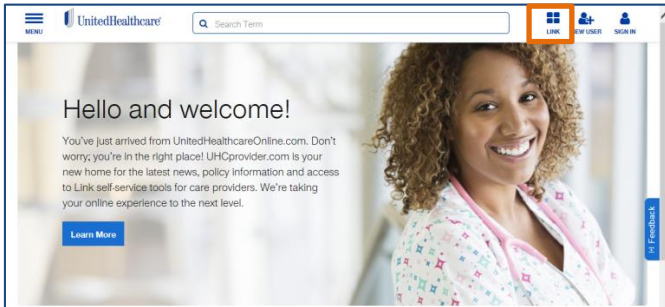


My Practice Profile allows you to view, update and attest (update and attest capability is only available for the Optum ID administrator) group and provider demographic information (including: addresses, phone and fax numbers, email and web addresses, contact information, office hours, Medicare/Medicaid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

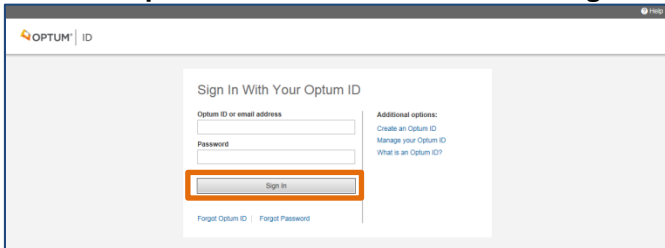
This Quick Reference covers how to Manage Locations, Providers Address and Provider Details plus Disclosures. For other features in this application, please consult the other **My Practice Profile Quick Reference**.

Get Started

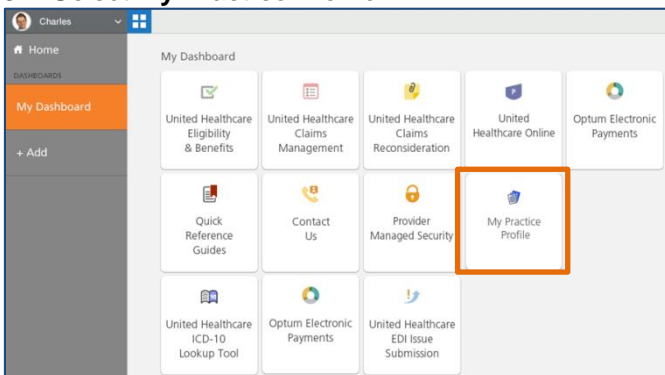
1. From UHCprovider.com, click **Link**



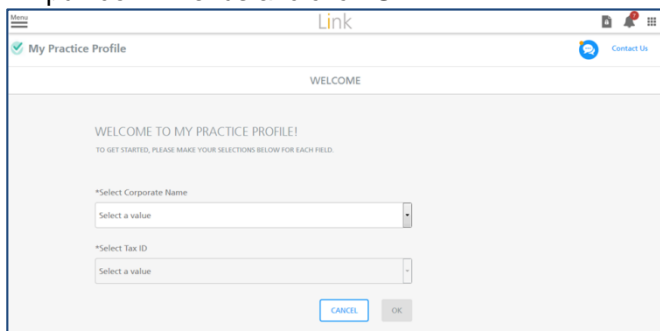
2. Enter **Optum ID** and **Password** then click **Sign In**



