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](http://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)

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

**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.

**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.
**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**
**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**

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

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**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 – Provider Locations (continued)**

2. **Select a Cancellation Reason**

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

4. **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

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
**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.

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.

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

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

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.

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

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