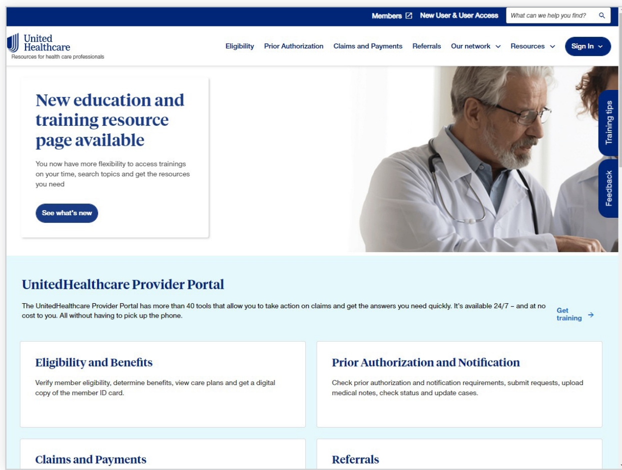
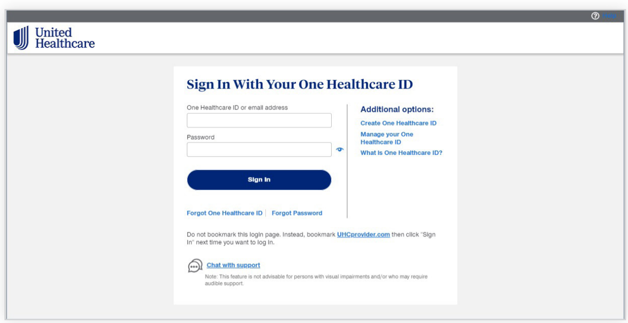
Facility/Practice Profile

Get started

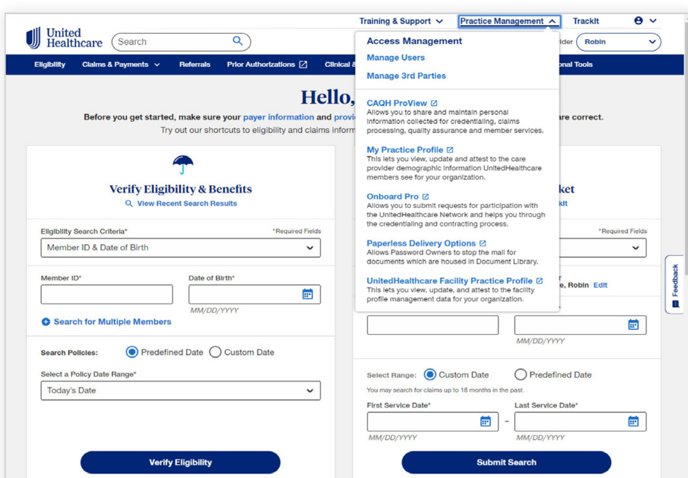
1. From **UHCprovider.com**, select Sign In then, Sign in to the UnitedHealthcare Provider Portal



2. Enter your One Healthcare ID and Password then **Sign In**



3. From Practice Management, select **UnitedHealthcare Facility Practice Profile**



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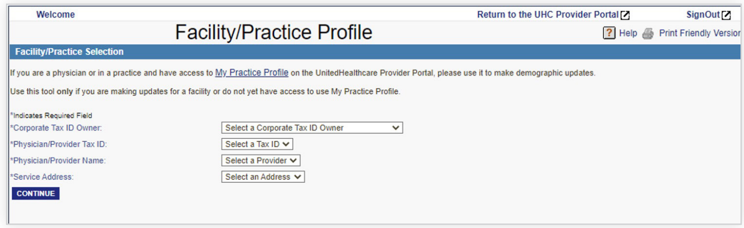
Facility/Practice selection

1. Select the Corporate **Tax ID Owner, Physician/Provider Tax ID, Physician/ Provider Name,** and **Service Address** from the drop-down menu. If there is only one selection for a drop-down menu, it will be pre-populated.
2. Click the **Continue** button.



