



# DataSprings Provider Data Portal: Quick Help Guide

The Portal contains several tabs to support different users and use cases that help healthcare providers and their staff streamline the process of sharing information with health plans for credentialing, directories, enrollment, and more.

## Provider Portal

Used by providers to maintain a comprehensive profile of their professional and practice information (including documentation) and share it with the health plans they choose.

### Uses

- Credentialing
- Directory updates

### Benefits

**Save time.** The DataSpring Provider Data Portal is accepted in all 50 states and by all health plans in Washington State.

**Fewer information requests.** Regularly review and confirm your information to automatically notify participating health plans that your information is correct.

## Practice Manager Portal

Used by practice managers and staff to upload common information and send it to individual providers affiliated with their practice, so they can import it into their DataSpring provider profile.

### Uses

- Credentialing
- Directory updates

### Benefits

**Save time.** Efficiently export professional liability insurance, hospital affiliation and credentialing contact data to provider profiles.

**Assist your providers.** Information uploaded in the Practice Manager Portal is automatically pushed to your affiliated provider's profiles.

## Groups Portal

Used by practice managers and staff to regularly maintain and confirm nonsensitive provider, location, and plan participation details. Once confirmed, Groups Portal data is available to authorized health plans and pushed to approved DataSpring provider profiles.

### Uses

- Delegated
- Credentialing
- Directory updates
- Enrollment

### Benefits

**Save time.** Upload group details to create one delegated roster for all participating plans AND push location details to individual provider profiles.

**Accelerate system updates.** Data quality checks and standard format enables plans to efficiently process system updates, with less outreach.


### DataSprings Solutions Center

Login to Live Chat or call  
888-599-1771, weekdays  
8am-8pm ET

### DataSpring University

Online, Self-paced Training  
[dataspring.com/resources/dataspringuniversity](https://dataspring.com/resources/dataspringuniversity)

### Support Documentation

Login and click the  icon for user guides and more.