



PROVIEW[®]

**Quick Reference Guide for
Providers
Managing Group Affiliations**

**Version: 1.0
Last updated: 10/01/2020**

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CHAPTER 1: Introduction

The enhanced practice manager module enables provider organizations to establish a relationship with a provider so that important practice location information can be pushed into a provider's profile.

The centralized practice location library in the new enhanced practice manager module allows practice managers to manage key practice location information from a single place within ProView. Centralizing changes to practice location information that is applicable to all providers cuts the time it takes to keep location information up to date, since staff no longer must log in individually to each provider's profile to change the same information. Centralizing data updates means there are fewer opportunities for errors, so health plans receive better directory data, and plan members can access the care they need more easily.

The centralized practice location library also reduces the administrative burden on providers by decreasing the amount of information they need to maintain in their provider profile in ProView. Once a provider gives the practice manager permission to manage their location information, changes that the practice manager makes to location information automatically appear in the provider's ProView profile. Practice managers can rest assured that health plans will receive their provider practice location updates automatically, without the provider needing to attest to it.

The centralized practice location library increases data security and accountability. Because ProView keeps track of affiliation requests and data updates, directors of provider data management have clear insight into who made changes to the data and when.

This guide will highlight how group activity in the enhanced practice manager module will impact a provider's CAQH ProView profile.

CHAPTER 2: Authorization

When you log in to your CAQH ProView profile, you will see a red exclamation mark beside AUTHORIZE if there are new affiliation requests that you need to respond to.

CAQH Solutions | PROVIEW. HELP | CONTACT CAQH | SIGN OUT

Edward Nygma
CAQH ID# 16000193

HOME PROFILE DATA ▼ DOCUMENTS **AUTHORIZE** REVIEW & ATTEST

Provider Status: Initial Profile Complete (9/6/2017) Profile Data: **Incomplete** Documents: **Incomplete**

Edward Nygma CAQH ID# 16000193

There are 68 items required to complete attestation.
VIEW ATTESTATION ERRORS

PRIMARY PRACTICE LOCATION: 2412 FIVE FATHOM CIR, STREET, woodbridge, VA 22191
PRIMARY PRACTICE STATE: Colorado

MESSAGE CENTER

- Confirmation - Submission Complete
- New Organization Requesting Access to Your Information
- Confirmation - Submission Complete
- Registration Confirmation
- Provider Registration

When you click AUTHORIZE, you will be directed to the Authorization page. Notice the additional section for Group Affiliations. This is where you can display New Affiliation Requests, Current Affiliations, and Past Affiliations.

AUTHORIZATION SETTING
ORGANIZATIONS
GROUP AFFILIATIONS

GROUP AFFILIATIONS

Affiliated groups are able to push information into your profile. Use this page to manage your group affiliation settings for who can send you data.

4 NEW AFFILIATION REQUESTS

Newton Wellesley Jyothi jyothiswarupa.ganji@accenture.com	Tax ID Number 99-4934360	Request Date 09/04/2020	Respond
Directory Business test user gs directory@g.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
Hello Group HELLO 122@mail.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond

New Affiliation Requests are affiliations that you may either accept or reject. The tiles show the Name of the Practice, the Tax ID Number, and the Request Date. Click the Respond button to either Reject Affiliation or Accept Affiliation.

AUTHORIZATION SETTING
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Newton Wellesley Jyothi jyothiswarupa.ganji@accenture.com	Tax ID Number 99-4934360	Request Date 09/04/2020	Respond
Directory Business test user gs directory@g.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
Hello Group HELLO 122@mail.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
TPG Medical System csfassaasdasddas arvind.kumar@3pillarglobal.com	Tax ID Number 32-3232322	Request Date 09/02/2020	Respond

AUTHORIZATION SETTING
ORGANIZATIONS
GROUP AFFILIATIONS

GROUP AFFILIATIONS

Affiliated groups are able to push information into your profile. Use this page to manage your group affiliation settings for who can

4 NEW

Affiliate with Newton Wellesley?

By affiliating with Newton Wellesley, you agree to let them push practice location data into your profile. You will not be able to edit this data.

