Getting Started

1. From UHCprovider.com, click Sign In To Link

2. Enter your Optum ID and Password, then Sign In

3. Select UnitedHealthcare Facility/Practice Profile

Facility/Practice Selection

1. Select the Corporate Tax ID Owner, Physician/Provider Tax ID, Physician/Provider Name, and Service Address from the drop-down menu. If there is only one selection for a drop-down menu, it will be pre-populated.

2. Click the Continue button.

View Current Information

1. Select the View Current Information tab

2. The current Facility/Practice Profile Data is view only

3. Click the Search Again button to select new criteria

Update Current Information

1. Select the Update Current Information tab

2. Select one of the four options to complete the update:
   - ADD
   - CHANGE
   - CORRECT
   - DEACTIVATE
Add Facility/Practice Data

1. Click the Add button.
2. Complete the Add Facility/Practice Data form. Required fields are identified by an asterisk*.
3. Click the Continue button.
4. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
5. Select Yes in the Message Dialog box to confirm the information entered complies with the physician/provider agreement.
6. A Confirmation Page will display.

Change Facility/Practice Data

1. Click the Change button.
2. View the current information.
3. Click the Continue button.
4. Complete the Change Facility/Practice Data form. Required fields are identified by an asterisk*.
5. Click the Continue button.
6. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
7. Select Yes in the Message Dialog box to confirm the information entered complies with the physician/provider agreement.
8. A Confirmation Page will display.

Correct Facility/Practice Data

1. Click the Correct button.
2. Complete the Correct Facility/Practice Data form. Required fields are identified by an asterisk*.
3. Click the Continue button.
4. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
5. Select Yes in the Message Dialog box to confirm the information entered is compliant with the physician/provider agreement.
6. A Confirmation Page will display.

Deactivate Facility/Practice Data

1. Click the Deactivate button.
2. View the current information.
3. Complete the Deactivate Facility/Practice Data form. Required fields are identified by an asterisk*.
4. Click the Continue button.
5. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
6. Select Yes in the Message Dialog box to confirm the information entered complies with the physician/provider agreement.
7. A Confirmation Page will display.

View/Update NPI Information

Select the View/Update NPI Information tab.

Update NPI Information

1. Select the Update NPI Information radio button.
2. Select the radio button next to the NPI to be updated.
3. Click the Continue button.
4. Enter updated Taxonomy information.
5. Click the Continue button.
6. Enter the Effective Date for the current taxonomy information using the mm/dd/yyyy format.
7. Enter the Cancel Date and Cancel Reason for the previous taxonomy information.
8. Click the Continue button.
9. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
10. Select Yes in the Message Dialog box to confirm the information entered complies with the physician/provider agreement.
11. A Confirmation Page will display.
Add a New Taxonomy to Existing NPI

1. Select the Add a New Taxonomy to Existing NPI radio button.
2. Select the radio button next to the NPI to be updated.
3. Click the Continue button.

4. Enter the Taxonomy Information.
5. Enter the Effective Date using a mm/dd/yyyy format.
6. Click the Add Another Taxonomy Code button to enter additional taxonomy codes.
7. Click the Continue button.
8. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.
9. Select Yes in the Message Dialog box to confirm the information entered complies with the physician/provider agreement.
10. A Confirmation Page will display.

NOTE: If a NUCC Taxonomy Code is entered the corresponding effective date is required.

Add a New NPI

1. Select the Add a New NPI radio button.
2. Enter the NPI Number.
3. Select the type of information to be updated from the Level Code drop down menu
4. Enter the Taxonomy Information.
5. Enter the Effective Date in a mm/dd/yyyy format.
6. Click the Add Another Taxonomy Code button to enter additional taxonomy codes.
7. Click the Continue button.
8. Review the information; choose the Edit button if changes are needed or the Submit button if the information is correct.

NOTE: If a NUCC Taxonomy Code is entered the corresponding effective date is required.