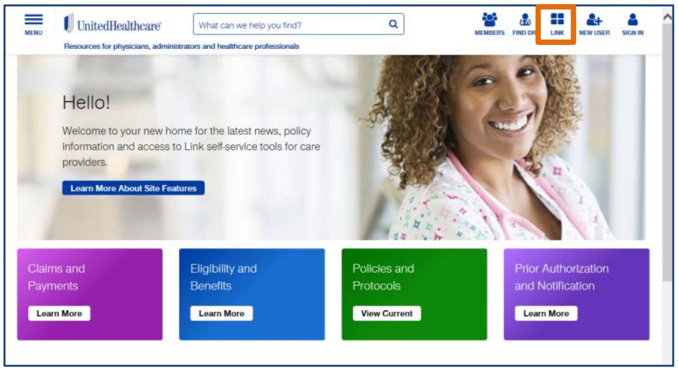
My Practice Profile
Demographic Updates / Attestation
QUICK REFERENCE

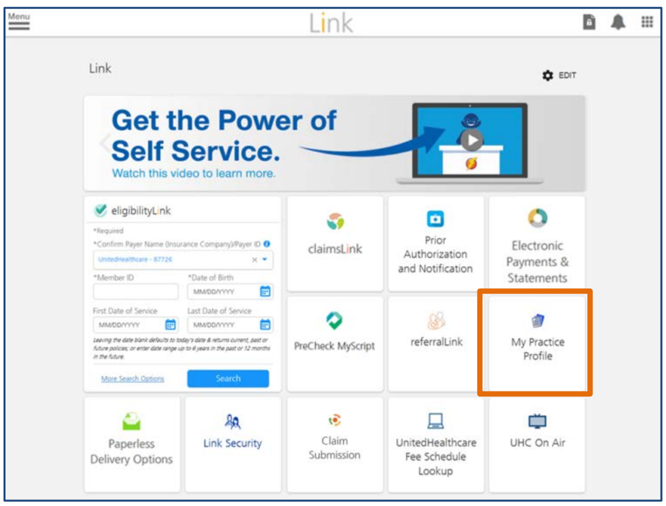
My Practice Profile allows you to view, update and attest (update and attest capability is only available for the Optum ID administrator) group and provider demographic information (including: addresses, phone and fax numbers, email and web addresses, contact information, office hours, Medicare/Medicaid assignment, languages and more).

Get Started

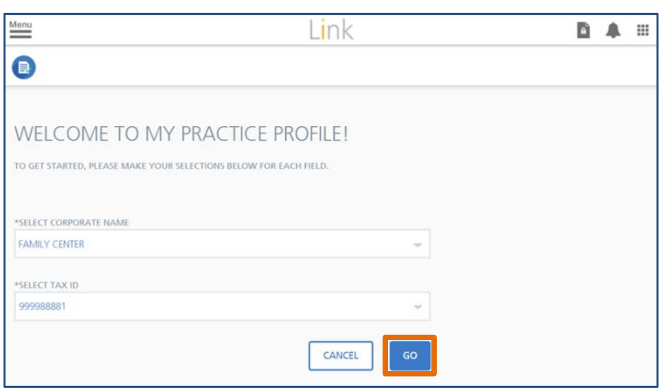
1. From UHCprovider.com, click **Link** and **Sign In** with your Optum ID and Password



2. Select **My Practice Profile**



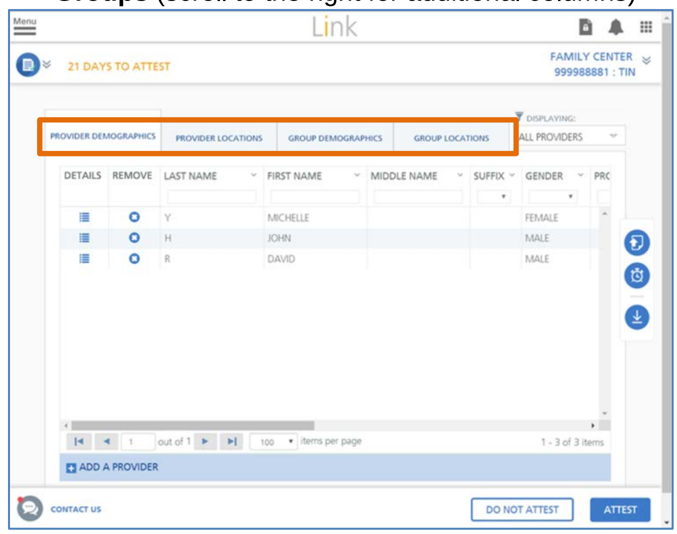
3. Select the appropriate **Corporate Name**
4. Select the **Tax ID Number**
5. Click **GO**



Note: You must attest each Tax ID Number separately.

