



MedStar Family Choice Provider Data Web Portal Quarterly Validations

Dear Provider,

It is now time for you to complete your Quarterly Provider Data Validation. Please log on the Provider Data Validation Website at <https://providerportal.medstarfamilychoice.com/>.

We encourage you to submit your validations within 30 days of this notice.

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.

If your office has not registered to access the portal, you may register now using the following instructions:

- Click on New User Request
- Enter your group administrator ID (email) currently on file with MedStar Family Choice
 - *Email must match the email on file for the group*
 - *Contact Provider Relations to verify group email on file*
 - *Only one email can be used to register for the account*
- You will receive an email to complete the registration
- Registration link received via email will only be active for 24 hours
 - *You will need to re-register if you miss the 24-hour timeframe*

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

Additionally, the MedStar Family Choice Provider Web Portal allows providers to:

- Password Reset
- Submit Provider and Group Changes
- Review Summary of Changes
- Access the Provider Web Portal User Guide

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.