



CAQH Provider Data Portal®

Dentist Quick Reference Guide

Version: 2.1

Last Updated: 11/21/2023

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TABLE OF CONTENTS

1 Introduction..... 4
1.1 Overview 4
1.2 Scope 4
2 Using the Provider Data Portal..... 5
Appendix A Solutions Center Information..... 10
Appendix B Revision History 11

LIST OF GRAPHICS

Graphic 1: ADA Login Page 5
Graphic 2: ADA Self-Registration Page 6
Graphic 3: Links to ADA Website 7
Graphic 4: Terms and Conditions 8
Graphic 5: Provider Data Portal Landing Page 9
Graphic 6: Provider Data Portal Personal Information Page 9

1 Introduction

1.1 Overview

The CAQH Provider Data Portal is the premier industry solution for dentists to easily self-report data required by dental plans other organizations. This information is used for credentialing, directory management, claims, and other key functions.

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 the CAQH Provider Data Portal. Dentists can enter their professional and practice information one time and submit it to the participating dental plans and organizations of their choice, reducing the administrative burden of the credentialing process. This data can also be used to update provider directories and other business needs.

This service works by allowing any US Licensed Dentist to access their CAQH Provider Data Portal profile by first logging 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 Provider Data Portal Welcome Page. There, they may 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 profile.

NOTE: Any U.S. licensed dentist can use the ADA credentialing service, free of charge, regardless of their ADA membership status. 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.

1.2 Scope

This document is intended to serve as a quick reference for working with the CAQH Provider Data Portal.

2 Using the Provider Data Portal

All U.S. licensed dentists, including ADA members and non-members alike, will begin at the ADA online portal in order to access the Provider Data Portal. Perform the following steps to complete your CAQH Provider Data Portal profile:

1. Navigate to <https://www.ada.org/godigital> and then enter your login credentials. Your nine-digit ADA number is used for your User ID. A self-service password reset feature is available if needed.

NOTE: If you need help retrieving your ADA number or resetting your ADA password, please contact the ADA Member Service Center at 800-621-8099 or msc@ada.org (Monday – Friday 7:00 AM – 6:30 PM Central Time).

2. Click the **Log In** button. You will be directed to navigate to your My ADA Account.

Please note that located near the bottom of the ADA login page, there is an option for non-dentists to create an ADA account. This is not an option to gain access to the ADA credentialing service or to submit credentials on behalf of a dentist. Access to the ADA credentialing service is limited to dentists and currently enrolled dental students only. The dentist must be logged in to their own ADA account in order to access the ADA credentialing service.

Welcome! The ADA has teamed up with trusted healthcare technology provider CAQH to make it easier for all U.S. licensed dentists (members and nonmembers) to submit your professional and practice credentials to any payer in the CAQH network. Applicable information from your dentist profile will be combined with CAQH data to move you through the attestation process faster.

For more information, read the FAQ at [ADA.org/credentialing](https://www.ada.org/credentialing).

Login

The page you have requested requires user authentication.

Most U.S. dentists and dental students, regardless of membership status, have an ADA number, which functions as your User ID.

Please follow the prompts below to log in.

User ID/ADA Number [Forgot User ID](#)

Password (case sensitive) [Forgot Password](#)

All ADA passwords must be at least eight characters long and contain at least one uppercase letter, lowercase letter and number.

Remember me

Non-dentist: [Create a new account](#)

Graphic 1: ADA Login Page

3. Complete the fields to self-register.
 - If you attempt to self-register in the Provider Data Portal, the Sign In page will request that you register on the ADA site. If you try to create a new CAQH profile, the system will prompt you with the error message below. The system will not allow you to proceed with registration and the Continue button is disabled.

If you are a dentist, click here to sign-in or register via www.ada.org.

Please fill in the fields below to continue registration or to confirm your CAQH provider ID.

Please complete all of the following fields:

The National Uniform Claim Committee (NUCC) maintains the industry-recognized Health Care Taxonomy code. CAQH is unable to determine your NUCC Grouping; if you cannot identify your NUCC Grouping, please use the On-line Lookup tool on the [NUCC Website](#) to find your ~~profession and the corresponding Grouping.~~

If you are a dentist (for example, if you have a DDS or DMD), please sign-in or register via www.ada.org and follow the instructions to submit your CAQH application. If you are not a dentist (ex., hygienist, dental assistant, dental therapist, etc.), please continue with this self-registration.

Since you are a dentist, please sign-in or register via www.ada.org and follow instructions to submit your CAQH application.

