



## Provider Directory Data Verification Requirements

In order to comply with the 2022 No Surprises Act Provider Directory Mandates, ProviDRs Care must verify the following provider directory data at least every 90 days:

- Provider Name
- Provider Specialty
- Service Address
- Service Location Phone Number
- Service Location Digital Contact Information, I.E., Email Address and/or URL

If a provider's data cannot be verified within a reasonable time after the last verification date, the provider may be suppressed from the online provider directory. Once the data is verified the provider will be added back into the directory.

**Data Verification Methods** | *There are currently 2 methods to verify and attest to your provider's directory data.*

### 1. Provider Roster & Updates / Changes Submission

To meet this mandate, ProviDRs Care is asking a full provider roster to be submitted for all Tax ID Number(s) you manage in a spreadsheet format at least once every 90 days for verification. A Provider Roster Template can be found on our website here: [Provider Roster Template](#)

At this time ProviDRs Care will accept any provider roster as long as it is a spreadsheet and includes the required fields outlined in the Roster Guide & FAQs tabs in the above-mentioned downloadable Provider Roster Template.

### 2. Request Provider's Current Directory Data

Please submit your Group Tax ID Number(s) by email to our Provider Relations Department here: [Current Provider Directory Data Request](#) and they will send you the current provider directory data active with the Tax ID Number(s) submitted for you to review.

In addition to these methods ProviDRs Care will automatically verify and attest on the provider's behalf when providers are credentialed, recredentialed or a provider update request is submitted, and the data matches the provider's directory data.

## Provider Add, Update and Termination Requests

All requests for provider adds, updates or terminations must be submitted in any Spreadsheet roster format and submitted to [ProviderRelations@ProviDRsCare.net](mailto:ProviderRelations@ProviDRsCare.net) to be automatically verified, even if it extends the 90-day verification period from the last full roster submitted.