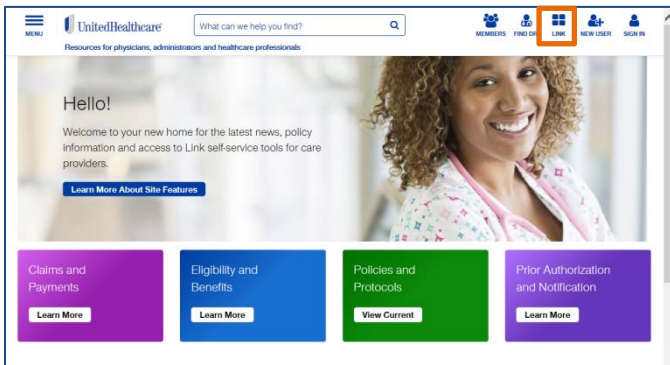


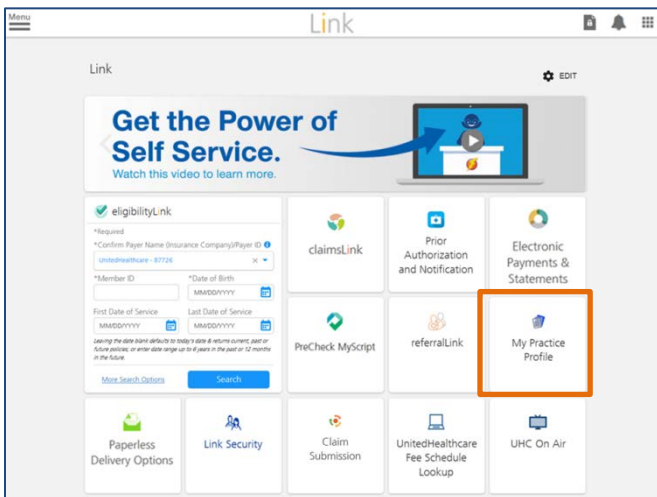
My Practice Profile allows you to view, update and attest (update and attest capability is only available for the Optum ID administrator) group and provider demographic information (including: addresses, phone and fax numbers, email and web addresses, contact information, office hours, Medicare/Medicaid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

Get Started

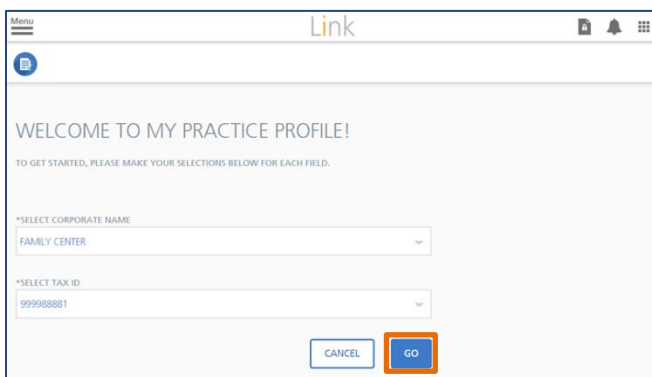
1. From UHCprovider.com, click **Link** and **Sign In** with your Optum ID and Password



2. Select **My Practice Profile**



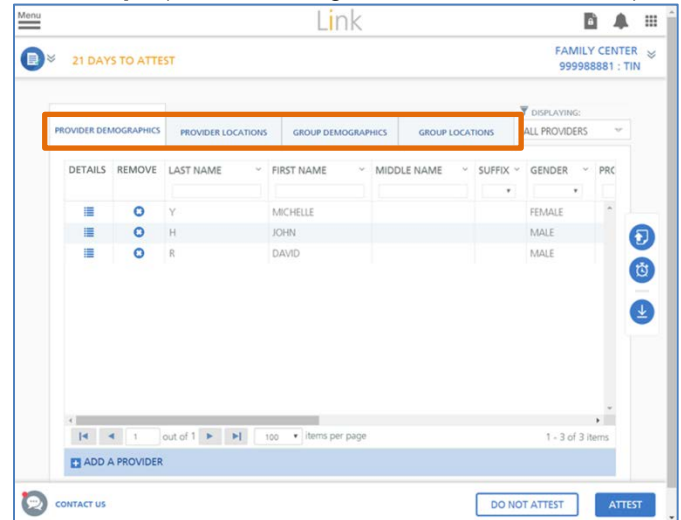
3. Select the appropriate **Corporate Name**
4. Select the **Tax ID Number**
5. Click **GO**



