Optum Public Sector San Diego Fee for Service Medi-Cal and TERM Provider Network **Credentialing instructions**

Joining one or both of the networks requires participation on Council for Affordable Quality Healthcare (CAQH). There is no cost to you and the information and documentation you provide in their ProView database will be used to facilitate our credentialing process.



Already an active CAQH participant:

- Ensure your CAQH Provider Profile and documents are current -
 - clinical specialties
 - professional license
 - DEA (if applicable)
 - Malpractice Insurance/Professional Liability Insurance (PLI)
- Grant Optum access to review your documents: Optum Public Sector Agency ID# 1354
- Complete the appropriate clinical application(s) for the Network(s) you are applying too.
 - o For instructions on which applications to complete and next steps please see the Frequently Asked Questions (FAQ) document on our provider website at www.optumsandiego.com

Not an active CAQH participant:

- Register with CAQH
- Once you have registered you will receive a CAQH ID# and be granted access to the site where you will complete the **CAQH Provider Profile**.
- Complete your CAQH Provider Profile and upload your current decuments:
 - clinical specialties
 - professional license
 - DEA (if applicable)
 - Malpractice Insurance/Professional Liability Insurance (PLI)
- Grant Optum access to review your documents: Optum Public Sector Agency ID# 1354
- Complete the appropriate clinical application(s) for the Network(s) you are applying too.
 - For instructions on which applications to complete and next steps please see the Frequently Asked Questions (FAQ) document on our provider website at www.optumsandiego.com

<u>CAQH Registration Assistance:</u> https://proview.caqh.org/PO/Registration/Help

• Please contact the CAQH Help Desk via live char or by calling 888-600-9802. Live Chat can be accessed by logging into your account and clicking the chat icon at the top of the pages.

Chat hours are:

• Monday – Friday: 8:30 AM – 5:30 PM (EST)

Phone hours are:

• Monday – Friday: 8 AM – 6 PM (EST)