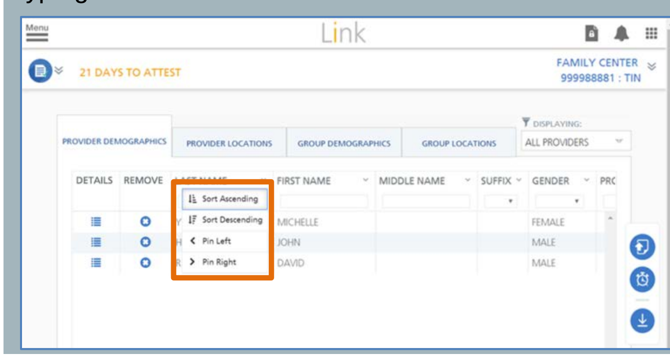
Attestation

1. Review the information under the four tabs: **Demographics**, **Locations** for both **Providers** and **Groups** (scroll to the right for additional columns)



Note: Please ensure that only the locations where a provider is regularly available to give covered services are listed. On-call and substitute care providers should not be listed at an address.

Note: You can Sort by any of the headers, and pin a field so it remains constant. You may also filter a field by typing into the box under the column title.



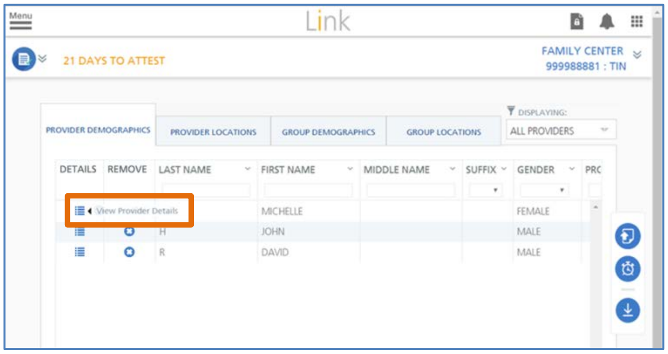
2. If all information is accurate, click **Attest**, at the bottom right, to attest to the accuracy and completeness of the information.

Note: If updates are needed, please refer to the sections below.

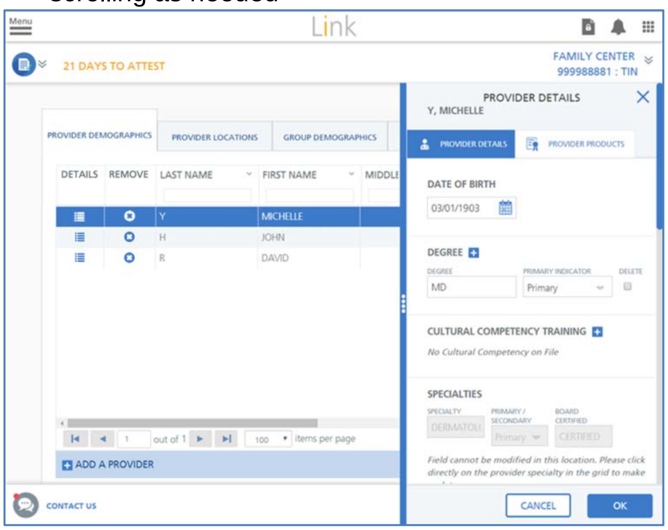
Update – Provider Demographics

View/Update Provider Details

1. Click the **View Provider Details** icon

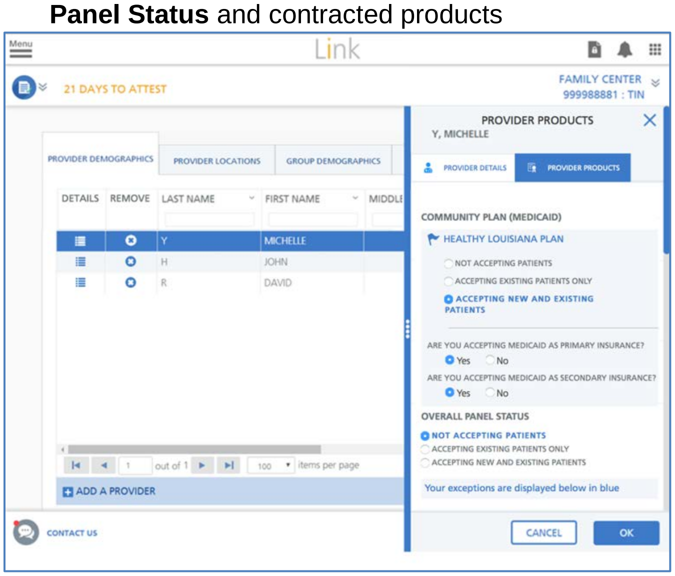


2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

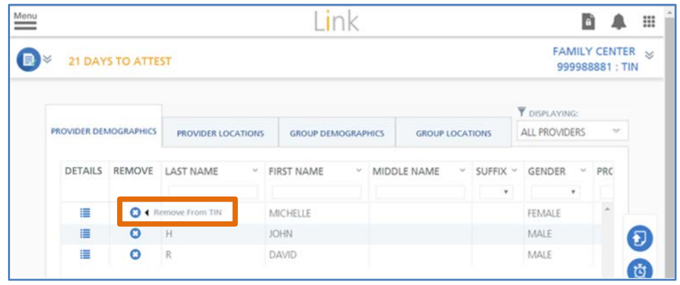
4. Click the Provider Products tab to review/update **Panel Status** and contracted products



