CAQH re-attestation tracker

One row per clinician · most practitioners re-attest every 120 days · always go by the due date shown on the profile itself

Supa
HEYSUPA.COM

Practice | Prepared by | Date prepared | Next team review

TRACKER

CLINICIAN	CAQH PROVIDER ID	STATE	LAST ATTESTED	NEXT DUE	LICENSE EXP.	LIABILITY EXP.	OWNER	DONE
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐

REMINDER SCHEDULE

At each profile update	Attest after the change so authorized organizations see it.
15 days before due	Resolve outstanding profile or document issues.
10 days before due	Check the portal; confirm the profile is ready to attest.
5 days before due	Complete re-attestation if it is still pending.
On the due date	Verify the portal shows the completed attestation status.
If the date passes	Sign in, clear errors or missing documents, re-attest.

REVIEW BEFORE YOU ATTEST

Every section of the profile, not only the one that changed.

- ☐ Personal information
- ☐ Professional IDs
- ☐ Education and training
- ☐ Specialties
- ☐ Practice locations
- ☐ Hospital affiliations
- ☐ Credentialing contacts
- ☐ Professional liability insurance
- ☐ Employment information
- ☐ Professional references
- ☐ Disclosures

WHAT COUNTS AS DONE

Submitting the form is not the same as attesting. The cycle is complete only when the Provider Data Portal shows the attestation as completed and no section is flagged as incomplete, expired or requiring action. Record the confirmation, not the intention.

> **The 120-day cycle.** Some older guidance cites 180 days for Illinois practitioners. The due date on the profile governs.
>
> **Expired documents stop the clock.** A lapsed license or liability certificate can block attestation even when every other field is correct, so track the two expiry columns above independently of the attestation date.

Source: CAQH Provider Data Portal (portal.caqh.org). Supa: CAQH attestation guide, heysupa.com/blog/caqh-attestation