



PROVIEW®



**Dentist
Quick Reference Guide**

**Version: 1.1
Last updated: 10/02/2020**

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 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 new service works by allowing any US Licensed Dentist to access their CAQH ProView 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 ProView 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 ProView profile.

Following are the steps that all U.S. licensed dentists must follow to complete their CAQH ProView profile:

1. All U.S. licensed dentists, including ADA members and non-members alike, should begin at the ADA online portal in order to access CAQH ProView. Visit [ADA.org/godigital](https://ada.org/godigital) to login. Enter your nine-digit ADA number as your User ID. A self-service password reset feature is also available. 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).

Once you enter your ADA User ID and Password, and click the **Log In** button, you will be directed to navigate to your My ADA Account.

ADA American Dental Association®

CAQH. Solutions | **PROVIEW.**

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://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](#)

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.

- 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 to register via [ADA.org/godigital](https://ada.org/godigital) 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.

Sign In

FIRST TIME HERE?

1. Dentists: Sign in or register for the first time at the American Dental Association's portal. **Register on ADA**
2. If you received a welcome email, use the link in your email to begin the sign in process.
3. If you were not registered with CAQH UPD and are new to CAQH ProView: **Register Now**

[Practice Manager Sign In](#)

[Participating Organization Sign In](#)

Create a ProView Account

If you have a CAQH provider ID, [click here](#).

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 specialty and the corresponding Grouping.

* NUCC Grouping

(Please Select)

* Provider Type

(Please Select)