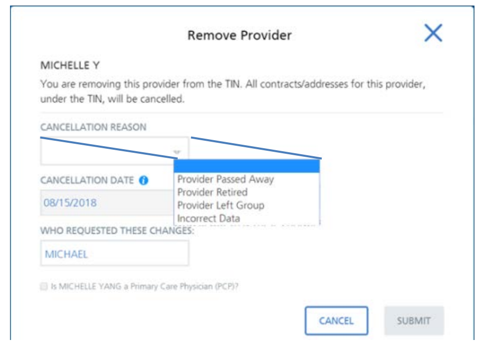
Update – Provider Demographics (continued)

Remove a Provider

1. Click the **Remove from TIN** icon



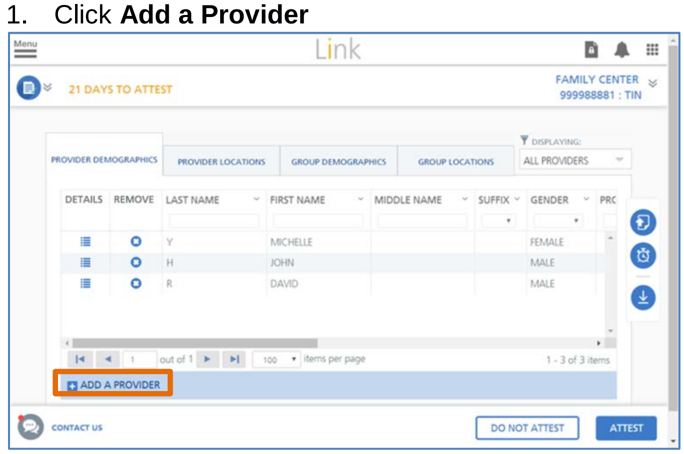
2. Select a **Cancellation Reason**



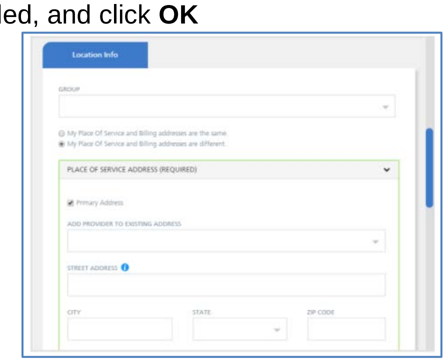
3. Complete the **Cancellation Date** and **Who Requested These Changes** and click **Submit**

Add a Provider

1. Click **Add a Provider**



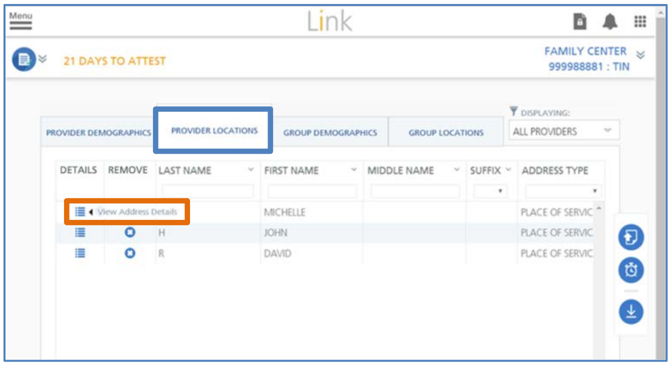
2. Complete the information in the pop-up, scrolling as needed, and click **OK**



