



**Amended
Registration
Instructions**

MedStar Family Choice Provider Web Portal

To comply with CMS regulations regarding the accuracy of our provider directory information, MedStar Family Choice has developed the MedStar Family Choice Provider Web Portal. The MedStar Family Choice Provider Web Portal serves as a quality control mechanism allowing providers to view their information in our system. Your provider information is communicated to the MedStar Family Choice members and provider community via our Find a Provider website. Other systems within MedStar Family Choice also use this information to process authorizations, claims and issue reimbursement checks.

Provider Web Portal Services include:

- New User Registration
- Password Reset
- Provider and Group Changes
- Review Summary of Changes
- Quarterly Data Validations
- Provider Web Portal User Guide

Visit the MedStar Family Choice Provider Web Portal at <https://providerportal.medstarfamilychoice.com> to register.

Special thanks to all who have already registered on the New Provider Data Portal – No additional actions are required for newly registered users.

Registration

Before registering, you will need to have access to the following information:

- ✚ Group DBA (doing business as) Name
- ✚ Group Tax ID
- ✚ Group Type II NPI (Group NPI)

To complete the registration process:

- Click on New User Request
- Enter your group administrator ID (email) currently on file with MedStar Family Choice
- You will receive an email to complete the registration

For problems with registration, send a detailed email to mfc-providerrelations2@medstar.net.

Please Note: You will not be able to submit Quarterly Provider Data Validation until April 1st, 2020. MedStar Family Choice's Provider Relations Team is readily available to assist with portal inquiries and assistance. Please contact us at mfc-providerrelations2@medstar.net for assistance.