Note: You must attest each Tax ID Number separately.

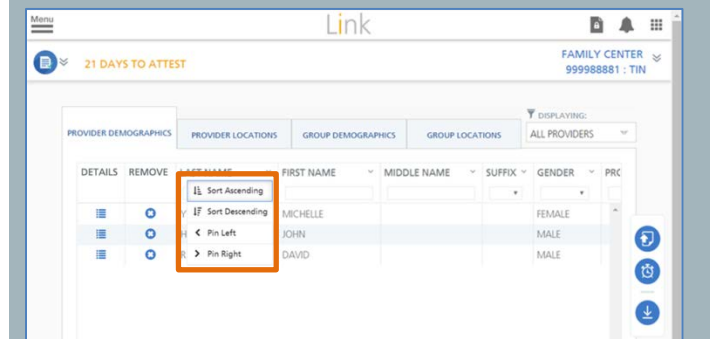
Attestation

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.



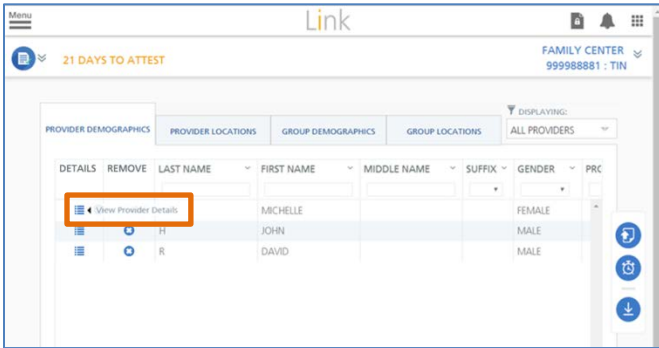
2. If all information is accurate, click **Attest**, at the bottom right, to attest to the accuracy and completeness of the information.



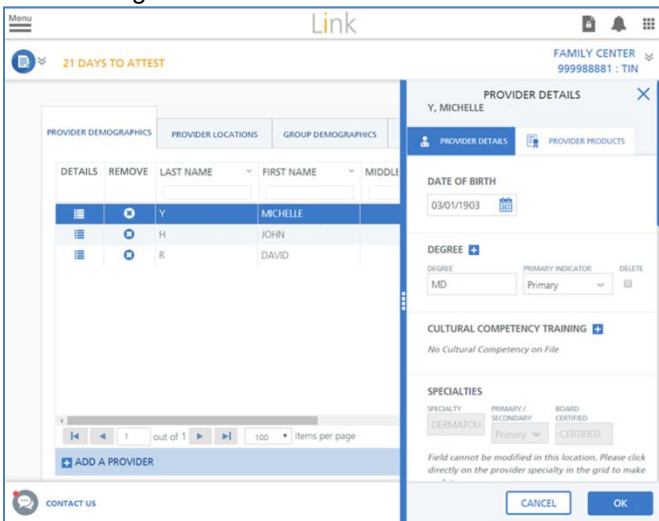
Note: If updates are needed, please refer to the sections below.