3. Select **My Practice Profile**

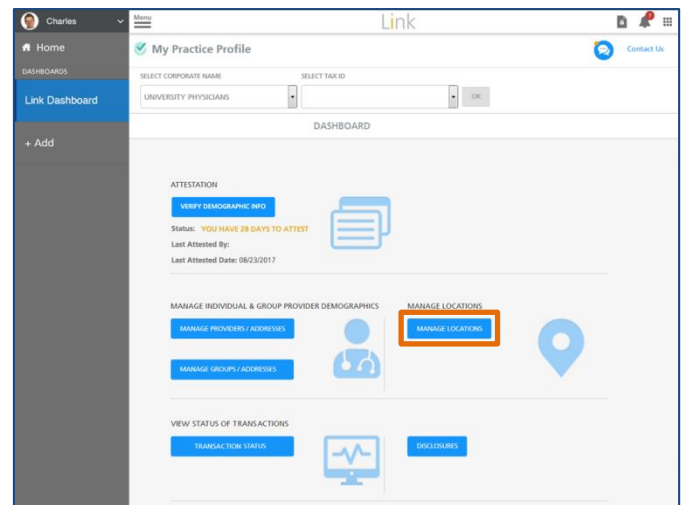


4. Choose your **Corporate Name** and **Tax ID** from the pull-down menus and click **OK**



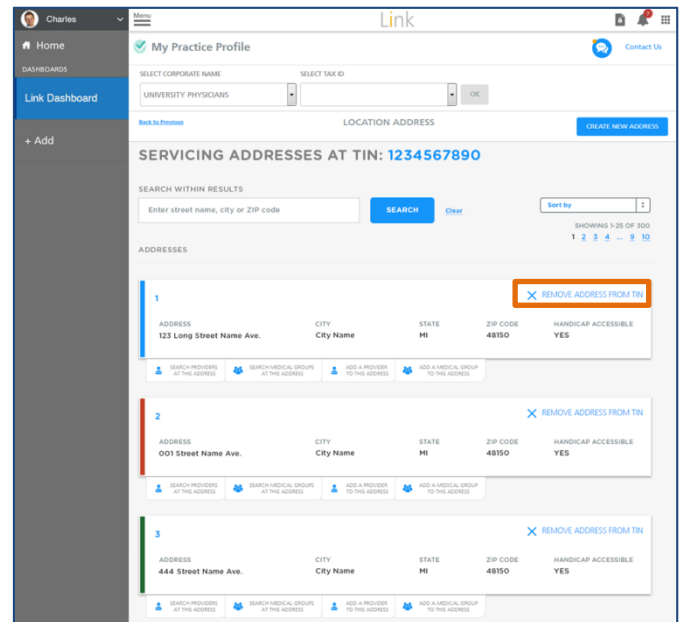
Manage Locations

• To manage information at the Tax ID level, select **Manage Locations**



• **Delete an Address**

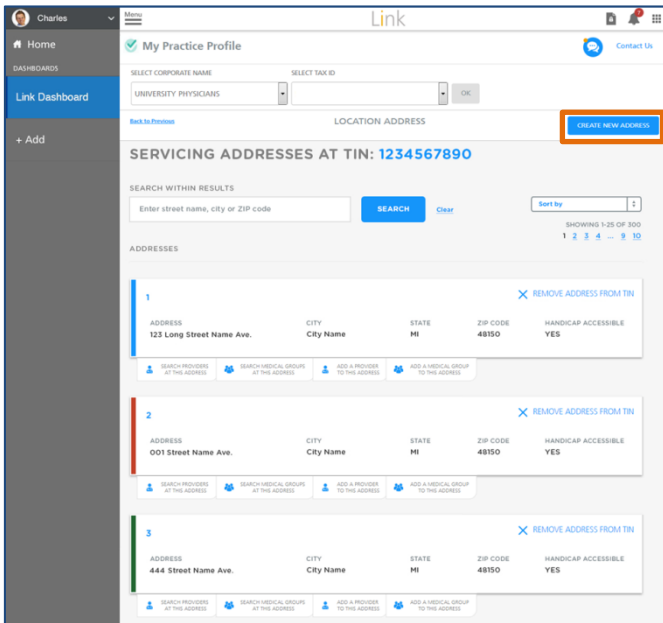
• **Click Remove Address from TIN**



Manage Locations (continued)

