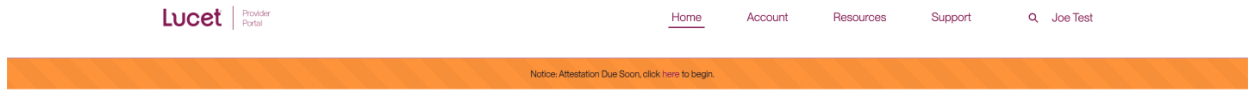


## How do I update an Attestation for Solo Practicing Providers?

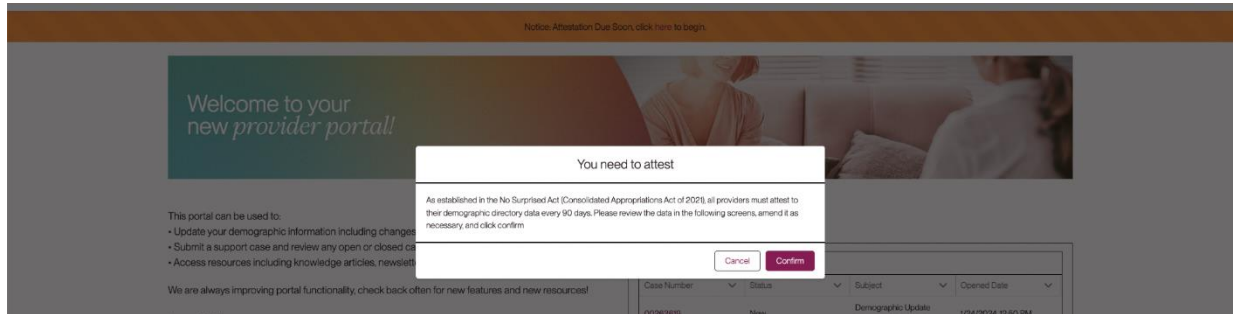
### Attestation for Solo Practitioners

- You need to complete an attestation every 90 days for compliance purposes.
- 60+ days since you last attested, a banner will appear at the top of each portal page.



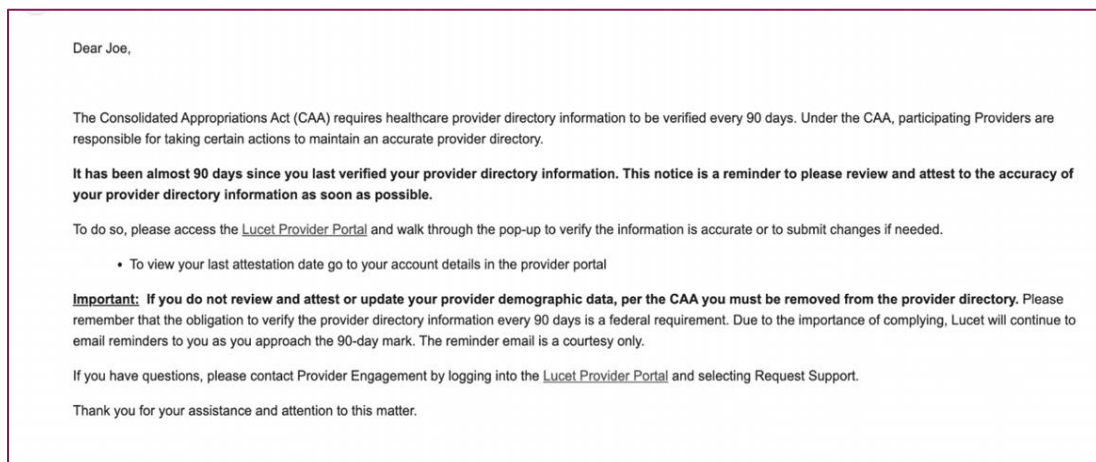
- Clicking the hyperlink 'here' will open the attestation popup to walk through.

- 70+ days since you last attested, the attestation popup will auto open.