You can unaffiliate from this group at any time and any associated practice locations will be archived.

Reject Affiliation **Accept Affiliation**

Newton Wellesley Jyothi jyothi	Tax ID Number 99-4934360	Request Date 09/04/2020	Respond
Directory Business test u direc	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
Hello Group HELLO 122@mail.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond

Accept Affiliation

When you accept a new affiliation, the group will be able to push practice location data into your profile. You will not be able to edit some details on these records. You can also unaffiliate from the group at any time. Any practice locations previously pushed by this group will be archived.

Click Accept Affiliation.

The details will be transferred from New Affiliations to Current Affiliations.

Group Name	Contact	Tax ID Number	Request Date	Affiliation Date	Action
Test User TPG	test user gs gctest@test.com	20-3456780	09/04/2020	09/04/2020	Edit
Newton Wellesley	Jyothi jyothiswarupa.ganji@accenture.com	99-4934360	09/04/2020	09/08/2020	Edit
Newton Wellesley Medical Group	Alfred Pennyworth alfred.pennyworth@gmail.com	78-7878777	08/27/2020	08/31/2020	Edit
Accenturetest1	Test ggroup Testmail@123.com	96-5228562	08/31/2020		Edit
Business name	Primary contact sравanthi.matam@accenture.com.com	98-7654321	09/04/2020	09/04/2020	Edit

Click Edit to unaffiliate with the group.

Unaffiliate with Newton Wellesley?

Are you sure you want to remove this affiliation?
You will no longer receive practice location data from this group.

Your associated practice locations will be archived and this action cannot be undone.

No, go back Yes, remove affiliation

Click the “Yes, remove affiliation” button to confirm.

Clicking the “Yes, remove affiliation” button means:

- Any practice location record pushed by the group will be archived
- This group will no longer be able to push practice location data to your profile
- You will not be able to undo this change

The group details will be transferred from Current Affiliations to Past Affiliations.

1 PAST AFFILIATION

[Hide](#) 

Newton Wellesley Jyothi jyothiswarupa.ganji@accenture.com	Tax ID Number 99-4934360	Requested 09/04/2020 Affiliated 09/08/2020 Removed 09/08/2020
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Reject Affiliations

To reject a new affiliation, click Respond.

