



Phone: 843-679-3251
Toll Free: 866-877-2762
Fax: 866-992-7144

PO Box 6447
1807C West Evans Street
Florence, SC 29502

Dear Professional,

NPI and CAQH ID and Passwords

For continued enrollment with our insurance payors, we must ask you to provide us with your ID and Passwords for both NPI and CAQH so that we can update your information online for you. This form can be faxed to 866-992-7144.

- **NPI** – we will need to replace your previous practice information (physical location address and billing address) and update it with the facilities information. If you do not know your ID and Password, please call the NPI (NPPES) toll free number: **1-800-465-3203** for assistance
- **CAQH (Council for Affordable Quality Healthcare)**: This is a Universal Provider DataSource that allows healthcare professionals to provide an online credentialing application for health plans, hospitals, and other healthcare organizations. If you do not know your CAQH ID and Password, please call toll free: 1-888-599-1771 for assistance. Their website address is: <http://www.caqh.org/> if you would like more information.

THIS INFORMATION WILL NOT BE SHARED WITH ANYONE ELSE OUTSIDE OF OUR OFFICE.

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**Please print clearly and indicate whether it is a lowercase or UPPERCASE or a space between letters/numbers.*

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

NPI: _____ ID: _____ Password: _____

CAQH #: _____ ID: _____ Password: _____