- **Add an Address**

1. Click **Create New Address**



2. Complete the information in the pop-up

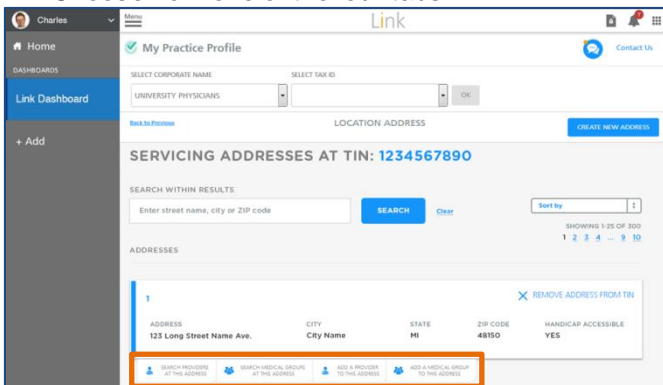
The 'New Provider Address' pop-up form contains the following fields and options:

- CHOOSE PROVIDER*:** Select Option
- ADDRESS TYPE*:** Select Option
- Primary Address:**
- STREET ADDRESS*:** [Text Input]
- CITY*:** [Text Input]
- STATE*:** [Dropdown Menu]
- ZIP CODE*:** [Text Input]
- CORRESPONDENCE TYPE*:** Select Option

Please Note: All provider or group additions and address or phone/fax updates will impact the provider directory.

Buttons: CANCEL, SUBMIT

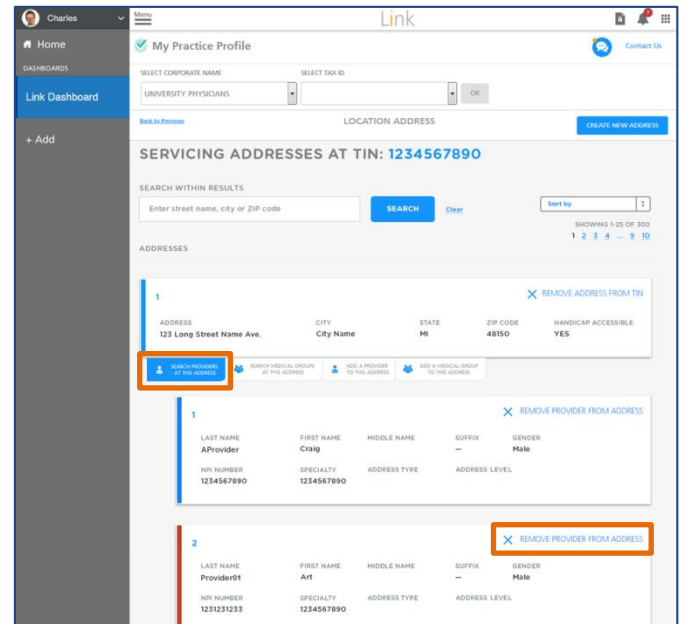
- **Manage providers/groups at an existing address**
- **Choose from one of the four tabs**



Manage Locations (continued)

- **Remove a Provider from an Address**

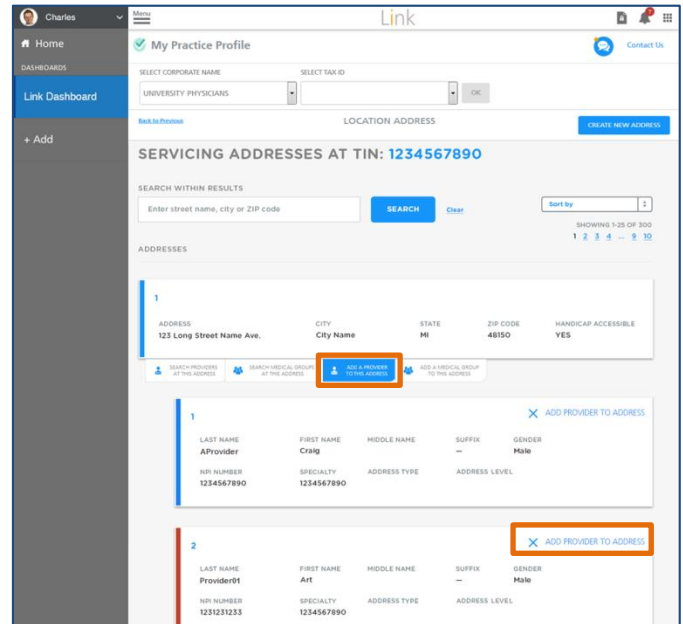
1. Select the tab, **Search Providers at this Address**
2. Click **Remove Provider From Address**
3. Click **Submit**



