

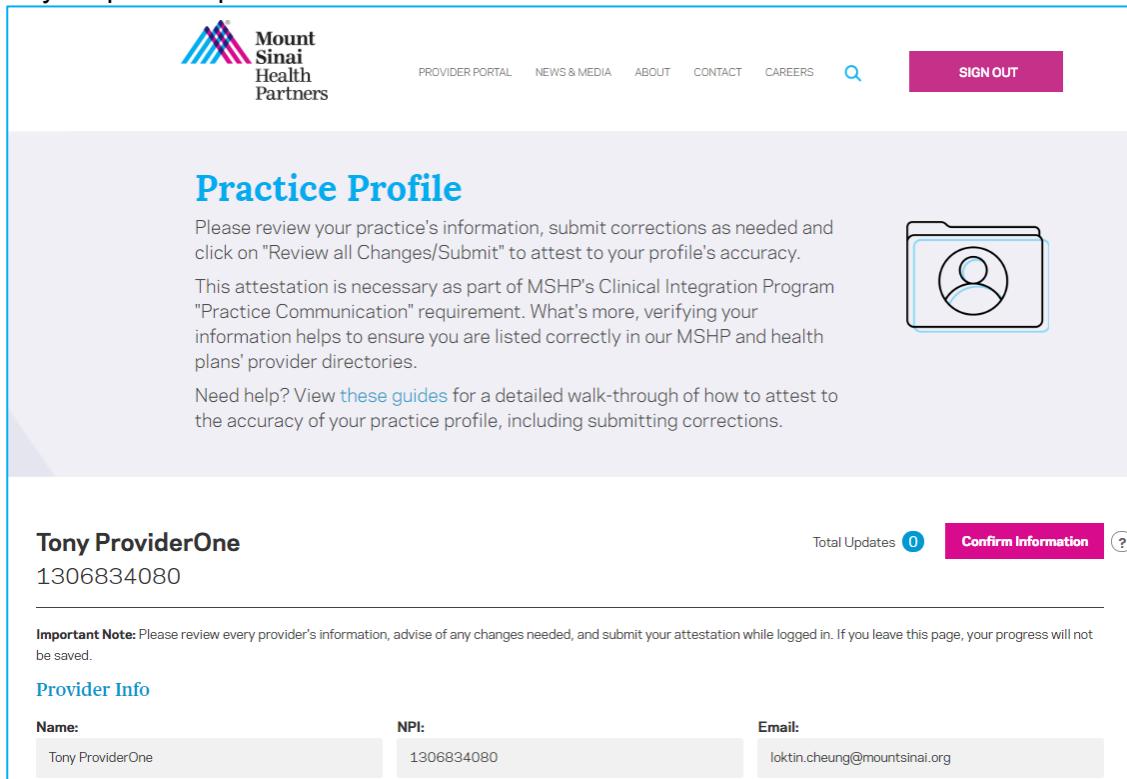
The Practice Profile web tool allows you and providers in your practice to view, update, and attest to provider and practice demographic information on file with us. Information includes provider's name, NPI, email address, provider type, specialty, EMR system name, EMR direct address, and practice location information. **Your submitted attestation will complete the "Practice Communication" requirement of the MSHP Clinical Integration Program and ensure your practice information is accurate on MSHP directories.**

Get Started

1. Log into the MSHP Provider Portal at <https://mshp.mountsinai.org/web/mshp/login>
2. Click on the **Practice Profile** application tile



3. You will be brought to the following screen to review, attest, and/or submit changes to your practice profile information.



A screenshot of the 'Practice Profile' review screen. At the top, the Mount Sinai Health Partners logo is on the left, and a navigation bar with links for 'PROVIDER PORTAL', 'NEWS & MEDIA', 'ABOUT', 'CONTACT', 'CAREERS', a search icon, and a 'SIGN OUT' button is on the right. The main content area is titled 'Practice Profile' and contains instructions: 'Please review your practice's information, submit corrections as needed and click on "Review all Changes/Submit" to attest to your profile's accuracy.' It also states: 'This attestation is necessary as part of MSHP's Clinical Integration Program "Practice Communication" requirement. What's more, verifying your information helps to ensure you are listed correctly in our MSHP and health plans' provider directories.' Below this, a note says: 'Need help? View [these guides](#) for a detailed walk-through of how to attest to the accuracy of your practice profile, including submitting corrections.' At the bottom, a provider profile for 'Tony ProviderOne' is shown with a 'Name' field containing 'Tony ProviderOne', an 'NPI' field containing '1306834080', and an 'Email' field containing 'luktin.cheung@mountsinai.org'. A 'Total Updates 0' button and a 'Confirm Information' button are also present.