View current information

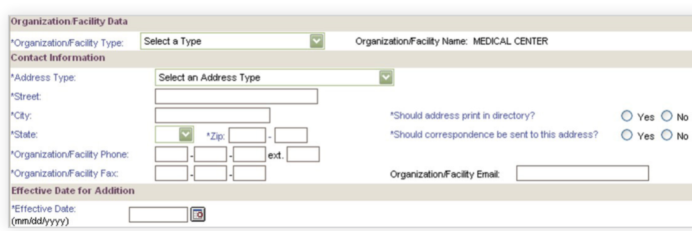
1. Select the View Current Information tab
2. The current Facility/Practice Profile Data is view only
3. Click the Search Again button to select new criteria

Update current information

1. Select the Update Current Information tab
2. Select one of the four options to complete the update

Add facility/practice data

1. Click the **Add** button.
2. Complete the **Add Practice Data** form. Required fields are identified by an asterisk*.
3. Click the **Continue** button.
4. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
5. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
6. A **Confirmation Page** will display.



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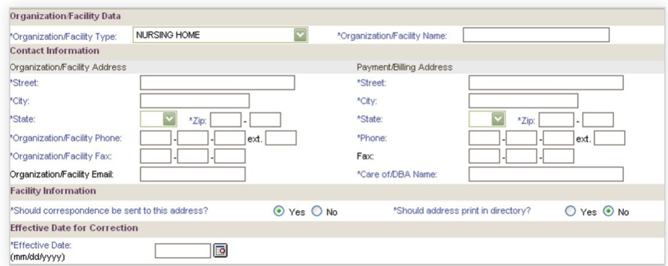
Change facility/practice data

1. Click the **Change** button.
2. **View** the current information.
3. Click the **Continue** button.
4. Complete the **Change Facility/Practice Data** form. Required fields are identified by an asterisk*.
5. Click the **Continue** button.
6. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
7. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
8. **A Confirmation Page** will display.

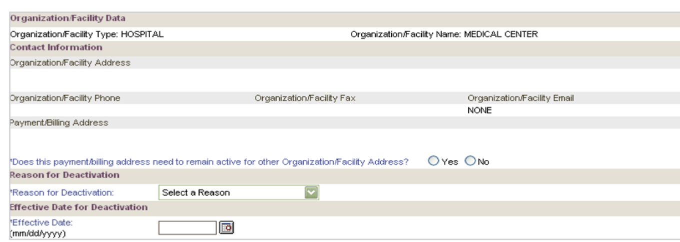
Correct practice data

1. Click the **Correct** button.
2. Complete the **Correct Facility/Practice Data** form. Required fields are identified by an asterisk*.
3. Click the **Continue** button.
4. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
5. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
6. A **Confirmation Page** will display.



Deactivate facility/practice data

1. Click the **Deactivate** button.
2. **View** the current information.
3. Complete the **Deactivate Facility/Practice Data** form. Required fields are identified by an asterisk*.
4. Click the **Continue** button.
5. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
6. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
7. A **Confirmation Page** will display.

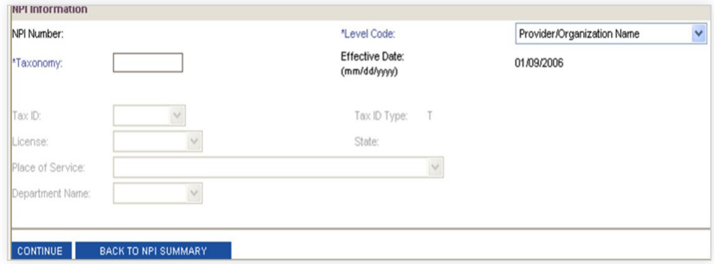


View/update NPI information

Select the **View/Update NPI Information** tab.