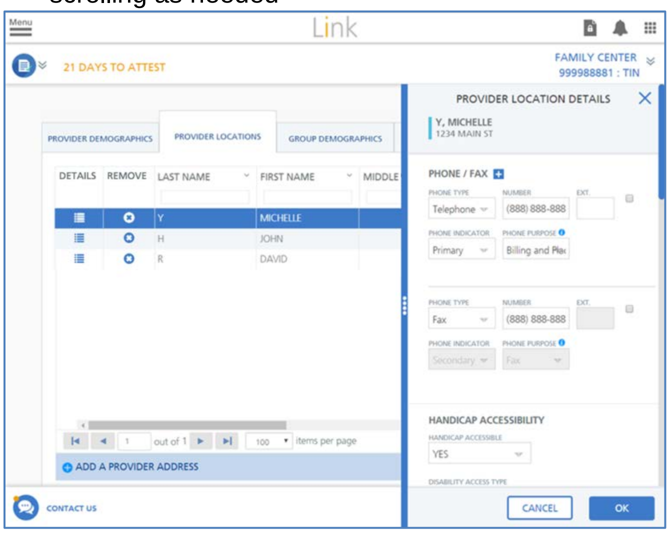
Update – Provider Locations

View/Update Address Details

1. On the **Provider Locations** tab, click the **View Address Details** icon



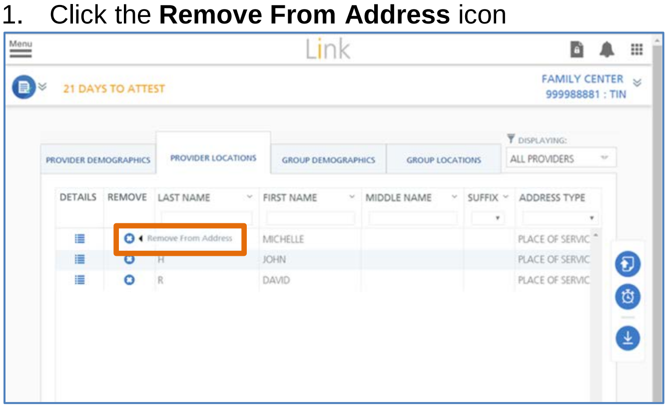
2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

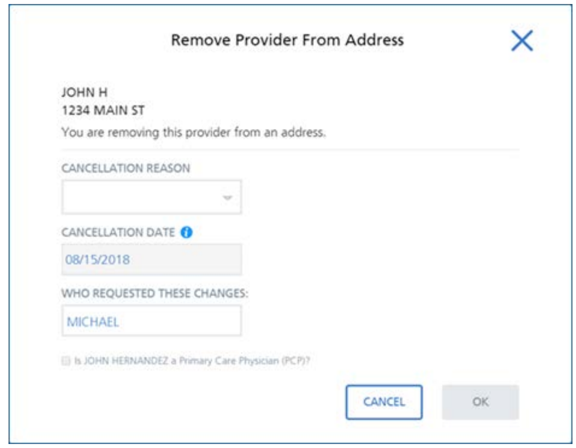
Remove Provider from an Address

1. Click the **Remove From Address** icon



Update – Provider Locations (continued)

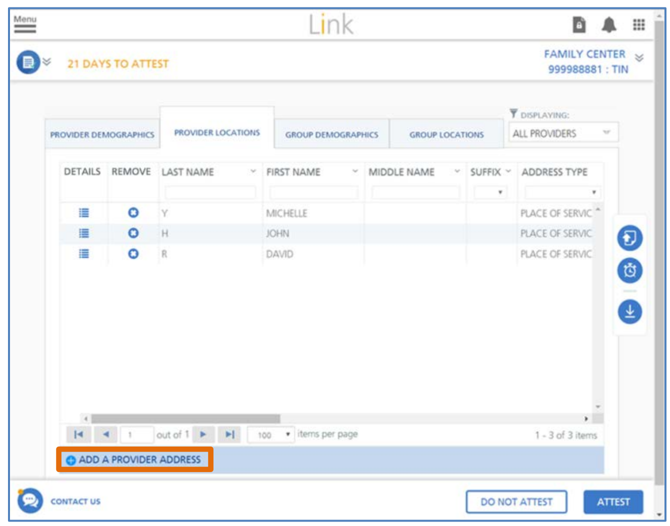
2. Select a **Cancellation Reason**



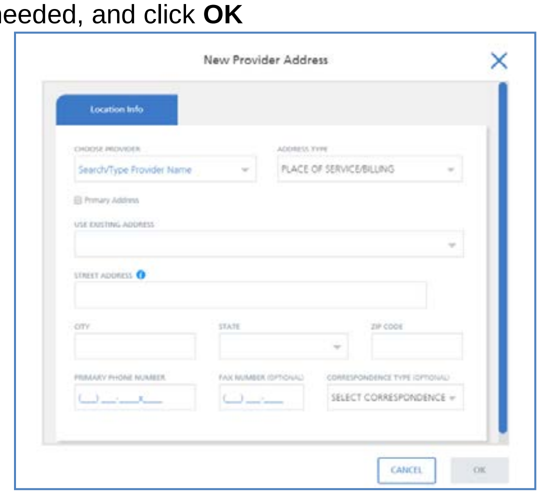
3. Complete the **Cancellation Date** and **Who Requested These Changes**
4. Click **OK**