Note: The provider(s) will be removed from that specific address but will still be listed under the Tax ID Number.

- **Add a Provider to an Address**

1. Select the tab, **Add A Provider To This Address**
2. Click **Add Provider To Address**
3. Click **Submit**



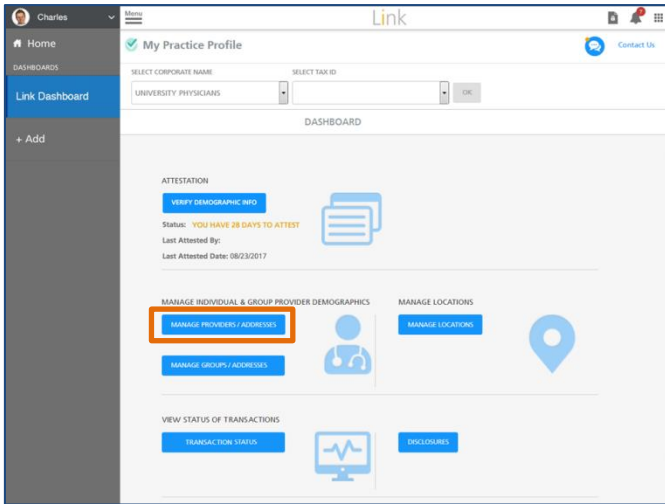
Note: You may **Search** for an address by using the search function.

The 'SEARCH WITHIN RESULTS' section contains the following fields and options:

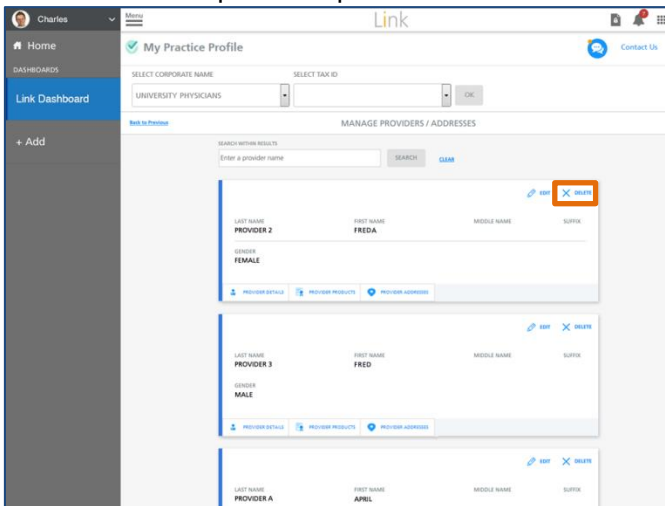
- SEARCH WITHIN RESULTS:** Enter street name, city or ZIP code
- SEARCH:** [Button]
- Clear:** [Text]

Manage Provider Address

- To manage the address for specific provider, select **Manage Provider Address**