* First Name

Middle Name

* Last Name

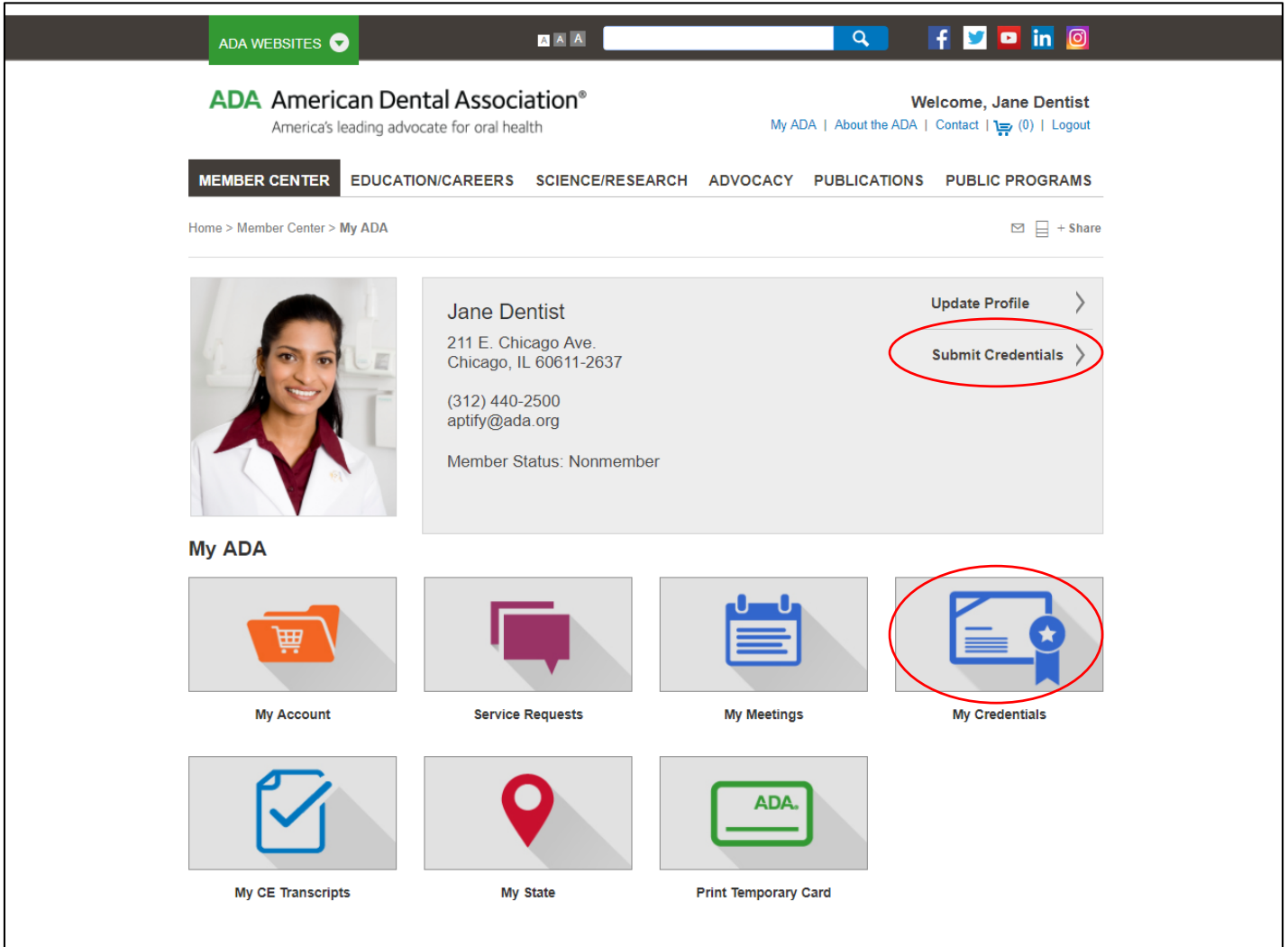
Suffix

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* Address Type

(Please Select)

3. Once you have successfully logged in to your My ADA profile, click either "Submit Credentials" or "My Credentials" to navigate to CAQH ProView to use the ADA credentialing service.



4. Please review the following list of necessary documents you will need to complete the credentialing profile. Organized your documentation before starting will save you time completing the data entry process.

a. These documents are necessary to complete your credentialing application:

- A copy of your state license
- A copy of your professional insurance face sheet
- Practice information
- NPI Number

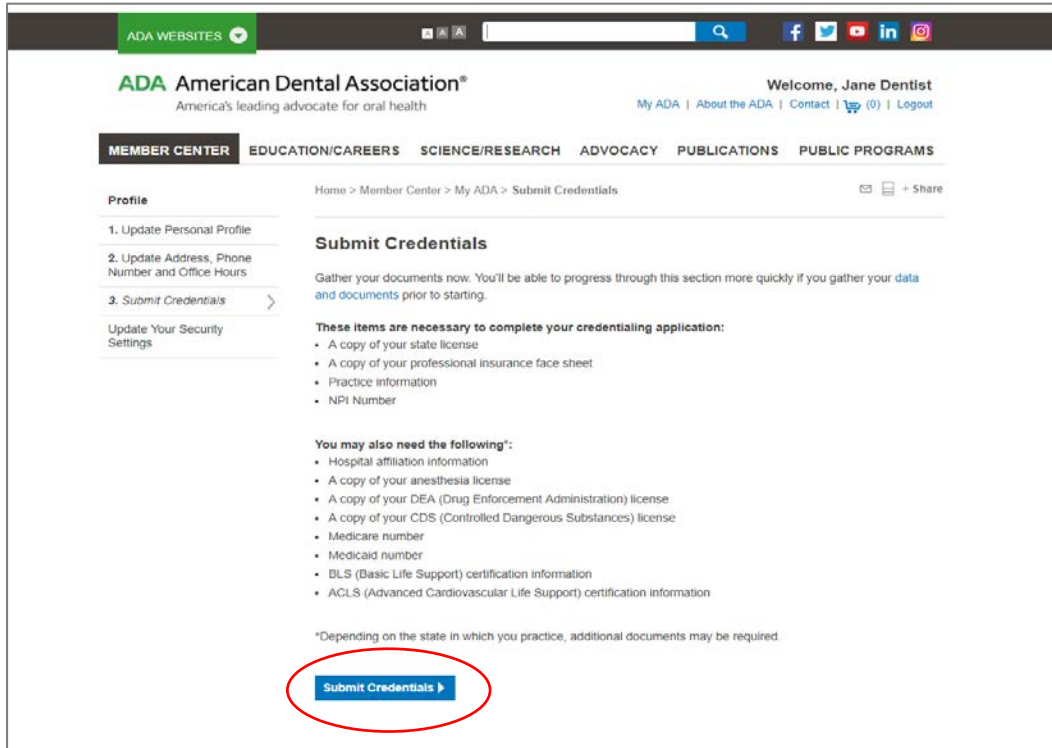
b. You may also need the following*:

- Hospital affiliation information
- A copy of your anesthesia license
- A copy of your DEA (Drug Enforcement Administration) license

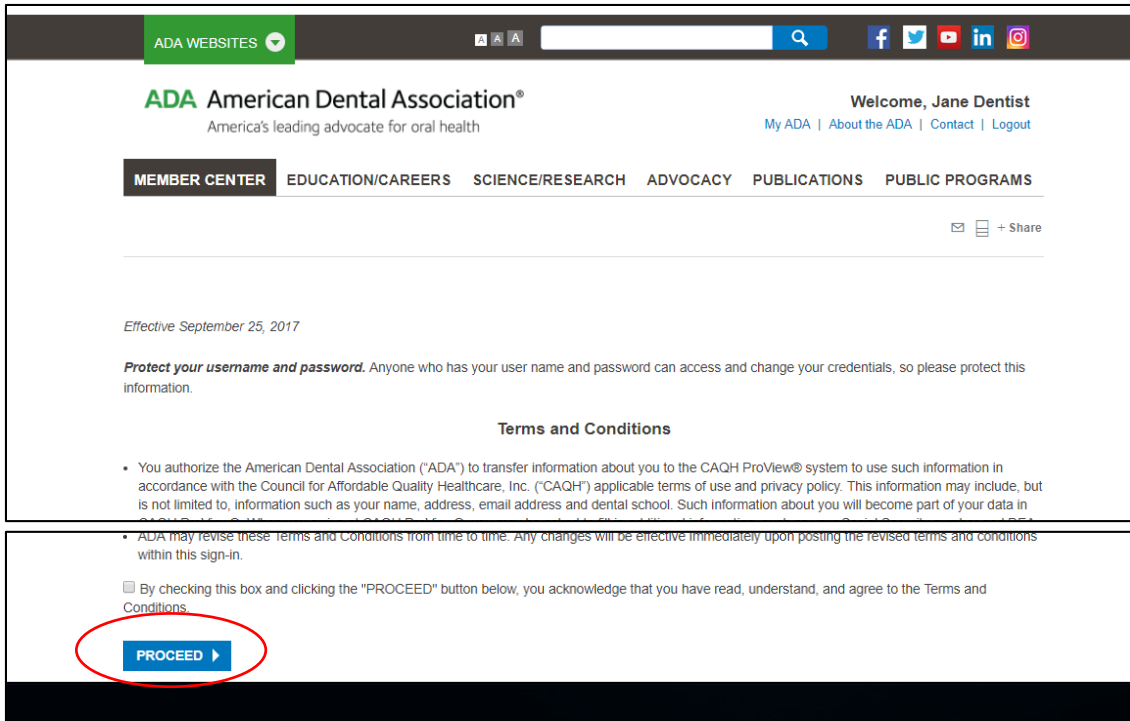
- A copy of your CDS (Controlled Dangerous Substances) license
- Medicare number
- Medicaid number
- BLS (Basic Life Support) certification information
- ACLS (Advanced Cardiovascular Life Support) certification information

*Depending on the state in which you practice, additional documents may be required