Add an Address

1. Click **Add a Provider Address**



2. Complete the information in the pop-up, scrolling as needed, and click **OK**



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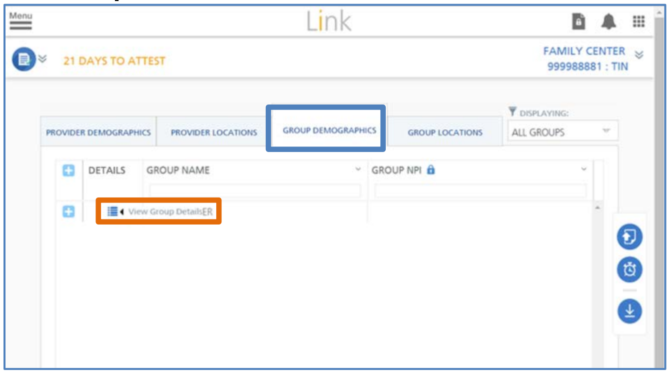
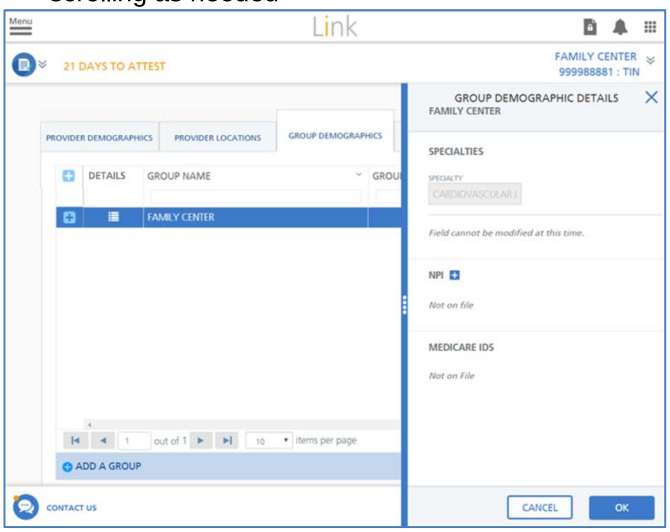
Update – Group Demographics

View/Update Group Details

1. On the **Group Demographics** tab, click the **View Group Details** icon



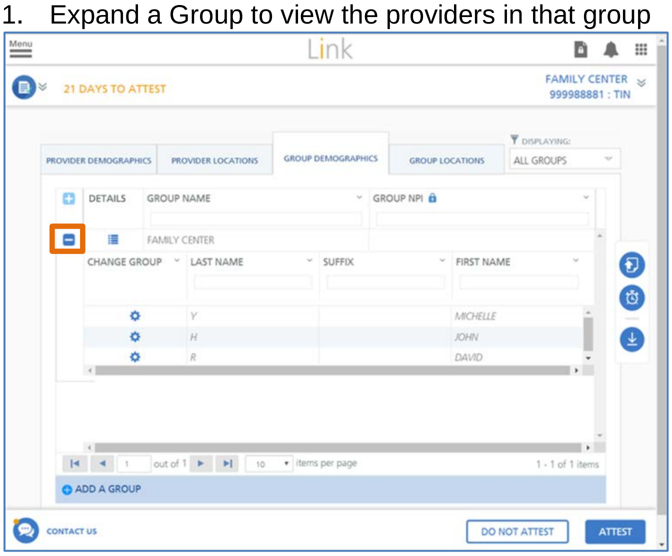
2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

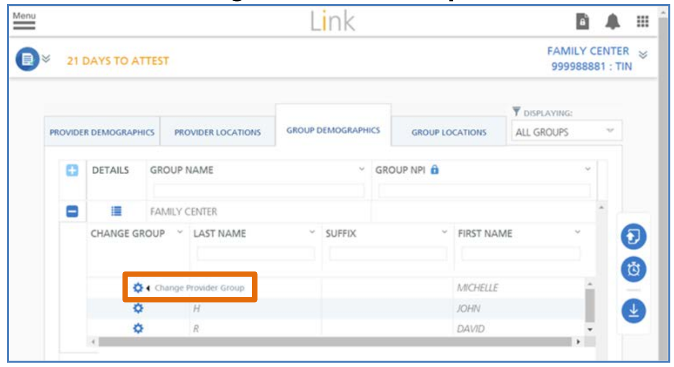
Update Providers in a Group

1. Expand a Group to view the providers in that group

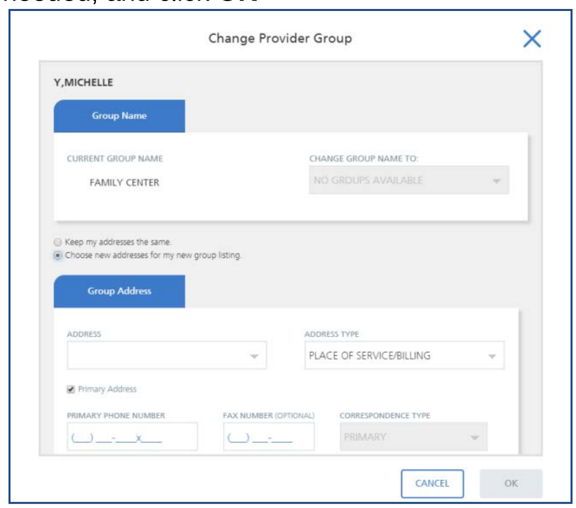


Update – Group Demographics (continued)

