

Provider Data 101: Accuracy and Attestation

Quick Reference Guide

Overview

All providers who are contracted with UnitedHealthcare must attest to their practice data and demographic information every 120 days. Helping to ensure that your data is correct is crucial for connecting you with members, accurately processing claims and meeting contractual and regulatory requirements.

UnitedHealthcare is here to support you and make attesting to your provider data as simple and straightforward as possible. For more information, visit UHCprovider.com/demographics.

Frequently Asked Questions

How do CMS provider attestation guidelines affect my practice?

The Centers for Medicare & Medicaid Services (CMS) encourage providers to notify health plans of demographic changes in a timely manner and to be responsive to inquiries.

- CMS limits provider directories to only list providers at practice locations who are available for recurring appointments. Substitute providers who aren't regularly available at that location shouldn't be listed.

For more information, please review the UnitedHealthcare Administrative Guide at UHCprovider.com/adminguide.

Why do I need to attest to my practice's data?

UnitedHealthcare uses the data you provide to keep our provider directory updated, so UnitedHealthcare members can locate and communicate with your practice. By regularly reviewing and confirming that the data we have is accurate, you're meeting both CMS and UnitedHealthcare requirements.

Key Points

- Attesting, or confirming, your practice's data and demographic information is required every 120 days.
- The appropriate location to attest depends on how you are contracted.
- UnitedHealthcare is here to support you and make updating and attesting to your provider data as simple and straightforward as possible.
- CMS has guidelines regarding provider data and how its reflected in provider directories.

How do I attest to my practice's data?

The channel you attest to your data depends on how you are contracted with UnitedHealthcare.

- [My Practice Profile](#)
- If you don't have access to My Practice Profile, you can attest to your data in the following channels:
 - [Care Provider Demographic Information Update Form](#)
 - [Group/Organization Demographic Information Update Form](#)
 - UnitedHealthcare Roster Manager: Please work with your UnitedHealthcare roster manager to update as needed.

Tips and Best Practices

- Please notify UnitedHealthcare through the appropriate channel as quickly as possible for the following changes:
 - Address or phone number changes
 - A provider joins or leaves your practice or changes practice location
 - If your practice is or is not accepting new patients
 - Plan participation
- Help ensure your administrative staff and satellite offices are in alignment with the appropriate response
- Please list only providers at practice locations who are available for recurring appointments

We're Here to Help

If you have any questions about the attestation requirements, please reach out to your UnitedHealthcare representative or call Provider Services at **877-842-3210**.

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