View/Update Provider Details

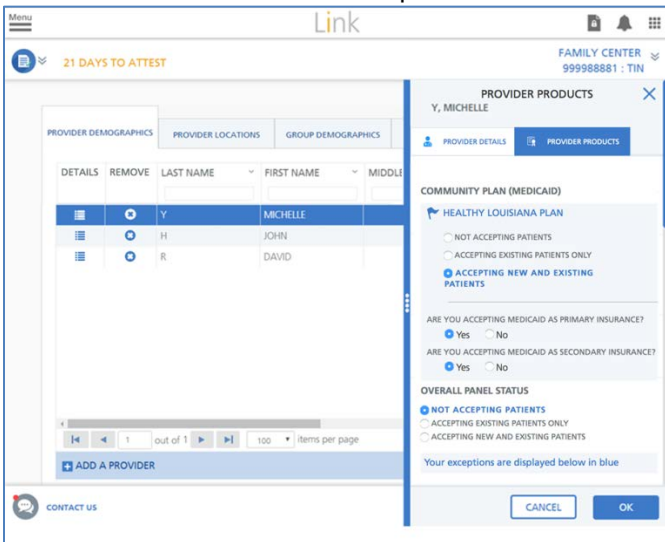
1. Click the **View Provider Details** icon



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

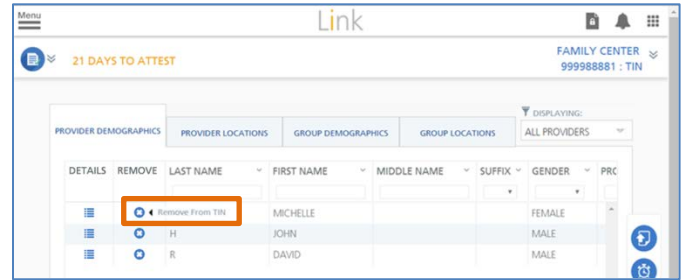


3. Click **OK** when complete
4. Click the **Provider Products** tab to review/update **Panel Status** and contracted products

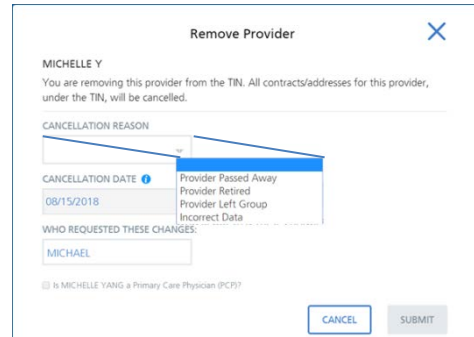


Remove a Provider

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



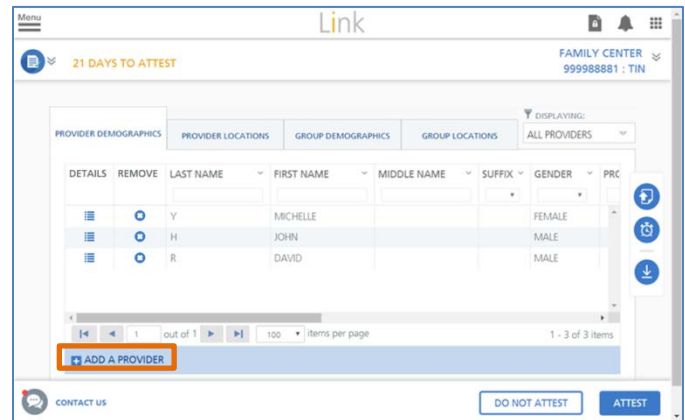
2. Select a **Cancellation Reason**



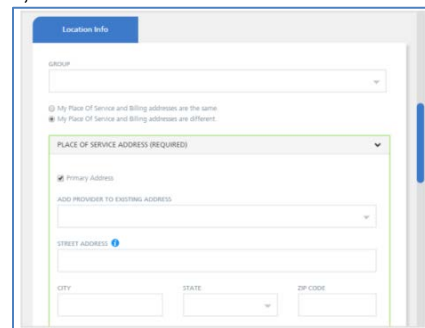
3. Complete the **Cancellation Date** and **Who Requested These Changes** and click **Submit**

