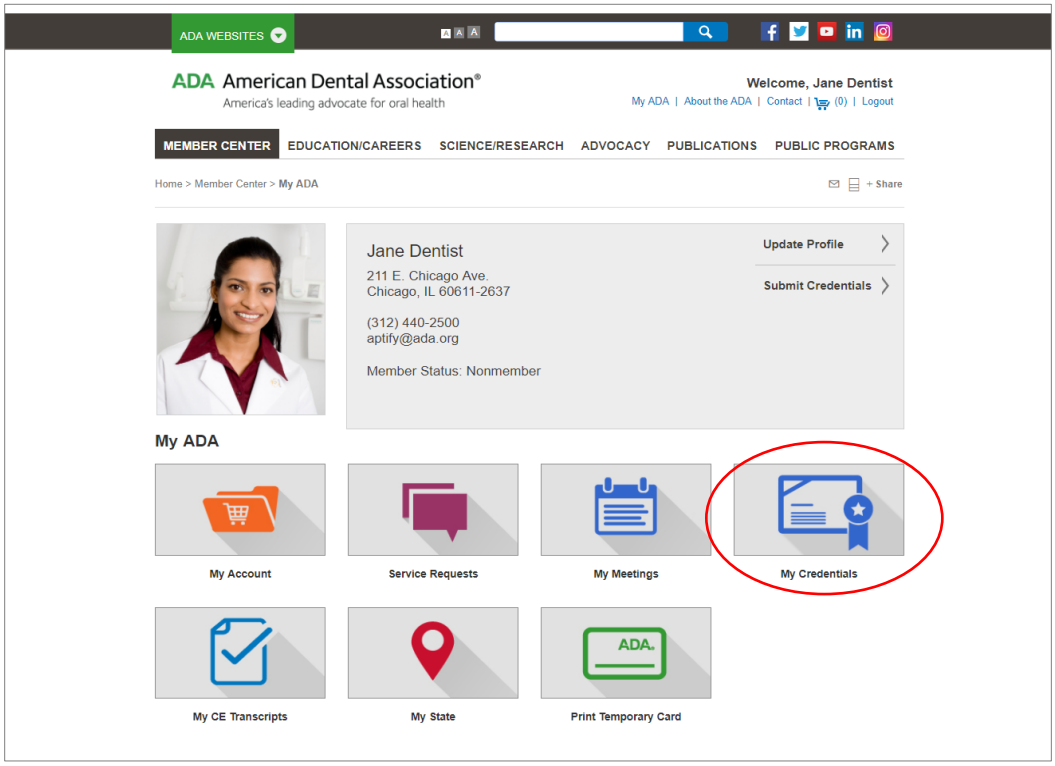
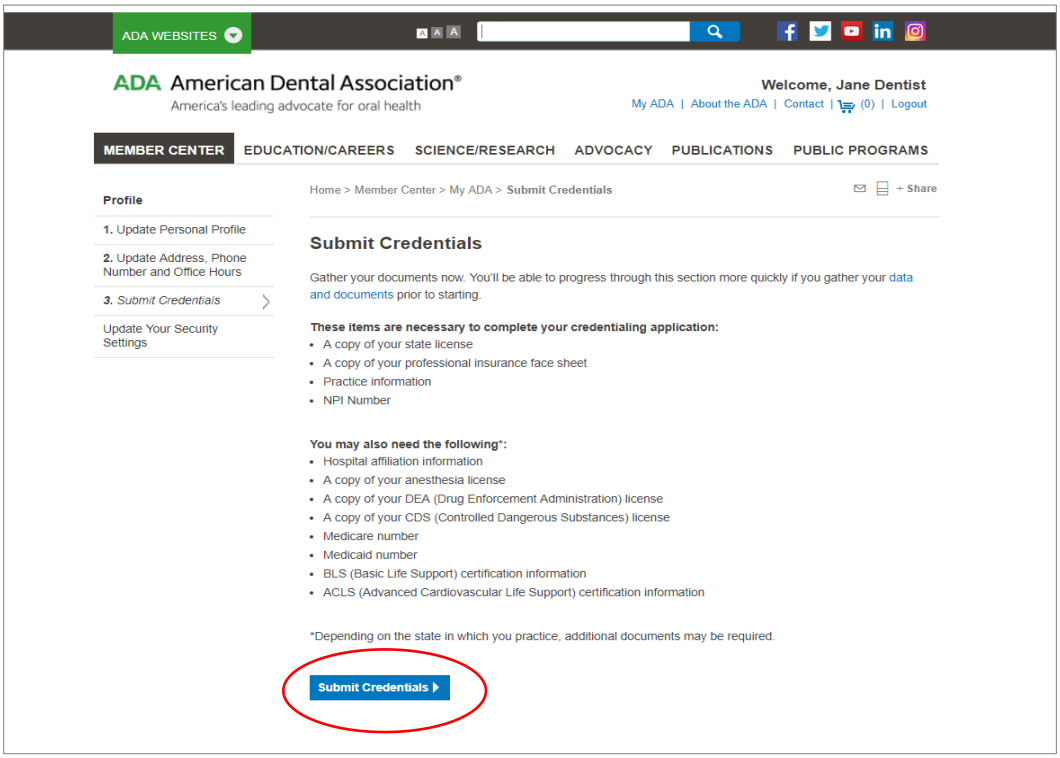
3. Once you have entered your My ADA profile, update the information within your profile. Then, click the "My Credentials" to begin the credentialing process.