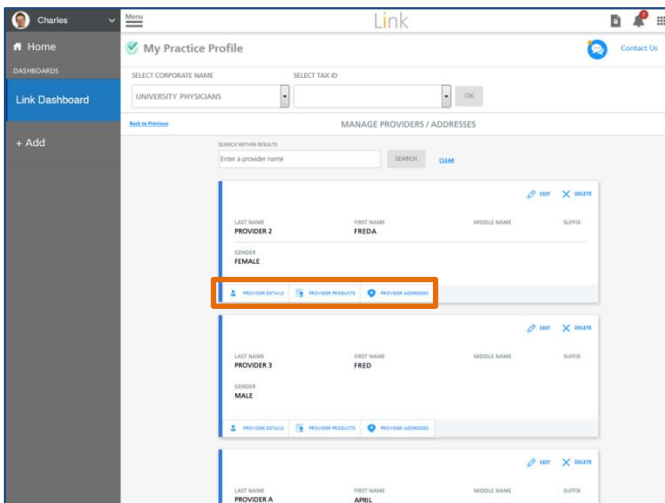


- Delete a provider from an Address
- Click **Delete** for a particular provider



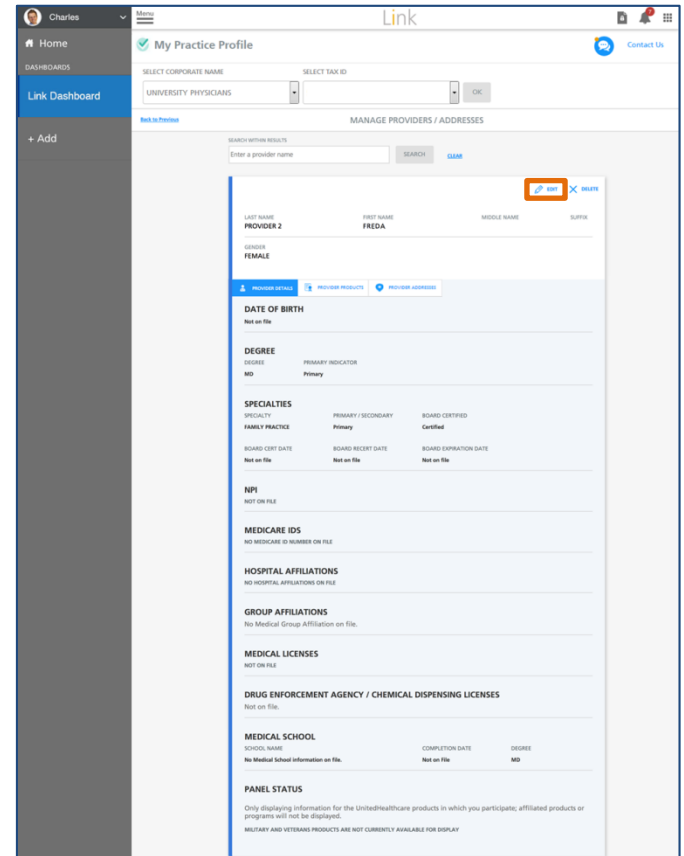
- Edit a provider's information

1. Choose a tab



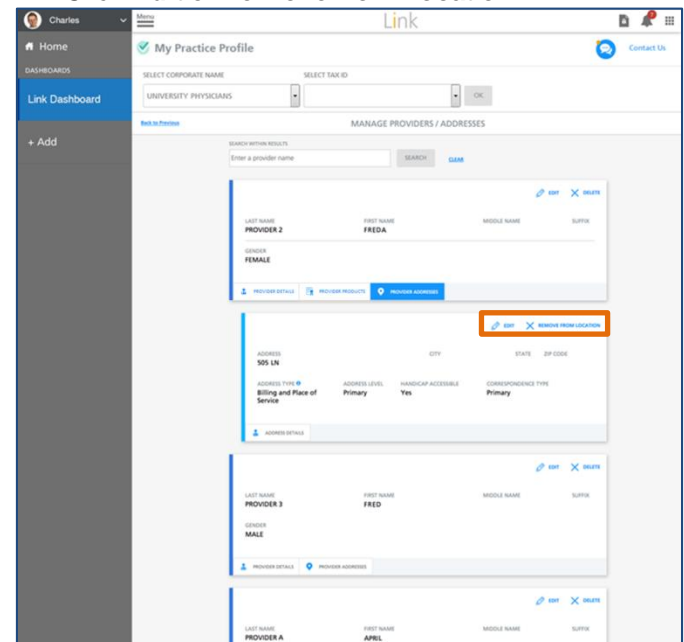
Manage Provider Address (continued)