Add a Provider

1. Click **Add a Provider**

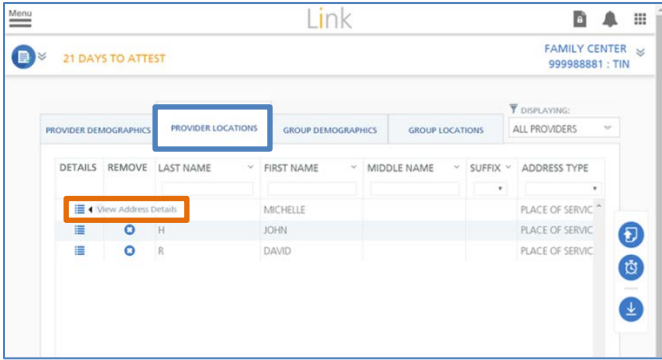


2. Complete the information in the pop-up, scrolling as needed, and click **OK**

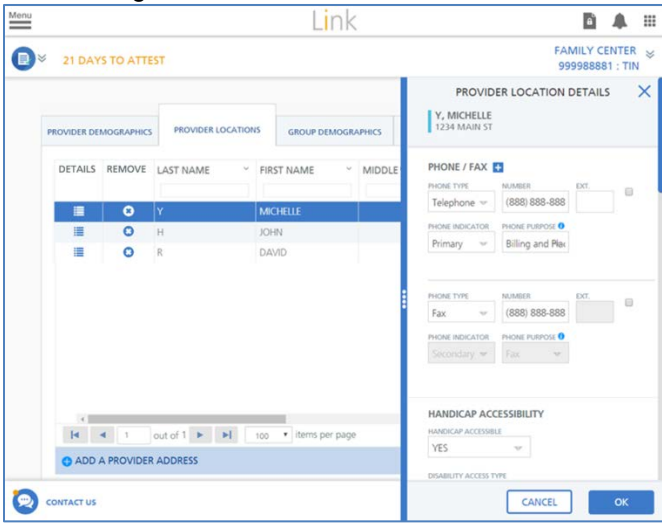


View/Update Address Details

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



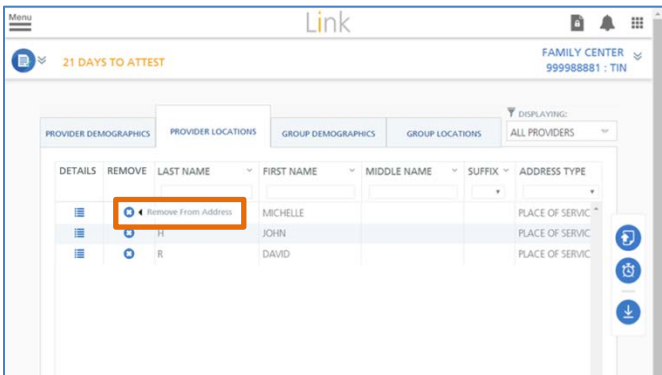
2. Review/Update the information in the right panel, scrolling as needed