* NUCC Grouping

* Provider Type

* First Name Middle Name * Last Name Suffix

* Address Type

* Street 1

 Street 2

* City * State * Zip Code

* Primary Practice State * Birth Date

E-mail Type * E-mail Address (Note - this e-mail address will be used as your primary method of contact)
 E-mail Address (confirmation)

Please enter the following personal identification numbers:

By entering your identifiers, the system will be able to determine if an account has been created for you already.

* Social Security Number NPI Number I do not have an Individual NPI.

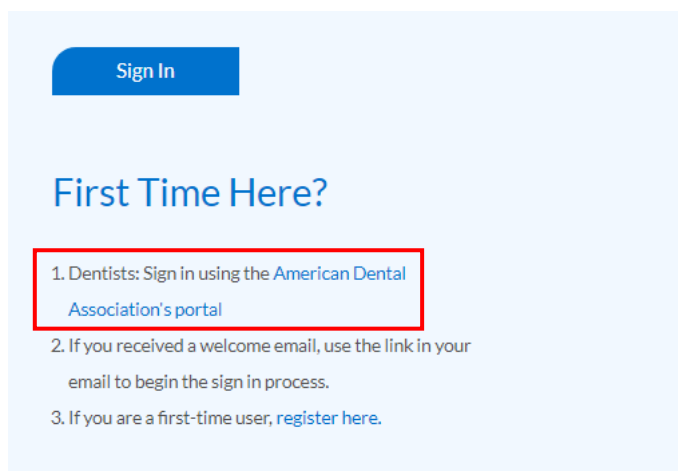
DEA Number I do not have a DEA Number.

* License State * License Number I do not have a professional license.

Continue [Learn More](#)

Graphic 2: ADA Self-Registration Page

- In such cases, use the links provided within the Provider Data Portal to navigate to the ADA website.



BEFORE YOU BEGIN

The following suggestions may help you complete the initial CAQH credentialing profile faster:

- Familiarize yourself with the **type of information** that the profile will require.
- Familiarize yourself with the **required steps** to complete your profile.
- Have the **proper materials** available for reference when you start.
- If your practice has administrative staff that manages information for multiple providers, data entry will be easier.
- Please note: Data that is the same for multiple providers (e.g., clinic name, address and phone number) can be entered once, rather than entering repeatedly for each individual provider.

If you already have a CAQH Provider ID, please [click here](#). Otherwise, please click the Next button below to register.

If you are a dentist, please first sign-in or register via [www.ada.org](#) and follow instructions to submit a credentialing application via CAQH Provider Data from ADA's web site.

Thank you for your participation.

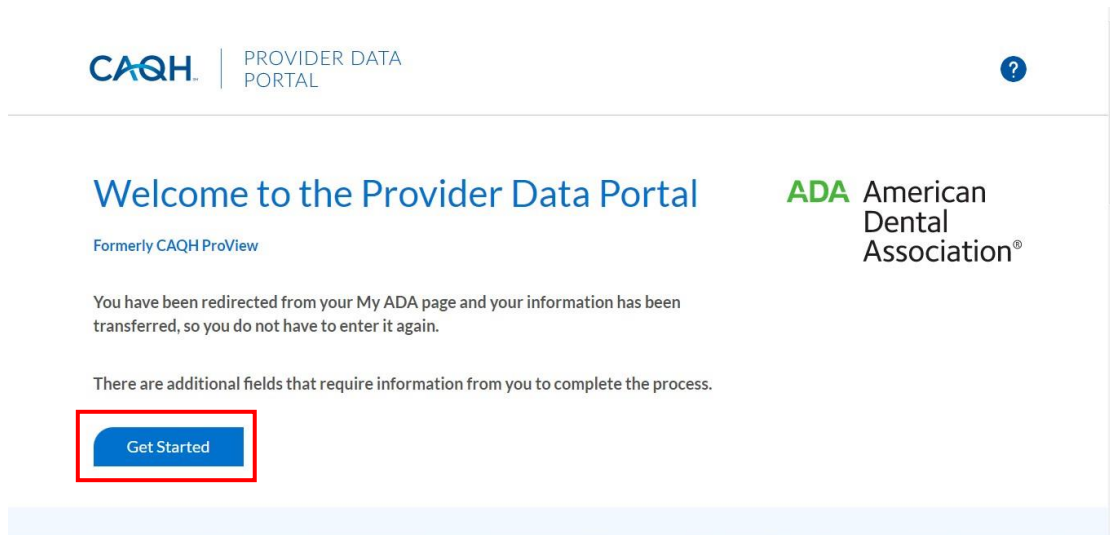
Graphic 3: Links to ADA Website

4. Once you have successfully logged in to your My ADA profile, the ADA credentialing service Terms and Conditions are displayed. Click the checkbox to acknowledge that you've read, understand, and agree to the Terms and Condition and then click the **Get Started** button.

