



CAQH Provider Data Portal®

Dentist Quick Reference Guide

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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](https://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](https://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

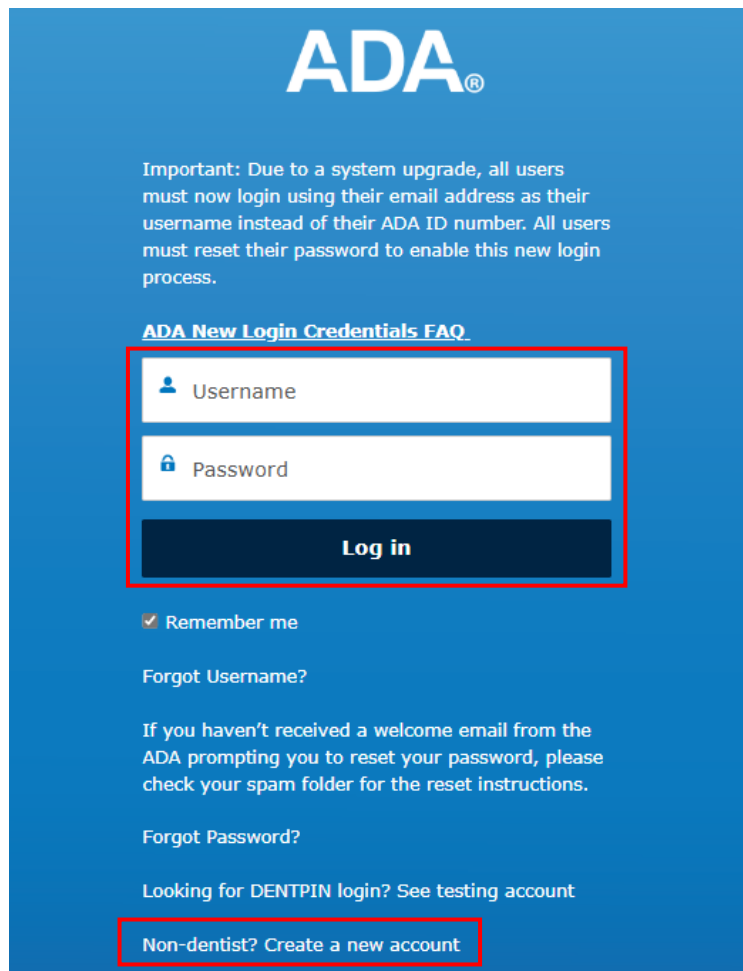
All U.S. licensed dentists, including ADA members and non-members alike, will begin at the ADA online portal in order to access the Provider Data Portal. Perform the following steps to complete your CAQH Provider Data Portal profile:

1. Navigate to ada.org/credentialing and then click the **Sign in to CAQH** button.
2. Enter your login credentials.

NOTE: If you need help, 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).

3. 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.



Graphic 1: ADA Login Page

4. 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 ada.org/credentialing. If you try to create a new CAQH profile, the system will prompt you with an error message. 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](http://www.ada.org) to find your specialty 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.

* NUCC Grouping
 Dental Providers

* Provider Type
 Doctor of Dental Surgery (DD)

* First Name: Test
 Middle Name:
 Last Name: Dentist
 Suffix: --

* Address Type: Home

* Street 1: 342
 Street 2:
 City: Beverly Hills
 State: CA
 Zip Code: 90210

* Primary Practice State: CA
 Birth Date: 10/25/1989

E-mail Type: Both
 * E-mail Address (Note - this e-mail address will be used as your primary method of contact): test@test.com
 E-mail Address (confirmation): test@test.com

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.

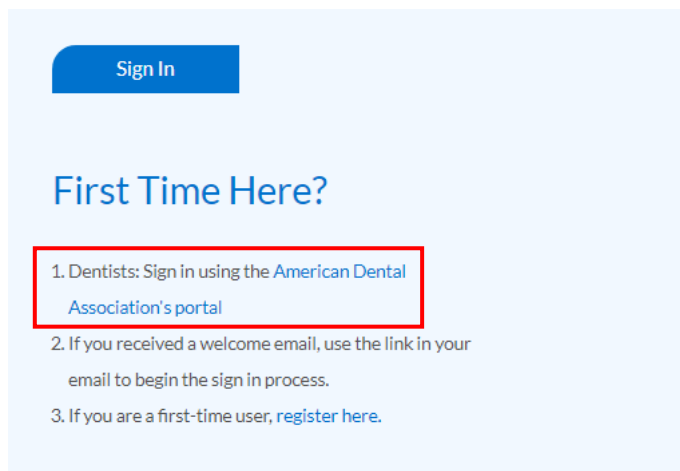
* Social Security Number: 432-56-1780
 NPI Number: I do not have an Individual NPI.

