June X, 2015

Barton Smith

12345 Main Street

Vienna, VA 22182

Dear Barton Smith,

Access to accurate, up-to-date information within health plan network directories is crucial for both patients and healthcare providers. For this reason, there are new federal and state regulations requiring health plans to regularly validate information on each participating provider in their directories.

CAQH is simplifying this validation process for both providers and health plans through the use of information supplied in your CAQH ProView™ provider profile. This would prevent your office from getting multiple calls from different health plans - all seeking the same information. We are currently working with the following health plans in this effort:

Aetna Anthem

CareFirst Cigna

Health Net Horizon Blue Cross Blue Shield of New Jersey

UnitedHealthcare

These health plans require an explicit confirmation from you that the information they publish in their provider directories is correct and appropriate to use. *Please note: this is a separate action from your regular attestation within CAQH ProView.*

This review and confirmation process is easy and should only take a few minutes. Please follow these steps:

1. Enter the following link (specific to you) into a web browser on your computer:

**http://directoryvalidation.caqh.org/ProView/?id=10364840**

1. Review your information to ensure it is correct and ready to be published in health plan directories.
2. If all the information is correct, click “I Confirm” at the bottom of the screen.
3. If any information is incorrect, follow the “Edit in CAQH ProView” link, update your information, and return to the directory page to confirm.

Please e-mail any questions to ProviderDirectoryValidation@caqh.org.

Thank you,

The CAQH ProView Directory Validation Team