AUTHORIZATION SETTING

ORGANIZATIONS

GROUP AFFILIATIONS

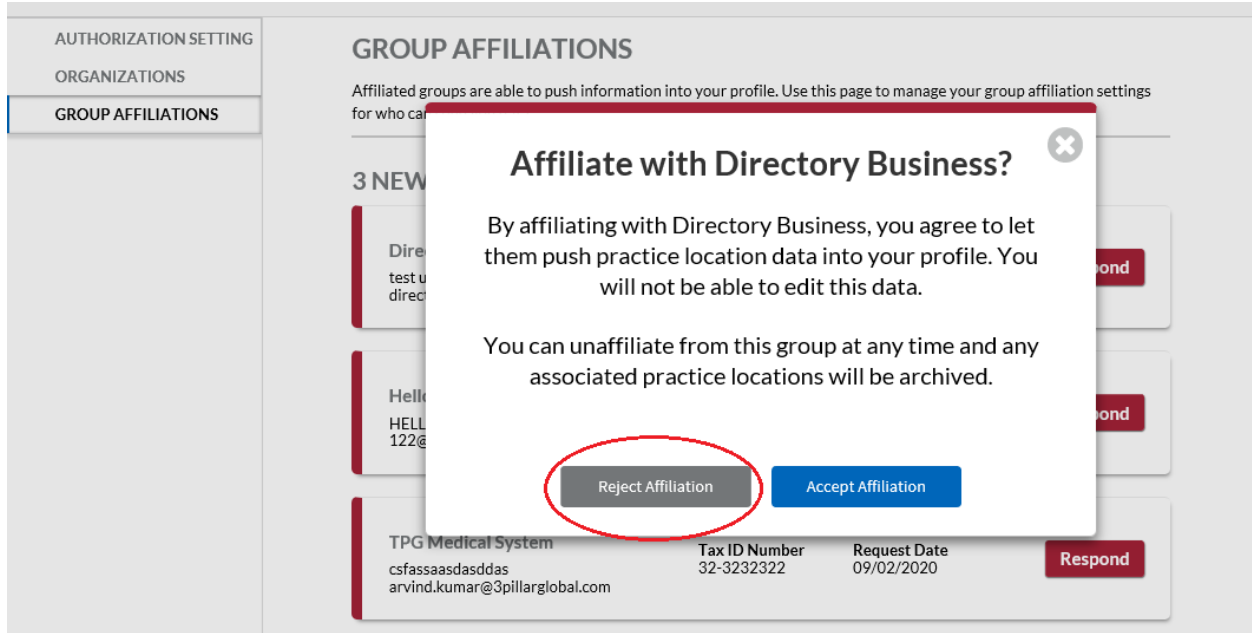
GROUP AFFILIATIONS

Affiliated groups are able to push information into your profile. Use this page to manage your group affiliation settings for who can send you data.

3 NEW AFFILIATION REQUESTS

Directory Business test user gs directory@g.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
Hello Group HELLO 122@mail.com	Tax ID Number 99-9999999	Request Date 09/04/2020	Respond
TPG Medical System csfassaasdasddas arvind.kumar@3pillarglobal.com	Tax ID Number 32-3232322	Request Date 09/02/2020	Respond

The message prompt will show two options: Reject Affiliation and Accept Affiliation. Click Reject Affiliation.



The group details will disappear from the Group Affiliations page.

CHAPTER 3: Practice Locations

Practice Location records that are managed by groups have indicators saying: “Some details are managed by <Practice Name>”.

The screenshot shows the 'PRACTICE LOCATIONS' section of a provider's profile. The top navigation bar includes HOME, PROFILE DATA, DOCUMENTS, AUTHORIZE (with a red warning icon), and REVIEW & ATTEST. Below the navigation, the provider's status is 'Initial Profile Complete (9/6/2017)', and both 'Profile Data' and 'Documents' are marked as 'Incomplete'. The left sidebar contains a menu with 'PRACTICE LOCATIONS' selected. The main content area is titled 'PRACTICE LOCATIONS' and includes instructions on adding and updating practice information. A 'Practice Locations' table lists the 'Martha Wayne Cancer Institute' as the 'Primary Practice'. The record includes fields for 'Tax ID' (32-3232322) and 'Affiliation' (I see patients by appointment at least one day per week on a regular basis). A red box highlights a message at the bottom of the record: 'Some details are managed by Newton Wellesley Medical Group' with a link to 'Manage Group Affiliations'.

Click the tooltip for additional details.

This screenshot is identical to the one above but includes a blue tooltip that appears when hovering over the 'Some details are managed by Newton Wellesley Medical Group' message. The tooltip text reads: 'This group has your permission to edit some of the information about this practice location record. If your relationship with this group has changed, click 'Manage Group Affiliations' below.' The rest of the page layout, including the navigation bar, sidebar, and practice record details, remains the same.

To change the affiliation with the group, click the Manage Group Affiliations link.

Go Back Save & Continue

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

PRACTICE LOCATIONS

Please add practice location information for each practice at which you currently, or will in the near future, see patients, fill in for other providers, read tests, or provide other services. If you do not practice at a location that appears in the list, please click Edit to update your status.

Make sure to enter all group/practice information in the Employment Information section of your profile.

Import

Add practice location

+ Add

Primary Practice

<p>Martha Wayne Cancer Institute 2412 FIVE FATHOM CIR, STREET woodbridge, VA 22191</p>	<p>Tax ID 32-3232322</p>	<p>Affiliation I see patients by appointment at least one day per week on a regular basis.</p>	Edit Archive
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Some details are managed by **Newton Wellesley Medical Group**

[Manage Group Affiliations](#)

This will direct you to the Group Affiliations page where you can remove the affiliation with the group.

