

1. Apply and obtain an NPI (National Provider Id)
 - a. In order to be paid, the NPI must be used on claims forms by all health care providers who meet the definition of "covered entity"
 - b. To complete the application online, go to the National Plan and Provider Enumeration system Web site.
2. <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.instructions>
 - a. To request a paper application, call 800/465-3203.
3. Apply and obtain a CAQH provider number
 - a. Just being registered with CAQH CAQH, the Council for Affordable Quality Healthcare (<http://www.caqh.org/>) does not mean you are participating with all of the organizations they have contracts with. However, it does allow you to release your information to participating organizations.
 - b. You must start credentialing with a particular healthcare organization
 - c. That organization will request your participation in the CAQH Universal Provider DataSource.
 - d. A list of participating organizations can be found at CAQH's website.
 - i. Aetna.
 - ii. Ambetter.
 - iii. Blue Cross Blue Shield of Georgia.
 - iv. Cigna Health and Life Insurance Company.
 - v. Coventry Health Care of Georgia, Inc.
 - vi. Harken Health Insurance Company.
 - vii. Humana.
 - viii. Kaiser Permanente GA.
 - e. After you start the credentialing process with a particular organization, you will receive a letter in the mail with your CAQH provider ID number. Do not lose this number.
 - f. You will need it to log on and submit your credentialing information on the CAQH website.
 - g. When you receive your provider number, you will then be able to log on and register.

Credentialing

What is Credentialing? Credentialing is the process of being reviewed by insurance panels to determine if you will be considered an "in-network" or a "participating" provider. Once you are on an insurance panel, clients insured through that panel can maximize their insurance benefits when seeing you.

To register for CAQH, contact one of the Universal Providers listed in this Database of Participating Organizations and ask to be included on its CAQH Roster OR email caqh.updadmin@acsgs.com for additional information about this process.

Follow the instructions and complete all the information on you are on the Insurance Companies site.

You do not have to do it all in one sitting, but to save the information you've completed and come back to finish later, you must hit the button at the bottom of the page that says "next". That will save the information you entered on that particular page, and all the pages prior to it.

After you enter all the information, you need to run an “audit” on your file to make sure that all the information is complete and correct. The website instructs you to do this.

After that you “attest” all your information (you will also be instructed to do this by the website). It will give you a message that your file is complete. You are finished!

Be sure to save your username and password somewhere safe; you will need it to log on to the site in the future and update your information.”

Disclaimer: These materials have been prepared for information purposes only and are not legal advice. This information is not intended to create, supplement and receipt of it does not constitute Legal advice. Readers should not act upon this information without contacting the Secretary of State Georgia Composite Board of Licensed Professional Counselor, Social Workers, and Marriage and Family Therapist and should seek professional legal advice.