2. Click **Edit**



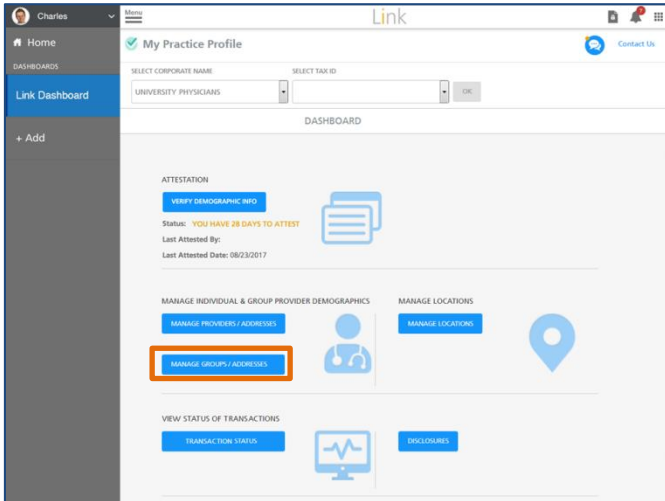
- Edit or Remove a Provider Address

- Select the tab, **Provider Address**
- Click **Edit** or **Remove from Location**



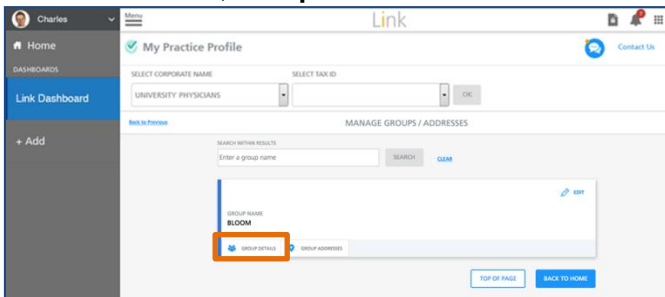
Manage Provider/Group Details

- To manage the details for specific provider, select **Manage Provider/Group**

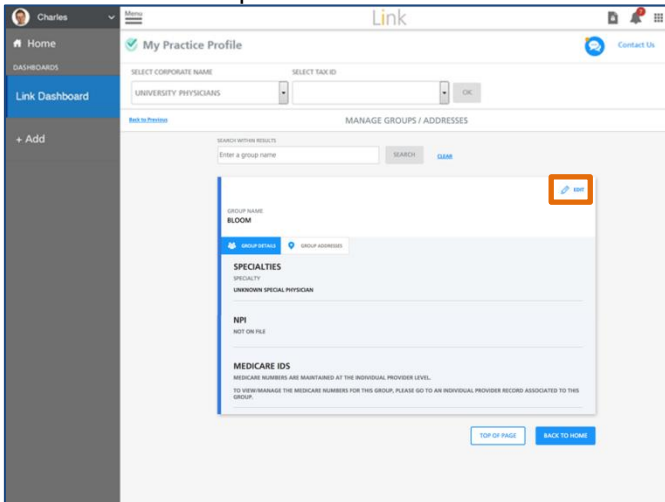


- Edit a Group's information**

- Select the tab, **Group Details**



- Select **Edit** to update information



Note: You may **Search** for a provider by using the search function.