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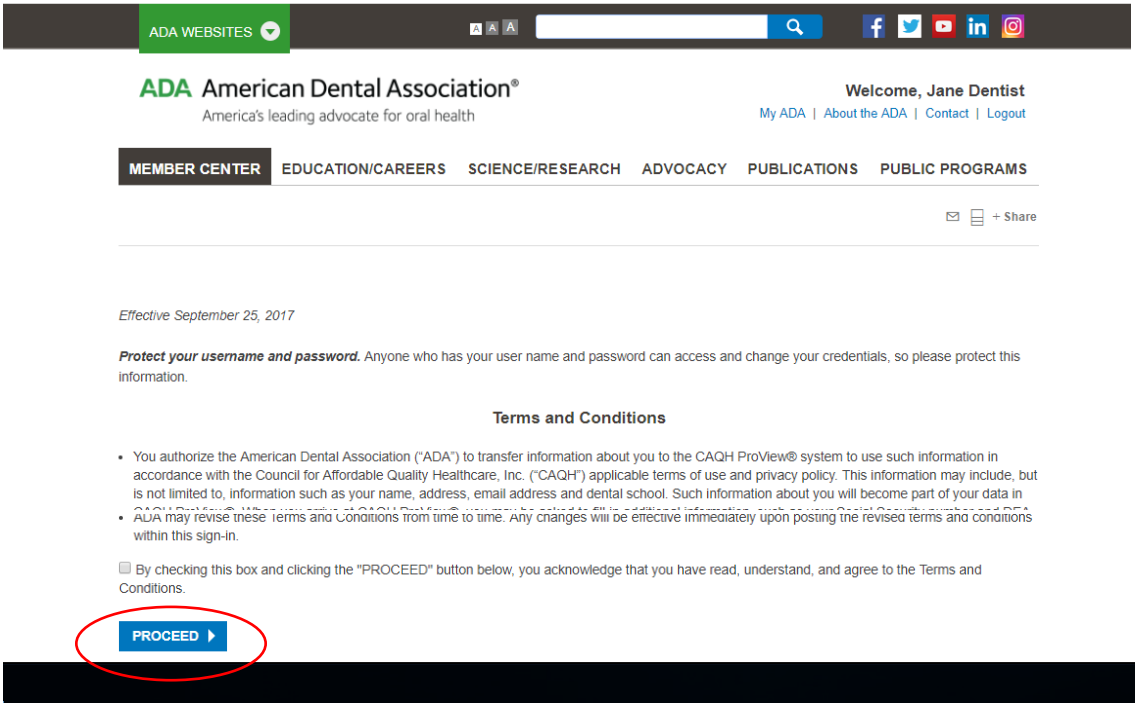
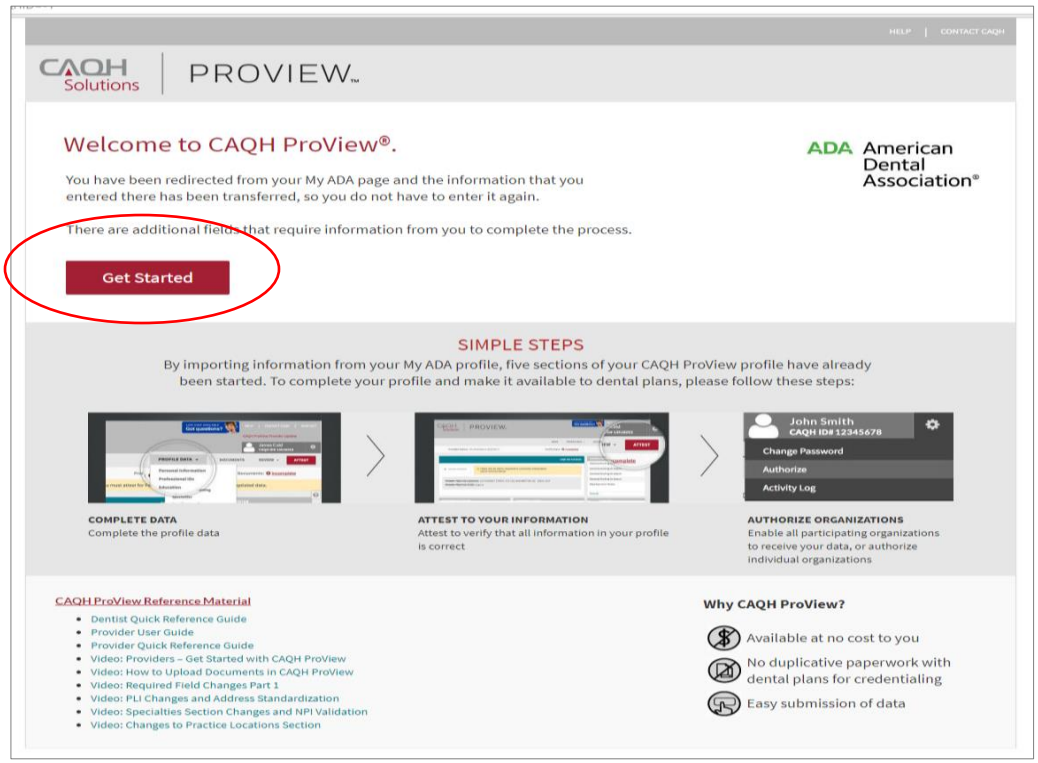
5. The Terms and Conditions will be displayed. Click the checkbox stating: *By clicking this box and clicking the "PROCEED" button below you acknowledge that you have read, understand, and agree to the Terms and Conditions.* Click the **Proceed** button at the bottom of the page.



