Getting Started with CAQH®

The Council for Affordable Quality Healthcare (CAQH) will only accept providers who have a provider type on the approved provider types list.

CAQH Approved Provider Types	
Standard Provider Types	Medical Doctor (MD), Doctor of Dental Surgery (DDS), Doctor of Dental Medicine (DMD), Doctor of Podiatric Medicine (DPM), Doctor of Chiropractic (DC), Doctor of Osteopathy (DO)
Allied Provider Types	Acupuncturist (ACU), Audiologist (AUD), Biofeedback Technician (BT), Alcohol/Drug Counselor (ADC), Christian Science Practitioner (CSP), Clinical Nurse Specialist (CNS), Clinical Psychologist (CP), Clinical Social Worker (CSW), Professional Counselor (PC), Licensed Practical Nurse (LPN), Massage Therapist (MT), Marriage/Family Therapist (MFT), Naturopath (ND), Neuropsychologist (NEU), Midwife (MW), Nurse Midwife (NMW), Nurse Practitioner (NP), Nutritionist (LN), Occupational Therapist (OT), Optometrist (OD), Optician (DT), Physical Therapist (PT), Registered Dietician (RD), Registered Nurse (RN), Certified Registered Nurse Anesthetist (CRNA), Registered Nurse First Assistant (RNFA), Respiratory Therapist (RT), Speech Pathologist (SLP)

Important: Before submitting your Texas Credentialing application, please review the TX Initial Credentialing Checklist to assure you have all information needed.

Providers who have a Provider Type listed in the CAQH Approved Provider Types list above:
- Activate your CAQH ProView Registration with CAQH.

Providers who do not have a Provider Type listed in the CAQH Approved Provider Types list above:
1. Visit the TDI website to access a Texas Standardized Credentialing Application.
2. After completing the application, please gather the following **required** supporting documents:
   a. State medical license(s)
   b. Drug Enforcement Administration (DEA) Certificate
   c. Malpractice insurance face sheet
   d. Summary of any pending or settled malpractice case(s) — *if within 10 or less years old*
   e. Curriculum Vitae
   f. Signed Attestation (page 18 of online application — print and sign)
   g. Written Protocol (Nurse Practitioners only)
3. Forward completed credentialing application packet to BCBSTX:
   a. **Fax** 972-996-8230 *(preferred method)*
      OR
   b. **Mail**
      Blue Cross and Blue Shield of Texas
      Attn: Enterprise Credentialing
      P.O. Box 65067
      Dallas, TX 75265-0267

Create and/or update CAQH ProView Profile

Physicians and other professional providers must have a CAQH Provider ID to register and begin the credentialing process.

First Time Users (If you are not registered with CAQH) Registration and completion of the online application is free.
1. Get started by going to CAQH ProView to create your profile
2. Once you obtain a BCBSTX Provider Record ID and submit a current signed BCBSTX contract/agreement to BCBSTX, BCBSTX will add your name to its roster with CAQH.
3. Physicians and other professional providers who do not have internet access may submit their application via fax to CAQH by first contacting the CAQH Help Desk at 888-599-1771.

Existing Users
1. **If you have already registered your CAQH Provider ID** then complete or update the online credentialing application.

Completing the Application Process

The CAQH ProView standardized application is a single, standard online form that meets the needs of all participating health care organizations. When completing the application, you will need to indicate which participating health plans and health care organizations you authorize to access your application data. All provider data you submit through the ProView service is maintained by CAQH in a secure, state-of-the-art data center.

Reference Materials for Completing the UPD Online Application
- Previously completed credentialing application
- List of previous and current practice locations
- Various identification numbers (UPIN, NPI, Medicare, Medicaid, etc)
- State medical license(s)
- Drug Enforcement Administration (DEA) Certificate
- IRS Form W-9(s)
- Malpractice insurance face sheet
- Summary of any pending or settled malpractice cases – *if within 10 or less years old*
- Curriculum Vitae

Note: When you are ready to begin entering your data, [log into the CAQH ProView](#) ⧉ database.

After completing the online credentialing application, you will also be asked to:
- **Authorize access to your information** - Check the box beside BCBSTX, or you may select "global authorization."
- **Verify your data entry/Attest** - Review the summary of your data for accuracy and completeness, and make any necessary changes.
- **Submit supporting documents** - Fax the applicable documents required to complete your application to CAQH at 866-293-0414.
  - State medical license(s)
  - Drug Enforcement Administration (DEA) Certificate
  - Malpractice insurance face sheet
  - Summary of any pending or settled malpractice case(s) *(if within 10 or less years old)*
  - Curriculum Vitae
  - Signed Attestation *(page 18 of online application – print and sign)*
  - Written Protocol *(Nurse Practitioners only)*

If you have any questions on accessing the [CAQH ProView database](#) ⬀, you may contact the CAQH Help Desk at 888-599-1771 for assistance.

Note: BCBSTX may contact you to supplement, clarify or confirm certain responses on your application. Therefore, you may be required to submit additional documentation in some situations, in addition to the information you submit through the CAQH ProView database.

Additional Resources

- Explore the [CAQH ProView website](#) ⬀ for more information about the CAQH ProView database and the application process. Or you can view the [CAQH Provider Credentialing Application](#) ⬀ now.
- View the [CAQH Provider and Practice Administrator Quick Reference Guide](#) 🅿

CAQH Contact Information

- **Help Desk:** 888-599-1771
- [Online Application System](#) ⬀
- **Help Desk Email Address:** caqh.uphelp@acsgs.com
  - o   6 a.m. – 8 p.m., CT, Monday – Thursday
  - o   6 a.m. – 6 p.m., CT, Friday
- **Fax Supporting Documentation to:** 866-293-0414

Revised: 08052020