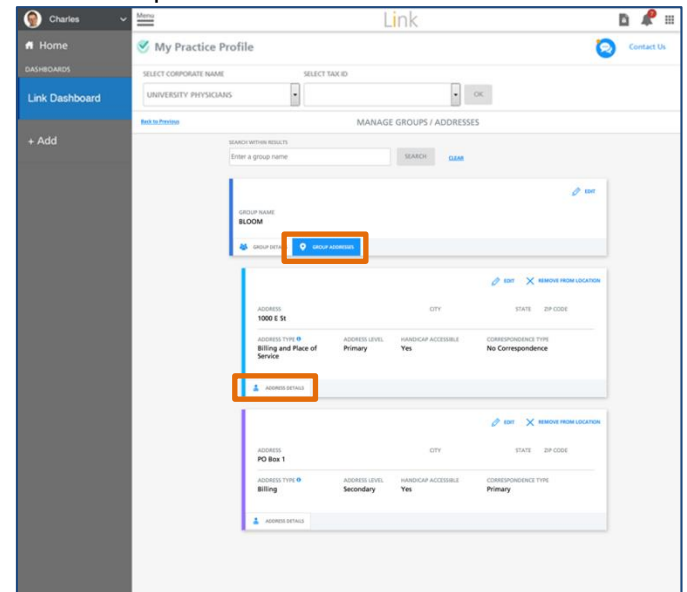
SEARCH WITHIN RESULTS

SEARCH
Clear

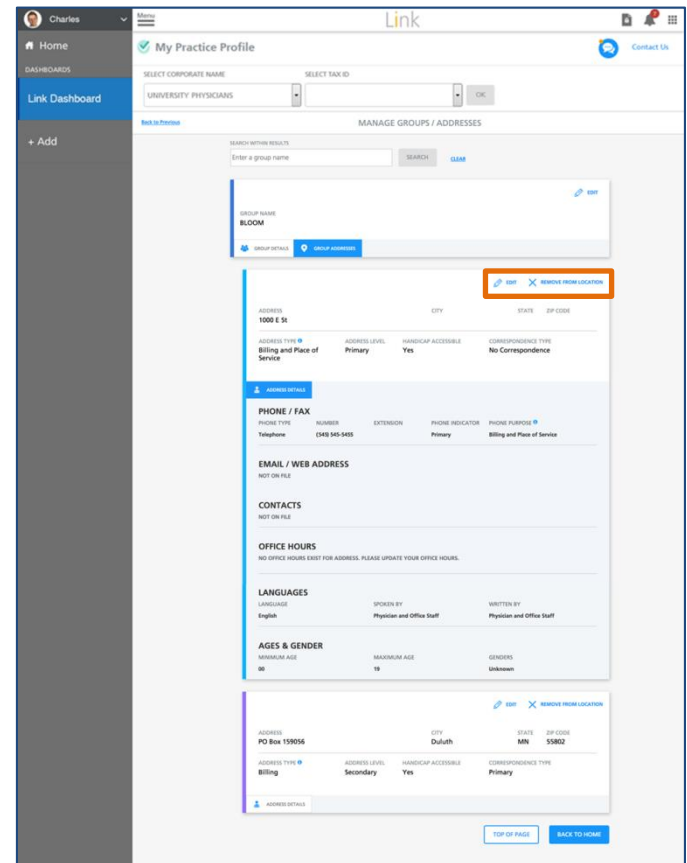
Manage Provider/Group Details (continued)