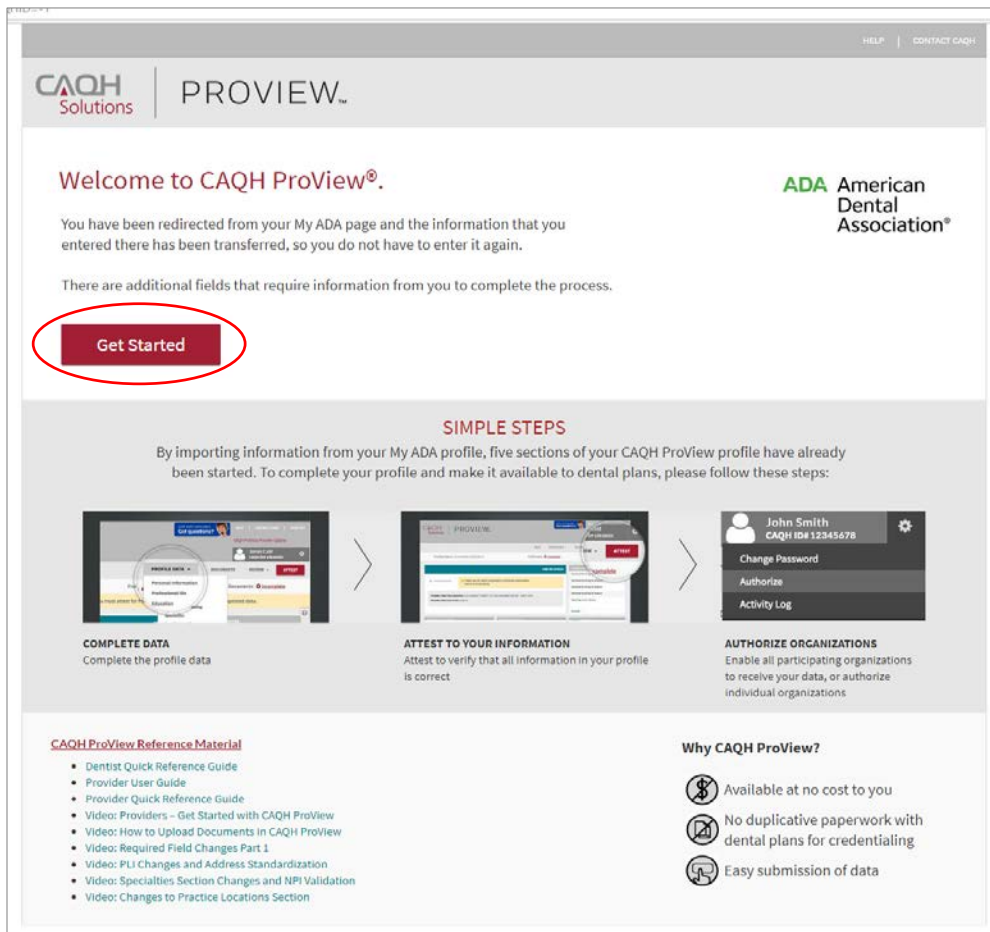
5. Once you have your documentation organized and are prepared to begin, click on the “Submit Credentials” button.



6. 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.



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



8. 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 CAQH ProView profile. You do not have to re-enter this information but please be sure to confirm that it is still correct and if not, please update as needed.

You must complete all required information fields, upload all required supporting documents and review all of your information to make sure everything is correct 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 the data entry is complete for the profile, you must attest to your information.

The screenshot shows the 'PERSONAL INFORMATION' page in the CAQH ProView system. The page has a blue header with a 'Save' button and navigation arrows. A left sidebar lists various profile sections: PERSONAL INFORMATION (selected), PROFESSIONAL IDS, EDUCATION & PROFESSIONAL TRAINING, SPECIALTIES, PRACTICE LOCATIONS, HOSPITAL AFFILIATIONS, and CREDENTIALING. The main content area is titled 'PERSONAL INFORMATION' and includes an 'Import' button. A note indicates that required fields are marked with a red asterisk. The 'Profile Setup' section contains three required dropdown menus: 'NUCC Grouping' (set to 'Dental Providers'), 'Provider Type' (set to 'Doctor of Dental Surgery (DDS)'), and 'Practice Setting' (set to 'Inpatient/Outpatient or Outpatient Only').

Notes:

- 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 mssc@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.

Version History

Version	Date	Description of Change
1.0	10/26/2017	Original
1.1	10/02/2020	<ul style="list-style-type: none">• Clarified language for provider assistance• Refreshed screenshots of provider UI• Added document checklist