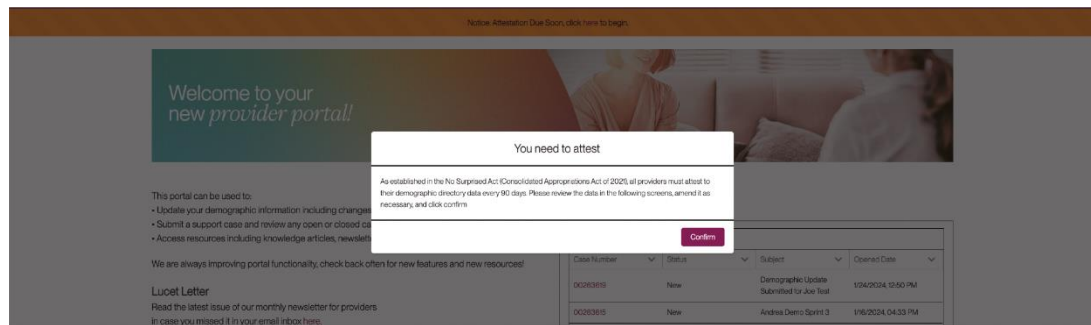


- You can navigate away from the popup by clicking cancel.

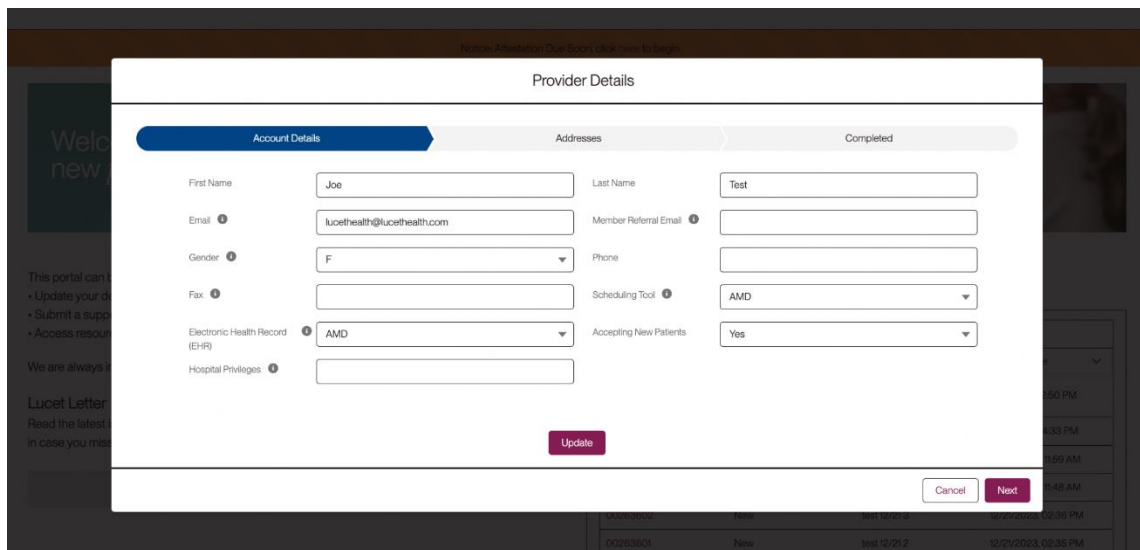
- 83 days after you last attested you will receive an email informing you that attestation is due soon.



- Also, at 83+ days since you last attested you will no longer be able to navigate away from the pop-up.



- You will have to complete attestation to continue use of the Lucet Provider Portal
- Click 'Confirm' to begin.
- The next screen after clicking 'Confirm' looks like this - you can review and update any necessary information about yourself.



- If you make changes you will need to click 'Update' to save your changes.
- When you are finished on this screen you can click 'Next'

- After clicking 'Next', the screen looks like this - here you can review your existing service addresses add a new address, modify an existing address, or remove an existing address.