AUTHORIZATION SETTING

ORGANIZATIONS

GROUP AFFILIATIONS

2 NEW AFFILIATION REQUESTS

<p>Hello Group HELLO 122@mail.com</p>	<p>Tax ID Number 99-9999999</p>	<p>Request Date 09/04/2020</p>	Respond
--	--	---	---

<p>TPG Medical System csfassaasdasddas arvind.kumar@3pillarglobal.com</p>	<p>Tax ID Number 32-3232322</p>	<p>Request Date 09/02/2020</p>	Respond
--	--	---	---

4 CURRENT AFFILIATIONS Hide ^

<p>Test User TPG test user gs gctest@test.com</p>	<p>Tax ID Number 20-3456780</p>	<p>Request Date 09/04/2020</p> <p>Affiliation Date 09/04/2020</p>	Edit
--	--	---	---

<p>Newton Wellesley Medical Group Alfred Pennyworth alfred.pennyworth@gmail.com</p>	<p>Tax ID Number 78-7878777</p>	<p>Request Date 08/27/2020</p> <p>Affiliation Date 08/31/2020</p>	Edit
--	--	---	---

<p>Accenturetest1 Test ggroup Testmail@123.com</p>	<p>Tax ID Number 96-5228562</p>	<p>Request Date 08/31/2020</p> <p>Affiliation Date</p>	Edit
---	--	--	---

<p>Business name Primary contact sravanthi.matam@accenture.com.com</p>	<p>Tax ID Number 98-7654321</p>	<p>Request Date 09/04/2020</p> <p>Affiliation Date 09/04/2020</p>	Edit
---	--	---	---

Practice Details

The Practice Details tab for any group-managed practice location record is not editable on the provider portal. Only the group can change the details on this tab. Click the tool tip for additional details.

Provider Status: Initial Profile Complete (9/6/2017)
Profile Data: ✖ Incomplete
Documents: ✖ Incomplete

←
Save
→

- + PERSONAL INFORMATION
- + PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- + SPECIALTIES
- PRACTICE LOCATIONS
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

PRACTICE LOCATION

← Back to List

Martha Wayne Cancer Institute
 2412 FIVE FATHOM CIR
 STREET
 woodbridge, VA 22191

This group has your permission to edit some of the information about this practice location record.

Practice details are managed by Newton Wellesley Medical Group ⓘ

Practice Details
Provider at the Location
Services and Resources

Practice Location Name
Martha Wayne Cancer Institute

Street 1
2412 FIVE FATHOM CIR

Street 2
STREET

City	State	Zip Code
woodbridge	VA	22191

Provider at the Location and Services and Resources

The tabs for Provider at the Location and Services and Resources will continue to be editable on the provider portal. Any required fields will have to be filled out before you can attest. Required fields are indicated with a red asterisk. All other fields are optional.

← Save →

- PERSONAL INFORMATION
- PROFESSIONAL IDS
- EDUCATION & PROFESSIONAL TRAINING
- SPECIALTIES
- PRACTICE LOCATIONS**
- HOSPITAL AFFILIATIONS
- CREDENTIALING CONTACTS
- PROFESSIONAL LIABILITY INSURANCE
- EMPLOYMENT INFORMATION
- PROFESSIONAL REFERENCES
- DISCLOSURE

PRACTICE LOCATION

↶ Back to List

Martha Wayne Cancer Institute
2412 FIVE FATHOM CIR
STREET
WOODBIDGE, VA 22191

Practice Details **Provider at the Location** Services and Resources


* Required fields are indicated with a red asterisk. All other fields are optional.

Affiliation

* Please describe your affiliation with this location

I see patients by appointment at least one day per week on a regular basis. ▼

* Provider's Start Date

MM/DD/YYYY 

* Is this your primary practice?

Yes
 No

Practice Limitations

Limitations

Gender
 Age
 Other

↶ Save and Go Back Save Save & Continue ↷

Provider Status: Initial Profile Complete (9/6/2017) Profile Data: ✖ Incomplete Documents: ✖ Incomplete

← Save →

- [+ PERSONAL INFORMATION](#)
- [+ PROFESSIONAL IDS](#)
- [EDUCATION & PROFESSIONAL TRAINING](#)
- [+ SPECIALTIES](#)
- PRACTICE LOCATIONS**
- [HOSPITAL AFFILIATIONS](#)
- [CREDENTIALING CONTACTS](#)
- [PROFESSIONAL LIABILITY INSURANCE](#)
- [EMPLOYMENT INFORMATION](#)
- [PROFESSIONAL REFERENCES](#)
- [DISCLOSURE](#)

PRACTICE LOCATION

[← Back to List](#)

Martha Wayne Cancer Institute
2412 FIVE FATHOM CIR
STREET
WOODBIDGE, VA 22191

Practice DetailsProvider at the LocationServices and Resources

* Required fields are indicated with a red asterisk. All other fields are optional.