The image is a screenshot of the ADA website's CAQH Credentialing page. At the top, there is a navigation bar with 'ADA', 'My ADA', 'Education', 'Advocacy', 'Publications', 'Resources', 'Events', 'Store', 'Dr. Jane Dentist', and a search bar. Below the navigation bar is a user profile for 'Dr. Jane Dentist' with ADA # 475489005 and a 'Member card' icon. A 'Membership expires 12/31/21' notification and a 'Renew' button are visible. A sidebar menu on the left lists various options: Latest, Benefits, CE, History, Account, Profile, **CAQH Credentialing**, Password, Payment, and Member Service Center. The main content area is titled 'CAQH Credentialing' and contains the following text: 'The ADA credentialing service is an easy-to-use online portal powered by CAQH ProView®. Acknowledge the following terms and conditions to get started. The ADA may transfer some of your information to the CAQH portal to simplify the process.' Below this is the effective date 'Effective July 12, 2018' and a warning: 'Protect your username and password. Anyone who has your user name and password can access and change your credentials, so please protect this information. Please remember to sign out and close your browser when you are finished.' A long list of terms and conditions follows, starting with 'You authorize the American Dental Association ("ADA") to transfer information about you to the CAQH ProView® system...' and ending with 'ADA may revise these Terms and Conditions from time to time...'. At the bottom of the terms and conditions, there is a checkbox labeled 'Click here to acknowledge you've read, understood and agree to the Terms and Conditions.' and a 'Get started' button circled in yellow.

Graphic 4: Terms and Conditions

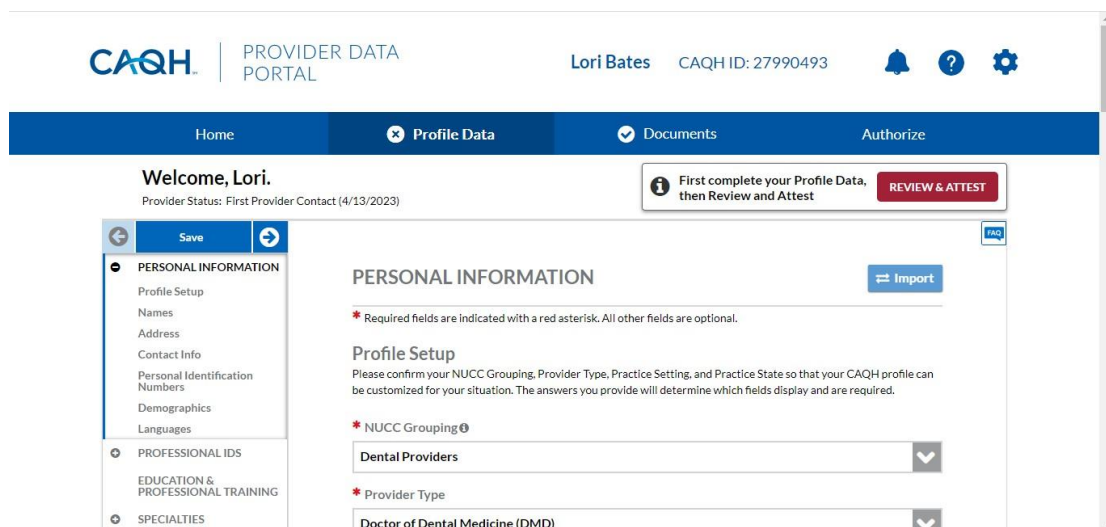
5. The CAQH Provider Data Portal landing page is displayed. Click the **Get Started** button.



Graphic 5: Provider Data Portal Landing Page

6. 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 may be transferred to your Provider Data Portal profile. You do not have to re-enter this information but confirm that it is correct and if not, please update as needed.

You must complete all required fields, upload all required supporting documents, and review the accuracy of your information before completing your profile. You must also authorize the organizations you choose to receive your data. The ADA and CAQH both recommend all dentists choose the global setting to increase administrative efficiency. Once data entry is complete for the profile, you must attest to your information.



Graphic 6: Provider Data Portal Personal Information Page

Appendix A Solutions Center Information

If you need assistance, call us at 888-599-1771.

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

Appendix B Revision History

Date	Version	Revision
	1.0	First Draft.
	1.1	<ul style="list-style-type: none">▪ Clarified language for provider assistance▪ Refreshed screenshots of provider UI▪ Added document checklist
	1.2	Updated some screenshots on the SSO.
<i>NOTE:</i> Prior to version 2.0, the release date was not tracked in the Revision History table.		
06/12/2023	2.0	Updated product name from ProView to Provider Data Portal and other rebranding updates (DirectAssure to Directory Management, etc.).
11/21/2023	2.1	Updated front and back cover for product branding.

Connect. Solve. **Transform.**

CAQH