



CAQH Update & Re-Attestation Checklist

For practice managers, credentialing staff, and providers who maintain their own CAQH profile.

Provider	CAQH ID	Completed by / date
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1. CHANGES SINCE THE LAST ATTESTATION

- ☐ **Profile changes reviewed**
Locations, licenses, insurance, affiliations, work history, disclosures.
- ☐ **Contact and practice information current**
Practice addresses, phone numbers, Tax IDs, mailing address, credentialing contact.
- ☐ **Licenses current**
State licenses and DEA or CDS registrations, including renewals.
- ☐ **Liability insurance current**
Professional liability policy, carrier, and coverage dates.

2. BEFORE YOU ATTEST

- ☐ **Supporting documents reviewed**
Documents section shows nothing missing, expired, or with errors.
- ☐ **Missing or expired items corrected**
Expired license or insurance records must be updated before attesting.
- ☐ **Primary email current**
Reminder emails go to the primary email and any additional email contacts.
- ☐ **Authorized organizations reviewed**
The Authorize list matches the plans and organizations you work with.

3. REVIEW AND ATTEST

- ☐ **Profile reviewed**
Review and Attest, then View Errors; correct everything listed.
- ☐ **Attestation completed**
Attest that the information is accurate.

4. AFTER ATTESTATION

- ☐ **Status checked**
Profile status and document status (Received, then Approved).
- ☐ **Next due date recorded**
Use the date shown in the account, not an estimate.
- ☐ **Reminder added**
Calendar reminder a few weeks before the due date, plus credential expirations.

RECORD

Next due date _____

Reminder set for _____

Notes _____

Re-attestation timing. General DataSpring guidance requires re-attestation every 120 days, or every 180 days for Illinois providers. Follow the due date shown in your account and update information whenever it changes.

Keeping a CAQH profile current is profile maintenance. It does not mean a payer has credentialed or enrolled a provider; each payer makes its own decisions and may have additional requirements. Screen names follow the CAQH Provider Data Portal Provider User Guide (v46.0) and may differ in CAQH Unity. Sources: DataSpring (dataspring.com/resources, dataspring.com/clinicians) and the CAQH Provider User Guide. Not affiliated with or endorsed by CAQH or DataSpring.