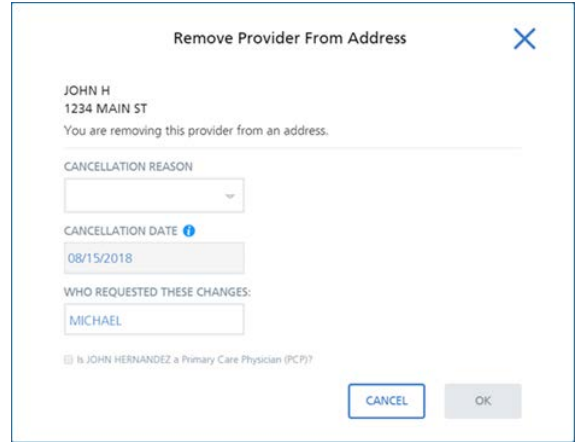
3. Click **OK** when complete

Remove Provider from an Address

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



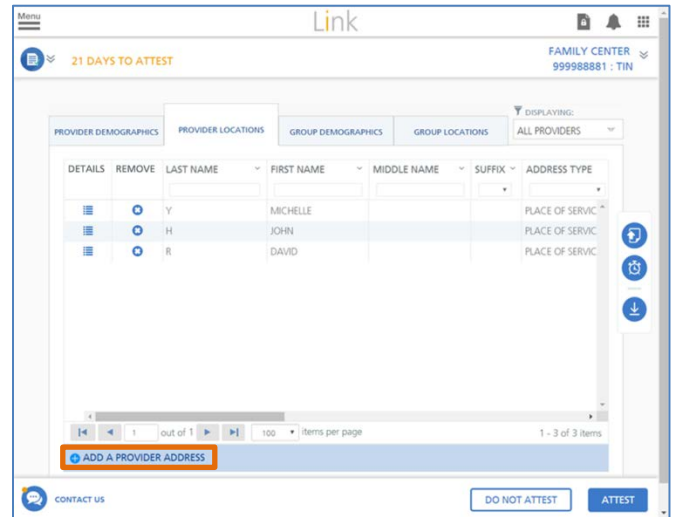
2. Select a **Cancellation Reason**



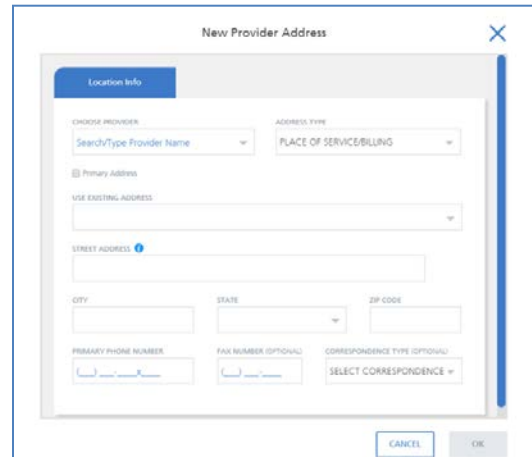
3. Complete the **Cancellation Date** and **Who Requested These Changes**
4. Click **OK**

Add an Address

1. Click **Add a Provider Address**



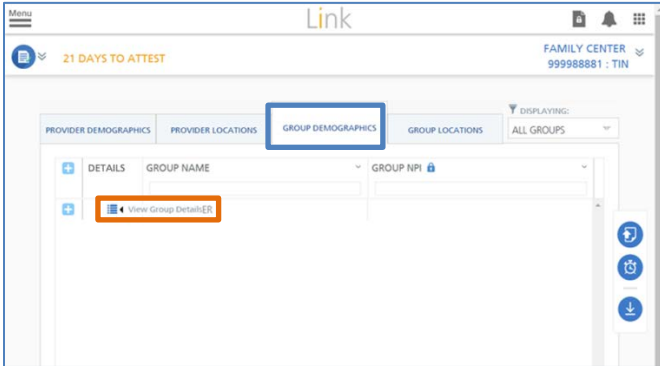
2. Complete the information in the pop-up, scrolling as needed, and click **OK**



