CAQH CORE Phase III Operating Rules
Trading Partner Communication

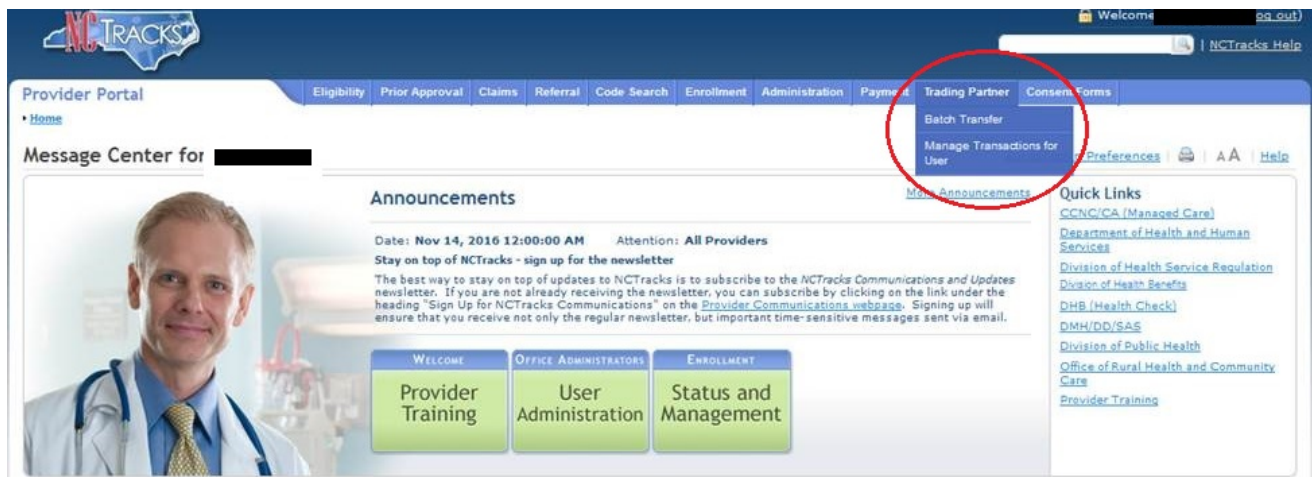## Implementation of CAQH CORE Phase III Operating Rules in NCTracks

New Trading Partner User Role Assignment Process

System changes associated with Phase III of the CAQH CORE standards will be implemented in NCTracks **November 3, 2014**.
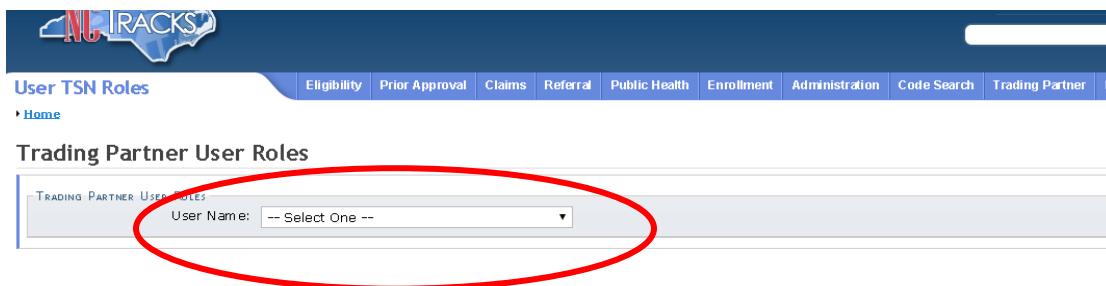
Important: This change will include a new process to assign trading partner roles.

The functionality to manage Trading Partner roles will no longer exist through the "User Maintenance" and "New User Setup" Pages. As of November 3, 2014, this process will be managed through the "Manage Transactions for User" Page.

To further assist you, below are screen shots of the new process.

Select **Manage Transactions for User** from the Trading Partner tab on the secure Provider Portal.

Select the User from the **User Name** drop down list.

Provision the User by selecting the check box(es) for the appropriate **Transaction** and method of transmission (**MoveIT/FTP-Batch** or **CAQH CORE Batch/Real Time**). Then click the **Update** button.

Existing roles will not be changed, but trading partners will begin using this process to assign new trading partner roles on November 3, 2014.

For questions, contact the NCTracks Call Center at 1-800-688-6696.