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



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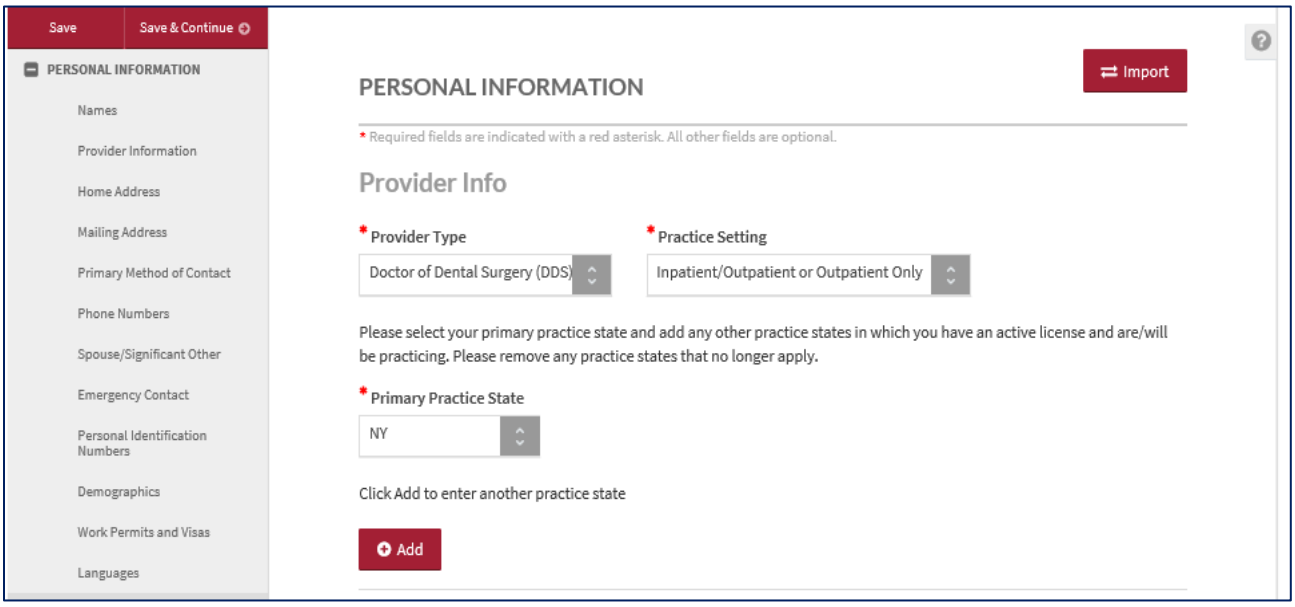
7. You will be directed to the Personal Information page. Please note that for new users, select information that you entered in your My ADA page will be transferred to your CAQH ProView profile. You do not have to re-enter this information.

   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.



Note:

- Any U.S. practicing dentist can use this service. Visit ADA.org/godigital 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 msc@ada.org.
- 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 link to access the reference document.

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