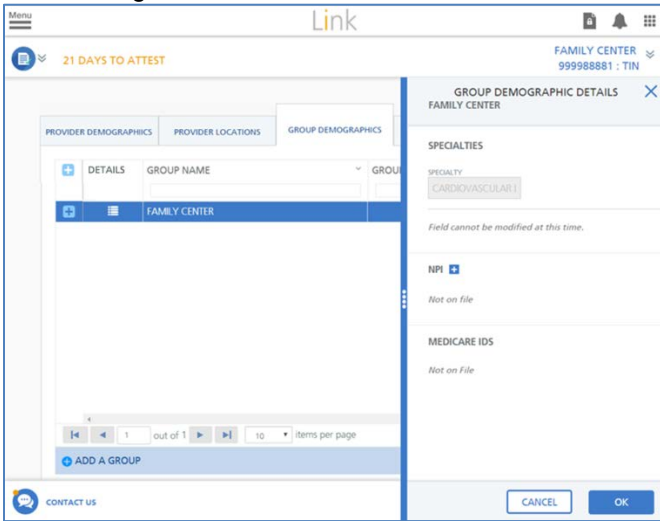
Update – Group Demographics

View/Update Group Details

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



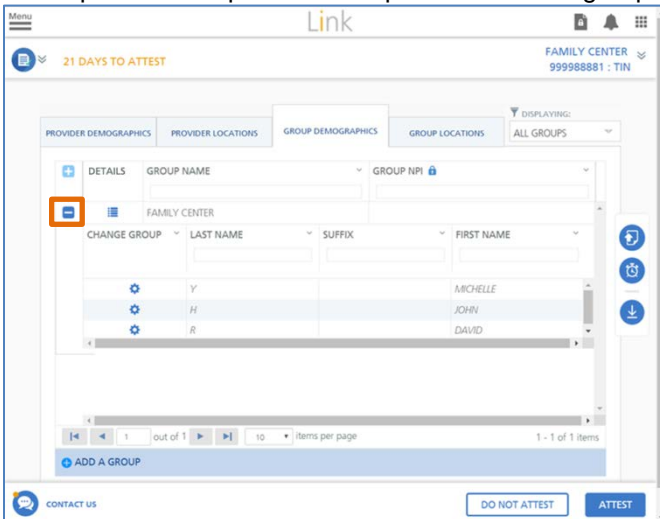
2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

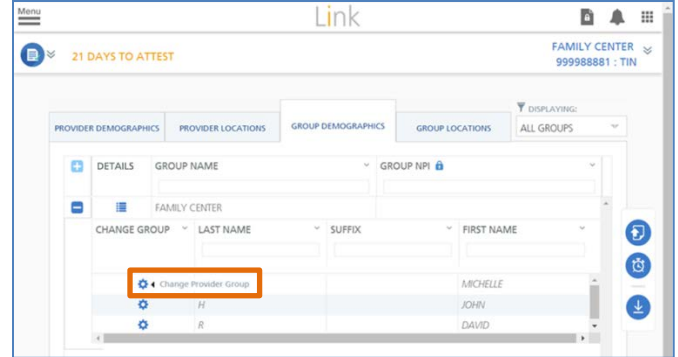
Update Providers in a Group

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

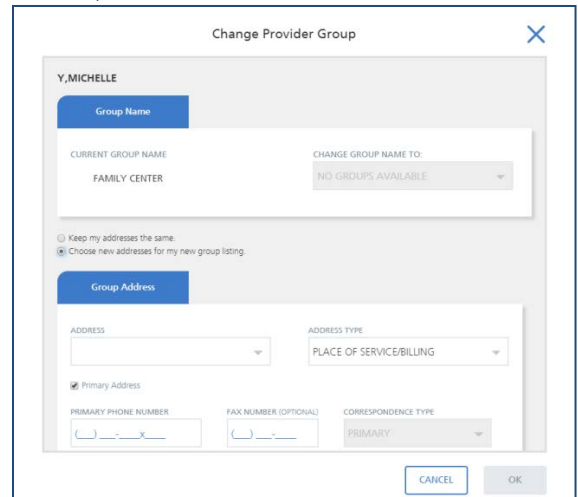


Update – Group Demographics (continued)