- Edit a Group's Address**

- Select the tab, **Group Addresses**
- Click a particular **Address Details**

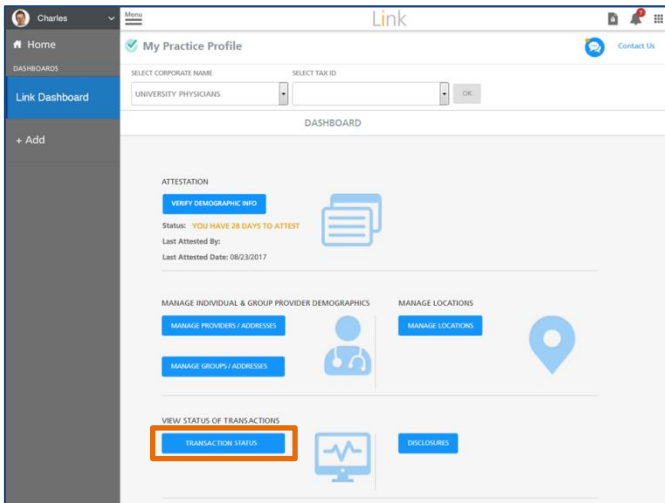


- Choose **Edit** or **Remove from Location**

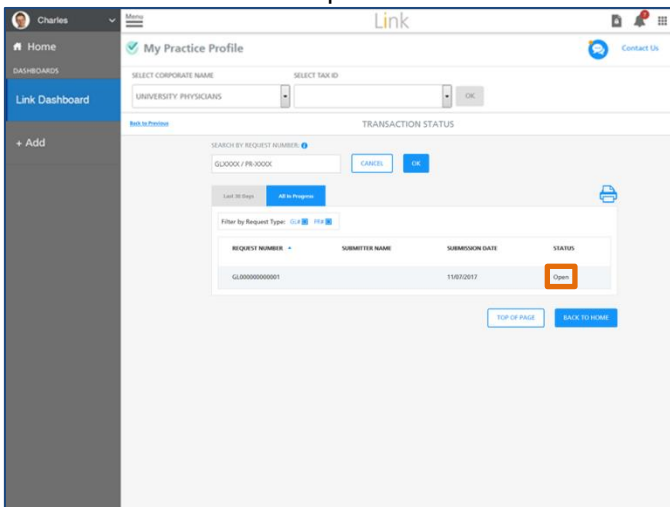


View Status of Transactions

- Select Transaction Status

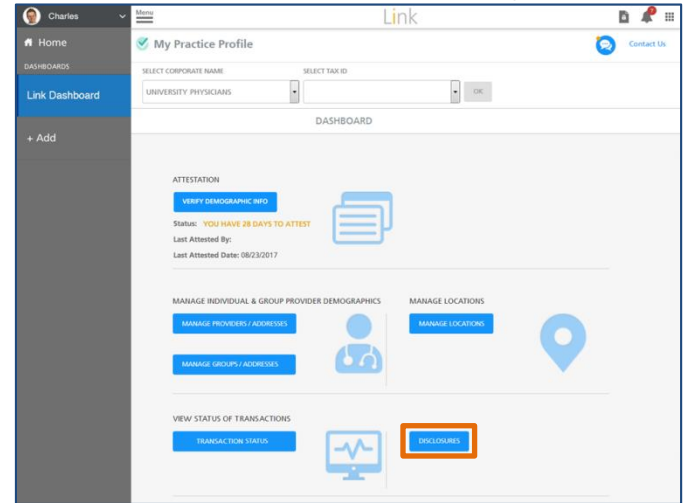


- View the status of a request

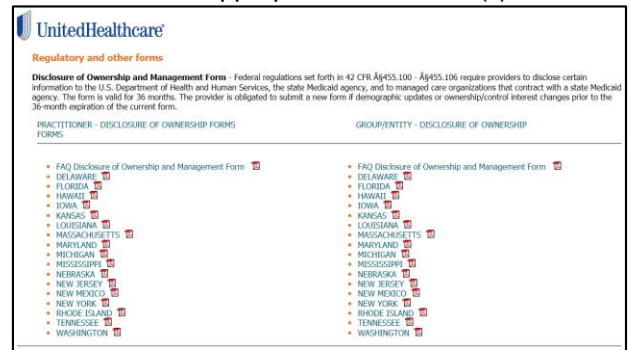


Disclosures

1. Access state specific forms by clicking **Disclosures**



2. Download the appropriate Disclosure(s)



Additional Help Resources are available at the Link Resource Library and UHC on Air