2. Click the **Change Provider Group** icon



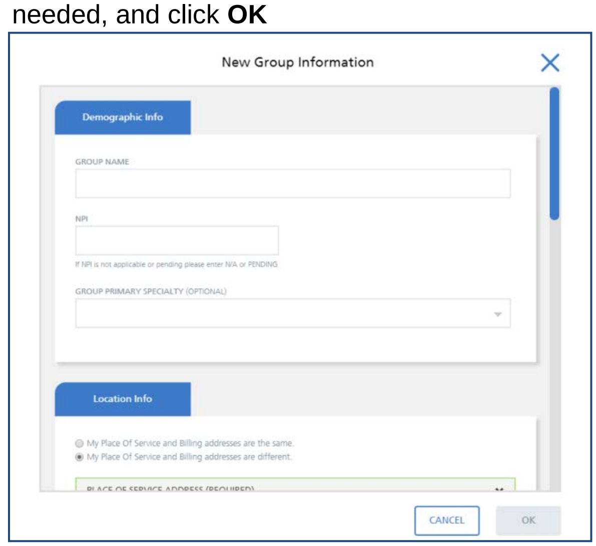
3. Update the information in the pop-up, scrolling as needed, and click **OK**



Add a Group

1. Click **Add a Group**

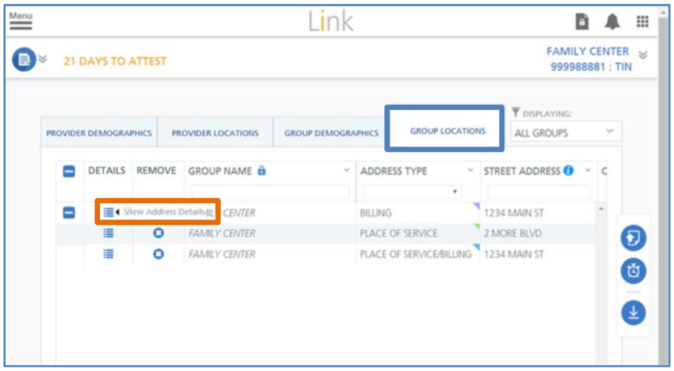
2. Complete the information in the pop-up, scrolling as needed, and click **OK**



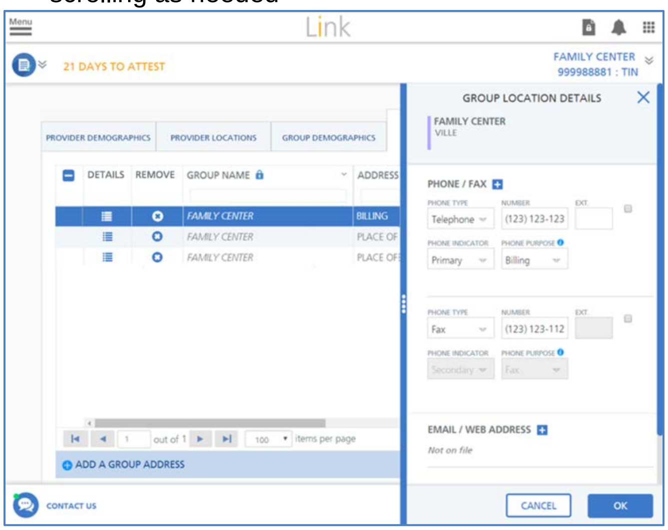
Update – Group Locations

View/Update Group Details

1. On the **Group Locations** tab, click the **View Address Details** icon



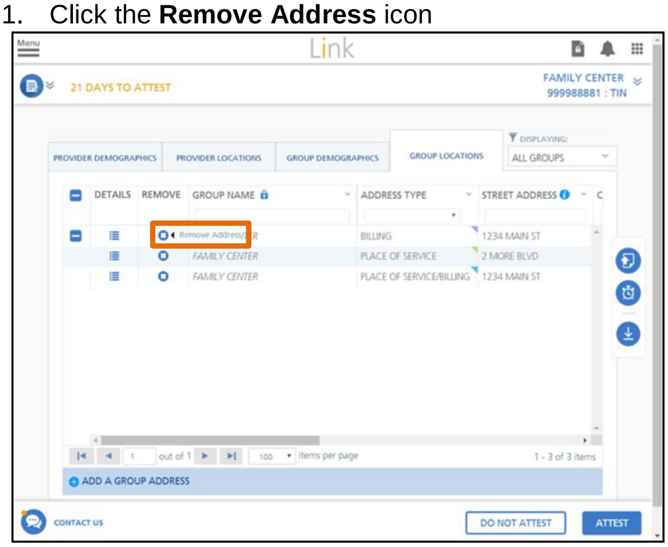
2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