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



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

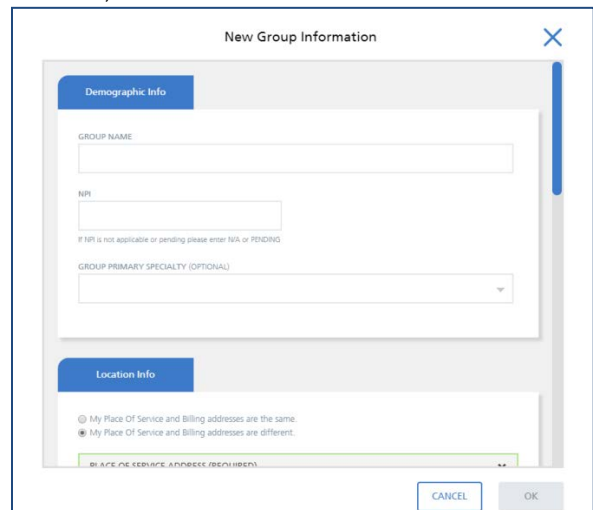


Add a Group

1. Click **Add a Group**



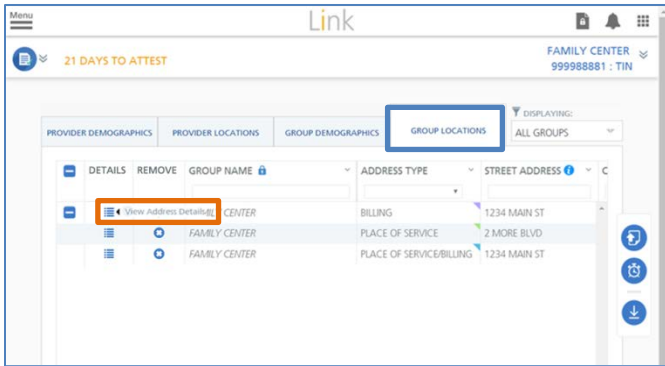
2. Complete the information in the pop-up, scrolling as needed, and click **OK**



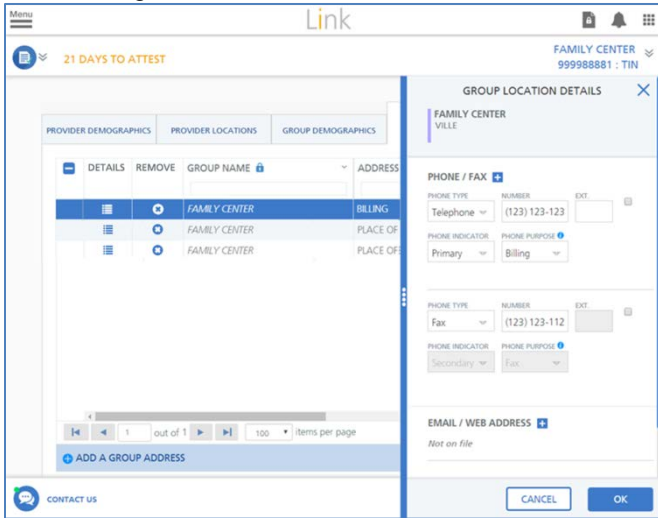
Update – Group Locations

View/Update Group Details

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



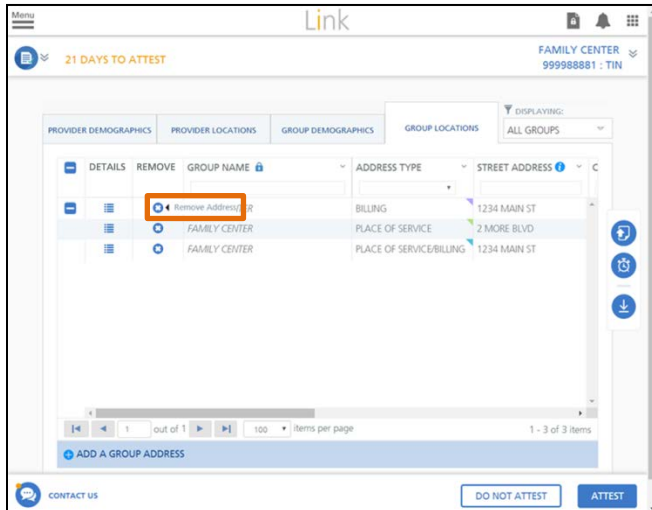
2. Review/Update the information in the right panel, scrolling as needed