DEA Number: I do not have a DEA Number.

* License State: CA
 * License Number: 1234
 I do not have a professional license.

Graphic 2: ADA Self-Registration Page

- In such cases, use the links provided within the Provider Data Portal to navigate to the ADA website or ada.org/credentialing.



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

- 5. 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 screenshot shows the ADA website interface. At the top, there is a navigation bar with the ADA logo and links for My ADA, Education, Advocacy, Publications, Resources, Events, Store, and a user profile for Dr. Jane Dentist. Below the navigation bar is a search bar. The main content area is titled "CAQH Credentialing".

CAQH Credentialing

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.

Effective July 12, 2018

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.

Member Profile: Dr. Jane Dentist, ADA # 473489003, Membercard, Membership expires 12/31/21, Renew.

Menu: Latest, Benefits, CE, History, Account (Profile, CAQH Credentialing, Password, Payment), Member Service Center.

Terms and Conditions:

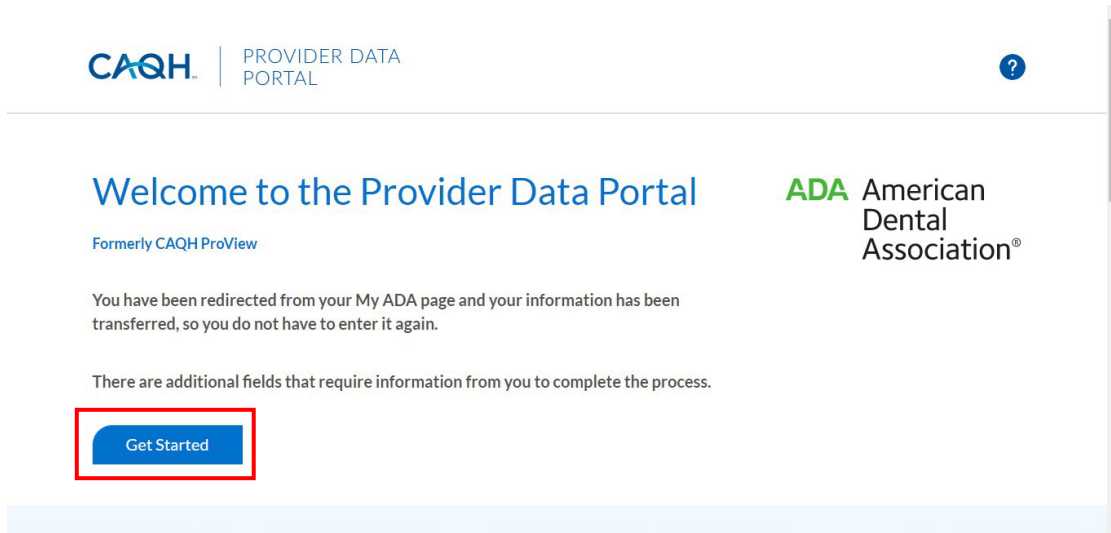
- You authorize the American Dental Association ("ADA") to transfer information about you to the CAQH ProView® system to use such information in accordance with the Council for Affordable Quality Healthcare, Inc. ("CAQH") applicable terms of use and privacy policy. This information may include, but is not limited to, information such as your name, address, email address and dental school. Such information about you will become part of your data in CAQH ProView®. When you arrive at CAQH ProView®, you may be asked to fill in additional information, such as your Social Security number and DEA number, and you may be asked to upload certain documents.
- You acknowledge that when you check the "PROCEED" button below, and every subsequent time you use the ADA website to access CAQH ProView®, you will leave the ADA's website, and you will arrive at CAQH ProView®. The CAQH ProView® system, as well as other CAQH Solutions® and related content are not under the control of the ADA. ADA will not be liable for any acquisition, access, collection, use, transmission or disclosure of Your Profile Data by ADA, CAQH or any other third party. For purposes of these Terms and Conditions, "Your Profile Data" shall mean any and all information about you provided by ADA, by you, or any third party to CAQH, including but not limited to your name, Social Security number, National Provider Identifier ("NPI"), home and office addresses, email address, telephone number, practice areas, school names and graduation dates, and date of birth.
- You acknowledge that dental plans and other organizations (including but not limited to the ADA) that you designate in CAQH ProView® will be permitted to access Your Profile Data.
- To the extent you designate ADA to receive Your Profile Data from CAQH (including its service providers), you acknowledge and agree that the ADA may use Your Profile Data in accordance with ADA's applicable Terms of Use or Privacy Notice, or upon your consent.
- ADA MAKES NO WARRANTY OR REPRESENTATION AND DISCLAIMS ALL RESPONSIBILITY AND LIABILITY FOR: (i) COMPLETENESS, ACCURACY, AVAILABILITY, TIMELINESS, SECURITY OR RELIABILITY OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®; (ii) ANY HARM TO YOUR COMPUTER SYSTEM, LOSS OF YOUR PROFILE DATA, OR OTHER HARM THAT RESULTS FROM YOUR ACCESS TO OR USE OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®, ANY RELATED SERVICE, OR ANY OF YOUR PROFILE DATA, AND (iii) THE DELETION OF, OR THE FAILURE TO STORE OR TO TRANSMIT ANY OF YOUR PROFILE DATA.
- THE ADA DISCLAIMS ALL WARRANTIES & CONDITIONS EXPRESSED OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. ADA IS NOT LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, OR ANY LOSS OF PROFIT, REVENUE, YOUR PROFILE DATA, OR GOODWILL. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF THE ADA AND ITS AFFILIATES AND SUBSIDIARIES EXCEED THE GREATER OF ONE HUNDRED U.S. DOLLARS (\$100.00) OR THE AMOUNT YOU PAID ADA, IF ANY, IN THE PAST THREE MONTHS FOR ANY SERVICE GIVING RISE TO THE CLAIM.
- ADA IS NOT LIABLE FOR ANY HARM RESULTING FROM YOUR PROFILE DATA, YOUR CONDUCT, YOUR USE OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®, OR ANY ACQUISITION, ACCESS OR COLLECTION, USE, TRANSMISSION OR DISCLOSURE OF YOUR PROFILE DATA BY ADA OR ANY THIRD PARTY.
- These Terms and Conditions embody the entire understanding between the ADA and you, pertaining to the subject matter contained herein; and supersedes any and all prior negotiations, correspondence, understandings, or agreements between ADA and you regarding the subject matter herein.
- ADA may revise these Terms and Conditions from time to time. Any changes will be effective immediately upon posting the revised terms and conditions within this sign-in.