Review, Submit Changes, and Submit Attestation

Follow these steps to review and complete any requests for changes and submit your attestation when logged in to Practice Profile. **You must click “confirm information” to save your changes.**

Review your practice's information in the following fields and check for accuracy:

- Provider Info
- Current EMR
- Locations

Tips:

- Names of providers in your practice will appear on the left sidebar of the page. Click on the name of the providers to view their information and submit changes as needed.
- You can also search for a provider using the **Search by Name** tool.
- Practice locations will appear on the left sidebar of the location section. Click on the name of the practice to view the practice information and submit changes as needed.
- You cannot add or remove practice locations, or change office manager information using this tool. To do so, please contact the MSHP Provider Support Services Team at mshp@mountsinai.org or by calling 877-234-6667.
- To help track your progress, copy will appear that a change has been requested for fields that are edited.

Multiple provider view

Jean-Luc Picard
NPI:1234512345

William Riker
NPI:1234512345

James T Kirk
NPI:8745987459

Kathryn Janeway
NPI:7894178941

Jean-Luc Picard
NPI: 1234512345

Important Note: Please review every provider's information, submit your attestation when logged in. If you leave this page

Provider Info

Name:
Jean-Luc Picard

Type:
PCP

Current EMR

Name:
eClinicalWorks

Office Manager
Please contact our Provider Support Services Team at mshp@mountsinai.org

Name:
Gerald Mayhew

Locations
Locations cannot be added or removed via this page. To do so, contact our Provider Support Services Team at mshp@mountsinai.org or 877-234-6667. [Provider Data Change Form](#).

Vineyard Practice

Enterprise Practice

Dr. Doc Name 1
NPI:1234567890

Dr. Doc Name 2
reviewed with changes

Dr. Doc Name 3
NPI:1234567890

Doe Family Practice

XYZ Family Practice

reviewed without changes

Doe Family Practice

Submit changes

- To submit a change, click on the field you wish to update and type in the updated information.
- After you enter the information, confirmation text will appear below the field **“A change has been requested”** and **Total Updates** you made will appear on the upper right of the page.

Type:

PCP

Total Updates

1

A change has been requested

Tips:

- After you submit a change, remember to click the **Confirm Information** button on the upper right or bottom right of the page.
- If you have more than 1 provider at your practice, click **Go to Next Doctor** to view the provider's information and submit changes as needed.

.

Confirm Information 

Go to Next Doctor **Review all Changes/Submit**

Before you can submit, please review all information and save changes.

Note:

Office Manager Name, email, and phone number cannot be changed. To submit an update, contact our Provider Support Services Team at mshp@mountsinai.org or 877-234-6667.

Locations and TIN cannot be added or removed. To add or terminate a TIN or practice

Review all Changes/Submit

- If all the information is accurate and you made changes as needed, click **Review all Changes/Submit** at the bottom right of the page, to attest to the accuracy of the information.

**Review all
Changes/Submit**

Before you can submit, please review all information and save changes.

Final Review & Submit Attestation

- Review a summary of all the changes you made on the **Summary of Changes** page.
- If you need to submit any further changes before submitting your attestation, click on the “**Back**” link.
- If the summary of your changes are correct, submit your attestation by clicking the “**Submit**” button.

Tip: If you leave the page without clicking “**Submit**” your progress will not be saved.

- **Check your inbox** for an email from MSHP confirming your changes and attestation have been received.
- **If further changes are needed, please refer to the section below.**

Summary of Changes

You're about to take it to the finish line! Here's a summary of what you've changed. Click on the "Back" link to give further changes if needed before clicking the "Submit" button below to save and submit. If you leave this page without clicking "Submit", your progress will not be saved.

Tony ProviderOne
NPI:1306834080

PROVIDER INFO
Specialty: Pediatrics → Internal Medicine

Practice Communication Attestation

I understand that attesting to the accuracy of my practice's profile fulfills the "Practice Communication" requirement of the MSHP Clinical Integration Program. I have reviewed and attest to the accuracy of the practice information displayed for all providers in my practices and, where relevant, I have entered updates to the displayed information.

SUBMIT

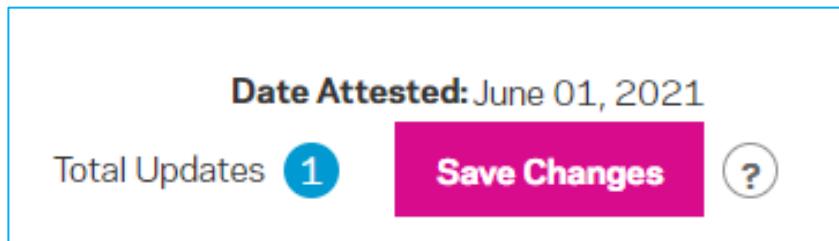
← **Back**

Submit Changes Post-Attestation

- After attestation is complete, you can continue to submit updates to your information following the above steps. You **do not** need to re-attest. Instead just press submit after reviewing your changes.

Tips

- When you return to the Practice Profile, after submitting your attestation, the date you submitted your attestation will appear in the upper right of the page.
- After you submit changes, remember to click on the **“Save Changes” button**.
- To submit your changes, click on the **Submit** button.



Submit Changes

Please update my practice's information as documented above.

SUBMIT