3. Click **OK** when complete

Remove an Address

1. Click the **Remove Address** icon



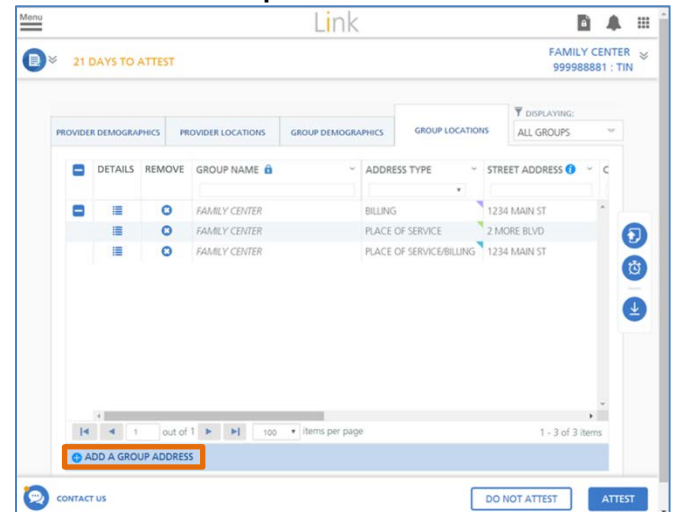
Update – Group Locations (continued)

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**

The screenshot shows the 'Link' interface for 'FAMILY CENTER' with '21 DAYS TO ATTEST'. A table lists three provider locations with details like 'GROUP NAME', 'ADDRESS TYPE', and 'STREET ADDRESS'. At the bottom right, the 'SUBMIT CHANGES' button is highlighted with a red box and a '1' in a circle.

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

The screenshot shows the '1. REVIEW UPDATES' step. It displays a list of updates for 'Y, MICHELLE - PROVIDER ADDRESS CHANGE, ADDRESS DETAIL UPDATES' with an effective date of 08/15/2018. A 'NEXT' button is visible at the bottom right.

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

SUBMIT CHANGES 1

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

The screenshot shows the '2. ATTESTATION' step. It includes a confirmation message: 'I hereby attest to the accuracy & completeness of all information displayed for providers and group organizations. This includes: Office locations, Phone and fax, Provider names and primary specialties, Whether the identified providers are accepting new patients.' Below this is a 'Submitted by:' field with 'MICHAEL' and an 'ATTEST' button highlighted with a red box and a '1' in a circle.

5. You will receive a confirmation of the submission.

Thank you for your submission, your updates have been submitted for processing. Please note that your submission may take up to 10 business days to complete. You may check the status of your request beginning on the next business day by selecting "transaction status" on the dashboard. Your request number is GL00010002.

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

The screenshot shows the 'Link' interface for 'FAMILY CENTER' with '89 DAYS TO ATTEST'. A sidebar menu on the left includes 'DISCLOSURES'. On the right, a 'ROSTER MANAGEMENT' panel has icons for 'Download Entire Roster as Excel' and 'Attestation Dashboard', both highlighted with red boxes and arrows.

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

The screenshot shows the UnitedHealthcare 'Regulatory and other forms' page. It lists various disclosure forms for different states, including 'FAQ Disclosure of Ownership and Management Form' and 'Disclosure of Ownership and Management Form' for states like Hawaii, Kansas, Maryland, Mississippi, Nebraska, New Jersey, New Mexico, New York, Rhode Island, and Washington.

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

The screenshot shows the UnitedHealthcare 'My Practice Profile Tool' page. It features a search bar, navigation tabs, and sections for 'Helpful Resources' (including FAQs, overview, and guides) and 'Videos and Training' (including training and upgrade videos).