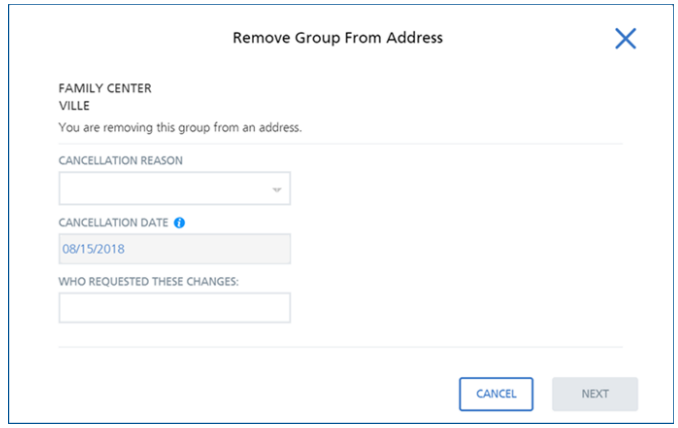
Remove an Address

1. Click the **Remove Address** icon



Update – Group Locations (continued)

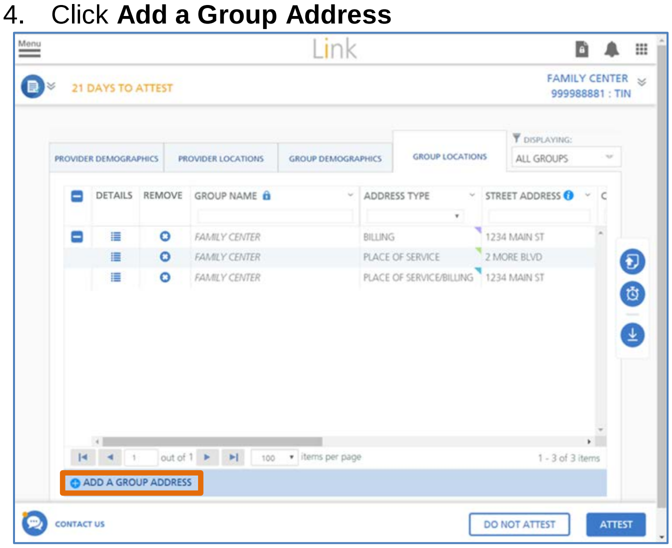
2. Select a **Cancellation Reason**



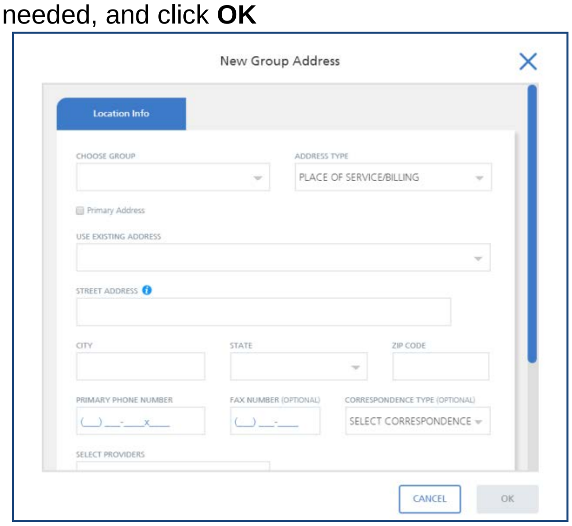
3. Complete the **Cancellation Date** and **Who Requested These Changes**
4. Click **Next**