Click here to acknowledge you've read, understood and agree to the Terms and Conditions.

Get started

Graphic 4: Terms and Conditions

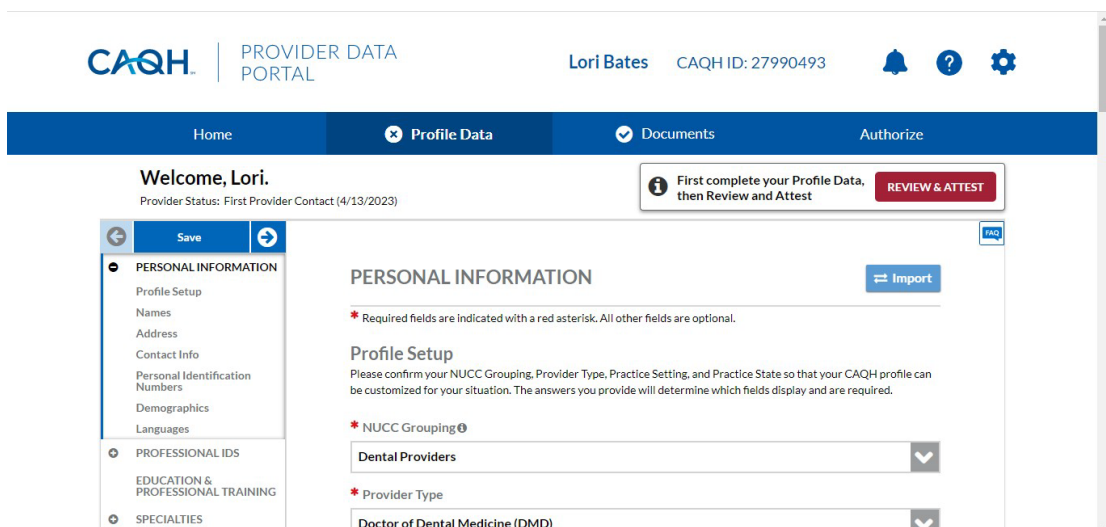
- The CAQH Provider Data Portal landing page is displayed. Click the **Get Started** button.



Graphic 5: Provider Data Portal Landing Page

- 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. |
| NOTE: 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.). |
| 11/20/2023 | 2.1 | Updated front and back cover for product branding. |
| 03/20/2025 | 3.0 | Updated links to ada.org/credentialing . |

Connect. Solve. **Transform.**SM

CAQHSM