View/update NPI Information

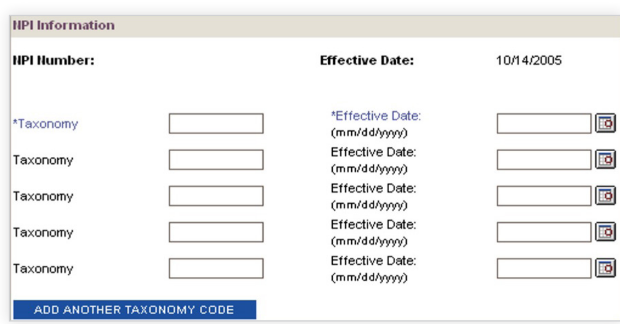
Update NPI Information



1. Select the **Update NPI Information** radio button.
2. Select the radio button next to the NPI to be updated.
3. Click the **Continue** button.
4. Select the type of information to be updated from the **Level Code** drop down menu.
5. Enter updated **Taxonomy** information.
6. Enter the **Effective Date** for the current taxonomy information using the mm/dd/yyyy format.
7. Click the **Continue** button.
8. Enter the **Cancel Date** and **Cancel Reason** for the previous taxonomy information.
9. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
10. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
11. A **Confirmation Page** will display.

NOTE: Based on the Level Code selected, you may need to select the Tax ID, License, Place of Service or Department Name drop-down menu. If the entry is not listed, please contact the toll free telephone number listed.

Add a new taxonomy to existing NPI



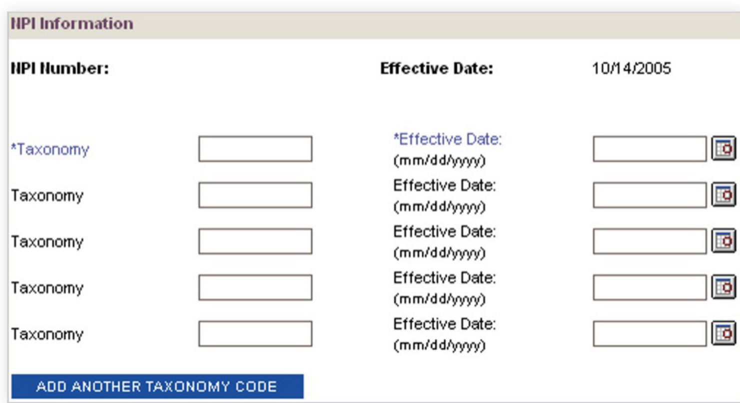
1. Select the **Add a New Taxonomy to Existing NPI** radio button.
2. Select the radio button next to the NPI to be updated.
3. Click the **Continue** button.
4. Enter the **Taxonomy Information.**
5. Enter the **Effective Date** using a mm/dd/yyyy format.

6. Click the **Add Another Taxonomy Code** button to enter additional taxonomy codes.
7. Click the **Continue** button.
8. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
9. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
10. A **Confirmation Page** will display.

NOTE: If a NUCC Taxonomy Code is entered the corresponding effective date is required.

Add a new NPI

1. Select the **Add a New NPI** radio button.
2. Enter the **NPI Number.**
3. Select the type of information to be updated from the **Level Code** drop down menu
4. Enter the **Taxonomy** Information.
5. Enter the **Effective Date** in a mm/dd/yyyy format.
6. Click the **Add Another Taxonomy Code** button to enter additional taxonomy codes.
7. Click the **Continue** button.
8. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
9. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
10. A **Confirmation Page** will display.



NOTE: Based on the Level Code selected, you may need to select the Tax ID, License, Place of Service or Department Name drop-down menu. If the entry is not listed, please contact the toll free telephone number listed.

Cancel a New NPI

NPI Information

Total record(s) on the page: 1 Page 1 of 1

	NPI	Taxonomy	Level Code	Level Info	Effective Date	Cancel Date	Cancel Reason
☐	129	208600000X	Name	JOHN	10/14/2005		

1. Select the **Cancel an NPI** radio button.
2. Select the checkbox next to the NPI row(s) to be canceled.
3. Enter the **Cancel Date** using a mm/dd/yyyy format.
4. Select the **Cancel Reason** from the drop down menu.
5. Review the information; choose the **Edit** button if changes are needed or the **Submit** button if the information is correct.
6. Select **Yes** in the **Message Dialog** box to confirm the information entered complies with the physician/provider agreement.
7. A **Confirmation Page** will display.

Tax ID updates

1. Select the Tax ID Updates tab.

   Tax ID Updates

2. Adding a new Tax ID or making changes/updates to an existing Tax ID cannot be done online as it requires a copy of a W-9 to be submitted to your local Network Contact (see Related Links for a listing of Network Contacts).

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