CAQH Provider Data Portal Checklist

CAQH itself is now doing business as DataSpring, but the login screen providers actually use is still branded CAQH ProView, at proview.caqh.org. I use both names below since either one is correct in 2026.

- ☐ Register at proview.caqh.org. It's free for providers to enter, maintain, and share their information through the portal.
  https://www.dataspring.com/resources
- ☐ Enter your complete professional and practice information: license, education, and work history.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf
- ☐ Upload your current state license.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf
- ☐ Upload your malpractice face sheet or certificate.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf
- ☐ Upload a signed and dated W-9.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf

About Form W-9:
https://www.irs.gov/forms-pubs/about-form-w-9

- ☐ Upload a CV with a complete work history. Explain any gap longer than two months (the Oregon application's threshold); some payers ask about shorter ones.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf
- ☐ Mark the DEA and board-certification fields "not applicable" if they don't apply to you.
  https://www.oregon.gov/oha/HPA/OHIT-ACPCI/Documents/2024-OPCA-Final.pdf
- ☐ Authorize the specific payers and organizations that should be able to pull your profile.
  https://www.dataspring.com/resources
- ☐ Re-attest every 120 days, even if nothing changed (every 180 days if you're based in Illinois).
  https://www.dataspring.com/resources
- ☐ Remember that a CAQH/DataSpring profile alone doesn't enroll you with Medicare or Medicaid; those are separate systems (PECOS, and Oregon's OHA/OHP forms).
  https://www.cms.gov/files/document/marriage-and-family-therapists-and-mental-health-counselors-faq.pdf

Oregon Medicaid (OHP) enrollment:
https://www.oregon.gov/oha/hsd/ohp/pages/provider-enroll.aspx

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Attestation log

Re-attestation is due every 120 days. Log each one so you're not caught by a profile that's gone stale.

Date attested	Next due (+120 days)