Status	Practice Name	Location Address	Billing Address	Phone	Tax ID
New	Joe Test	North 1300 East, North Ogden, UT 84414	222 North Ogden Street, Buffalo, NY 14206	(333) 333-4444	031703170
New	Joe Test	2222 n ogden street, denver, CO 80211	222 North Ogden Street, Buffalo, NY 14206	(23) 123-1235	031703170
New	Joe Test	Telehealth Location, Telehealth, GA 00000	222 North Ogden Street, Buffalo, NY 14206	(23) 123-1235	031703170
New	Joe Test	Telehealth Location, Telehealth, OK 00000	222 North Ogden Street, Buffalo, NY 14206	(23) 123-1235	031703170
New	Joe Test	Telehealth Location, Telehealth, CT 00000	Grapevine Mills Parkway 500, Grapevine, TX 76051	(23) 123-1235	090909090
New	Joe Test	12345 Mountain Avenue, Chino, CA 91710	..	(23) 456-7890	090909090
New	Joe Test	Grapevine Mills Parkway 677, Grapevine, TX 76051	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2695	090909090
New	Joe Test	Telehealth Location, Telehealth, 00000	..	(23) 123-1235	090909090
New	Joe Test	Grapevine Mills Parkway 677001, Grapevine, TX 760...	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2694	090909090
New	Joe Test	Telehealth Location, Telehealth, NY 00000	2222 n ogden street, denver, CO 80211	(23) 123-1235	100045788
New	Joe Test	Telehealth Location, Telehealth, CA 00000	401 North Ponca Drive, Independence, MO 64056	(23) 123-1235	100045789
New	Joe Test	1801 ARAPAHOE ST, DENVER, CO 80202	401 North Ponca Drive, Independence, MO 64056	(23) 123-1234	100045789

- To add a new service address, click 'Add New Address'
  - You will walk through the new process of adding a service address. Later in this document you will see a full walk through of this process.
- To modify an existing address, click 'Modify an Address'
  - You will walk through the new process of modifying a service address. Later in this document you will see a full walk through of this process.
- To remove an existing address, click 'Remove an Address'
  - You will walk through the new process of removing a service address. Later in this document you will see a full walk through of this process.
- When you are done reviewing and making any necessary changes to your service addresses click 'Next'

After clicking 'Next', the screen looks like this, you can click 'Close' and attestation is complete, you can use the Lucet Provider Portal as you usually would.

You have completed attestation, please close this popup to continue in the provider portal.

- 90 days after you last attested, you will receive an email informing you that attestation is due now.

Dear Joe,

The Consolidated Appropriations Act (CAA) requires healthcare provider directory information to be verified every 90 days. Under the CAA, participating Providers are responsible for taking certain actions to maintain an accurate provider directory.

**It has been 90 days since you last verified your provider directory information. This notice is a reminder to please review and attest to the accuracy of your provider directory information as soon as possible.**

To do so, please access the [Lucet Provider Portal](#) and walk through the pop-up to verify the information is accurate or to submit changes if needed.

- To view your last attestation date go to your account details in the provider portal

**Important:** If you do not review and attest or update your provider demographic data, per the CAA you must be removed from the provider directory. Please remember that the obligation to verify the provider directory information every 90 days is a federal requirement. Due to the importance of complying, Lucet will continue to email reminders to you as you approach the 90-day mark. The reminder email is a courtesy only.

If you have questions, please contact Provider Engagement by logging into the [Lucet Provider Portal](#) and selecting Request Support.

- 100 days after you last attested, you will receive an email informing you that attestation is overdue.

Dear Joe,

**It has been more than 90 days since you last verified your provider directory information. This notice is to inform you that your provider information is being removed from the directory until you review and attest to your provider directory demographic information.**

The Consolidated Appropriations Act (CAA) requires healthcare provider directory information to be verified every 90 days. Under the CAA, participating Providers are responsible for taking certain actions to maintain an accurate provider directory. Please remember that the obligation to verify the provider directory information every 90 days is a federal requirement.

To do so, please access the [Lucet Provider Portal](#) and walk through the pop-up to verify the information is accurate or to submit changes if needed.

- To view your last attestation date go to your account details in the provider portal

**Please note:** Your participation status with the network remains effective, but continued failure to verify the information we have for you may lead to termination of your Provider Agreement.

If you have questions, please contact Provider Engagement by logging into the [Lucet Provider Portal](#) and selecting Request Support.

Thank you for your assistance and attention to this matter.

## Running Into Issues?

- Update your browser
- Clear your cache