Telehealth

I provide telehealth services

Services

Does this location provide any of the following services:

- Age Appropriate Immunizations
- Allergy Injections
- Allergy Skin Testing
- Anesthesia
- Asthma Treatment
- Cardiac Stress Test
- Care of Minor Lacerations
- Drawing Blood
- EKG Services
- Flexible Sigmoidoscopy
- IV Hydration Treatment
- Laboratory Services

CHAPTER 4: Activity Log

All changes related to Authorization – Group Affiliations will be captured in the Activity Log. These changes include Affiliation Requests accepted and rejected.

The screenshot shows the top navigation bar of the CAQH PROVIEW system. The user is logged in as Edward Nygma (CAQH ID# 16000193). The navigation menu includes HOME, PROFILE DATA, DOCUMENTS, and AUTHORIZED. The AUTHORIZED menu is expanded, and the Activity Log option is circled in red. Below the navigation bar, the user's status is shown as 'Initial Profile Complete (9/6/2017)', with 'Profile Data' and 'Documents' marked as 'Incomplete'.

The screenshot shows the Activity Log page with a table of activity entries. The table has two columns: 'Activity Subject' and 'Date'. The entries are as follows:

Activity Subject	Date
<ul style="list-style-type: none"> ▲ Affiliation Request rejected: Directory Business Group Contact: test user gs 	09/08/2020 11:34 PM
<ul style="list-style-type: none"> ▲ Affiliation with Newton Wellesley Removed Group Contact: Jyothi 	09/08/2020 11:24 PM
<ul style="list-style-type: none"> ▲ Affiliation Request accepted: Newton Wellesley Group Contact: Jyothi 	09/08/2020 11:01 PM
<ul style="list-style-type: none"> ▶ User logged in: Edward Nygma 	09/08/2020 10:39 PM

The first three rows of the table are highlighted with a red border. The 'View Activity Log History' button is visible in the top right corner of the table area.

The Activity Log will also capture changes made to the practice location records such as new practice location records added or existing practice location records removed by the group.

HOME PROFILE DATA ▼ DOCUMENTS **!** AUTHORIZE REVIEW & ATTEST

Provider Status: Initial Profile Complete (9/6/2017) Profile Data: **✖ Incomplete** Documents: **✖ Incomplete**

ACTIVITY LOG

Expand to view Activity Details

[View Activity Log History](#)

Activity Subject	Date
▶ Affiliation Request rejected: Directory Business	09/08/2020 11:34 PM
▶ Affiliation with Newton Wellesley Removed	09/08/2020 11:24 PM
▶ Affiliation Request accepted: Newton Wellesley	09/08/2020 11:01 PM
▶ User logged in: Edward Nygma	09/08/2020 10:39 PM
▲ New Practice Location Added by: New Legal AB2 Awe 4, 50 MEDICAL PARK DR E, BIRMINGHAM, AL, 35235, (TIN 20-3456780).	09/04/2020 11:00 PM
▲ New Practice Location Added by: New Legal AB2 Awe 3, 810 SAINT VINCENTS DR, BIRMINGHAM, AL, 35205, (TIN 20-3456780).	09/04/2020 10:46 PM
▶ New Practice Location Added by: legal busniess abc123	09/04/2020 08:22 PM
▶ New Practice Location Added by: New Legal	09/04/2020 08:21 PM
▶ New Practice Location Added by: Test User TPG	09/04/2020 08:21 PM
▶ New Practice Location Added by: Accenturetest1	09/04/2020 07:22 PM

1 of 6 pages (53 items)

Revision Log

Version	Date	Updates
Version 1	October 1, 2020	Original