



# Guide to Update Your Practice Information



A quick guide to keeping your data current so members can find you easily, claims can be processed quickly, and you can spend less time on audits.

## Save Time, Help Members!

1. **Maintenance:** Notify us of any changes promptly via the CareSource Provider Portal.
2. **Respond to Audit Inquiries:** Timely responses help maintain data integrity.

## Why Update Your Data?

- **Save Time:** Spend less time on disruptive audits.
- **Accurate Data for Member:** Help patients find you easily.
- **Timely Reimbursements:** Ensure claims are processed without delays.
- **Regulatory Compliance:** Meet Centers for Medicare & Medicaid Services (CMS) and state requirements.

## How CareSource Uses Your Data

- **Find A Doctor Tool:** Help members locate providers easily.
- **Printed Directories:** Give those who need a reference document provider information.
- **Network Adequacy Reporting:** Support our commitment to providing accessible care and meeting government mandated requirements.

## If Your Data Changes, Please Follow These Steps:

If updating demographic information

### Use the CareSource Provider Portal

1. Login to the [Provider Portal](#).
2. Select "Provider Maintenance" from the left navigation.
3. Update your information.

If you are part of a health system that has a delegated credentialing arrangement with CareSource

Continue to submit demographic changes as you currently do through roster submissions to CareSource.

# CareSource Data Verification and Maintenance

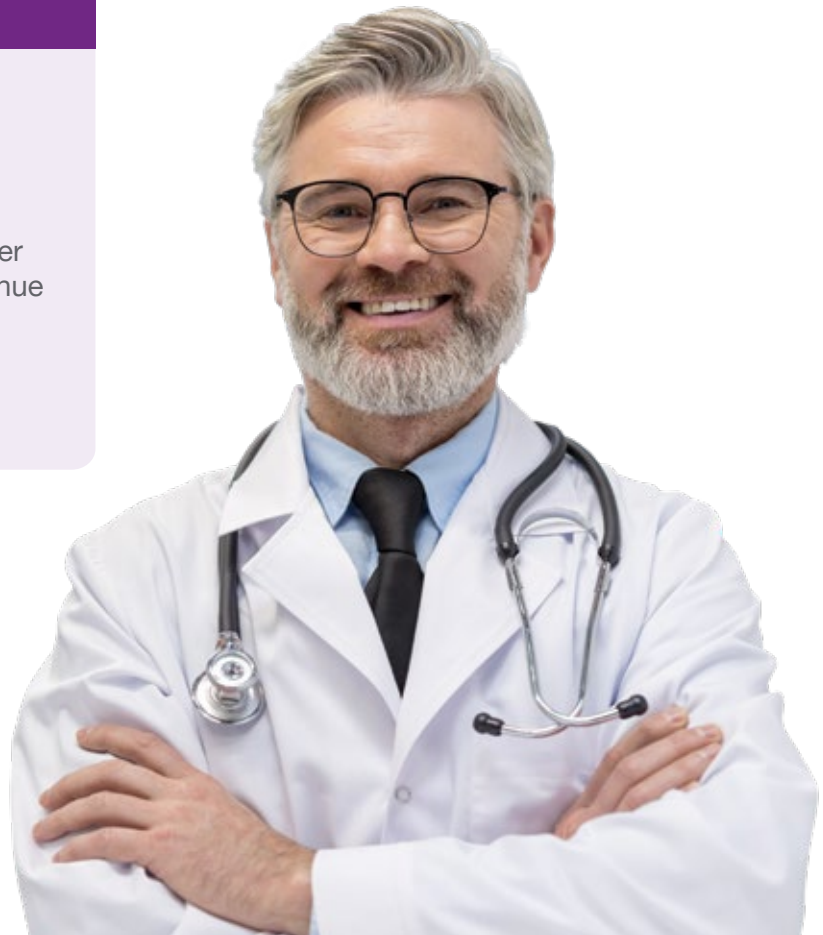
We will regularly verify your data to ensure accuracy. Here's how we do it:

1. **Quarterly Outreach:** Providers will receive outreach from a CareSource partner, BetterDoctor, to give an attestation for their data.
2. **Provider Verification Survey:** A random sample of providers will be surveyed quarterly to confirm data accuracy.

**PRO TIP:** Keeping your data updated makes these verification steps easier.

## Additional Online Resources

- Stay connected with **CareSource**
- Create a **Provider Portal Account**
- Review the **Provider Portal Overview**
- Add or remove a product or change Taxpayer Identification Number (TIN) or Internal Revenue Service (IRS) name on the **Health Partner Contract Form**
- Check out the **Attestation FAQs**



## How to Get Help

**Questions?** Call Provider Services at **1-833-230-2101**, available Monday through Friday, 8 a.m. to 6 p.m. Eastern Time (ET).