Add an Address

4. Click **Add a Group Address**

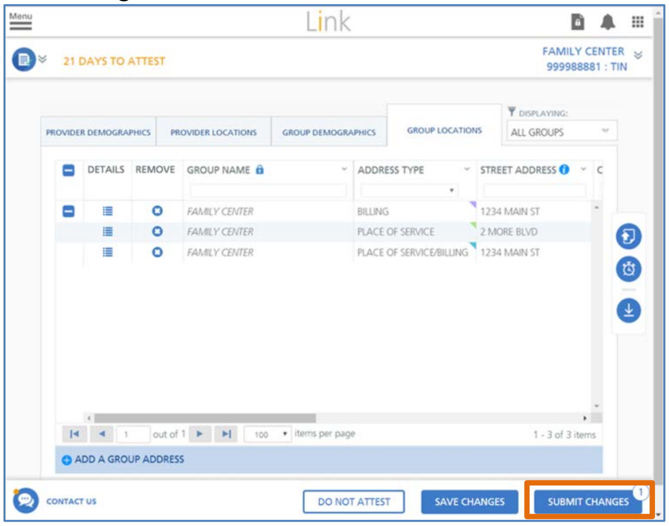


5. Complete the information in the pop-up, scrolling as needed, and click **OK**

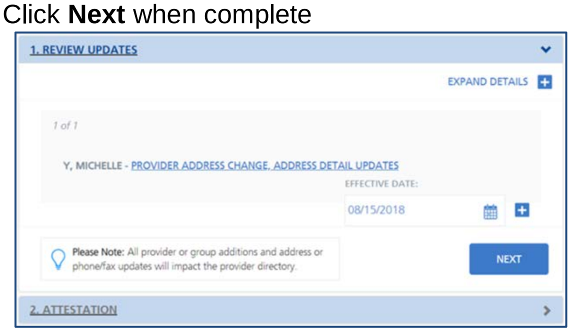


Submit Changes and Attest

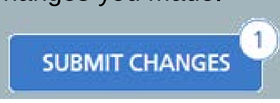
1. After making all needed changes, click **Submit Changes**



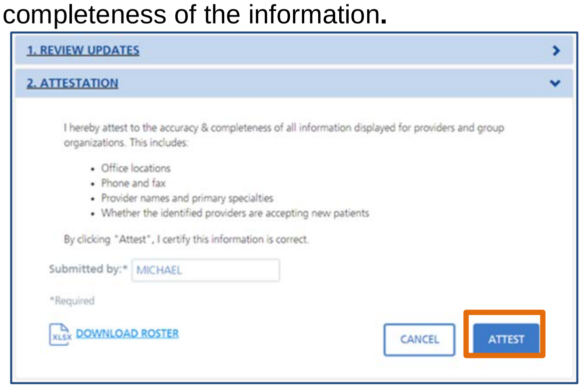
2. **Review the Updates**, scrolling through as needed, confirming the **Effective Date** for each change
3. Click **Next** when complete



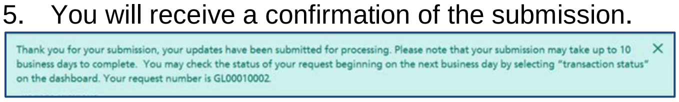
Note: The number shows how many providers were affected by the changes you made.



4. Click **Attest**, to attest to the accuracy and completeness of the information**.**



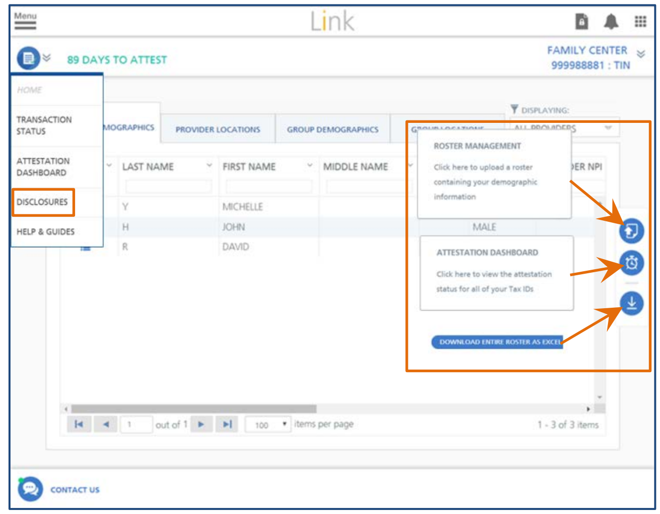
5. You will receive a confirmation of the submission.



Additional Features

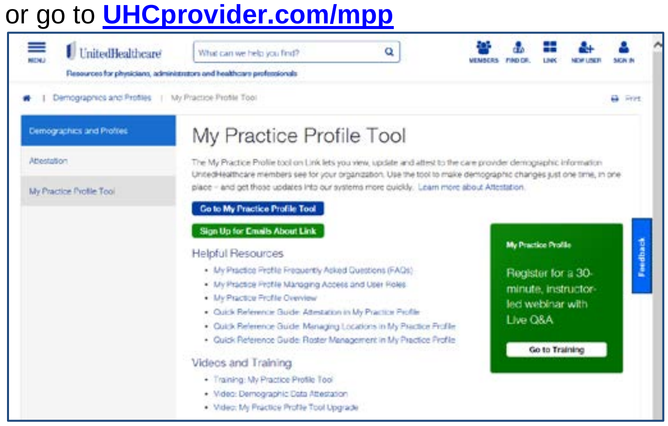
Through the icons on the right of the screen, you may:

- **Download** the entire roster, all four tabs, into an Excel spreadsheet
- Check your **Attestation Dashboard** which has a list of all Tax ID Numbers (TINs) in your organization and the days until attestation is required
- Coming soon, for select/larger organizations – **Upload** a saved roster from your system



You may also access **Disclosures** from the left menu (above)

For additional Help Resources, click **Help and Guides** or go to **UHCprovider.com/mpp**



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