

PROVIDER ROSTER TOOL INSTRUCTIONS

A current provider directory is vital for creating accurate quality measures for medical groups and clinics, and for correctly assigning patients to providers. The Oregon Health Care Quality Corporation (Quality Corp) has created an online tool that allows medical groups to maintain their own roster of clinic sites and providers. This roster should include all of a medical group’s adult and pediatric primary care providers who are MDs, DOs, NPs or PAs, and the name and address of the clinic site(s) at which each of the providers practice.

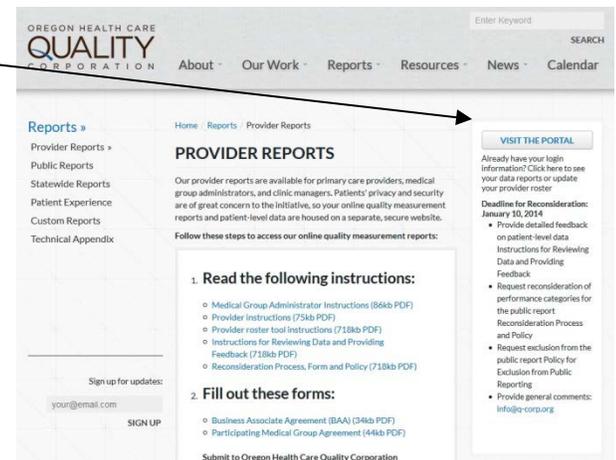
ACCESSING THE ROSTER TOOL

Note: The provider roster tool is accessed through a secure website. If your medical group does not already have a username and password for the secure website, please contact Quality Corp at 503-241-3571 for instructions and the necessary forms to request access.

To access the roster tool, go to <http://q-corp.org/quality-reports/providers> and select the “VISIT THE PORTAL” button.

At the login page, enter your username and password. Select the “Admin Tools” tab. On the Admin Tools page select one of three options under the “Roster Tools” bullet: “Update Group Information,” “Update Clinic Information,” or “Update the Provider Roster.”

*Please note, in the following sections, as on the website, **required** fields are marked with an asterisk.*



GROUP INFORMATION

The medical group information screen consists of the following fields:

- Medical group name*
- Contact person and their contact information
- Main telephone number* (xxx-xxx-xxxx)
- Main medical group address fields*

The medical group name is the same as the clinic name if you have only one practice site. The medical group contact person is the primary contact between the medical group and Quality Corp. This person receives the quality measurement reports for the entire medical group, as well as important related communications.

To change the medical group name, telephone number or address, select **Edit**, make the necessary changes, and select **Update** to save, or Cancel. This screen does not allow you to change the contact person or their personal contact information. *If you need to change the name of the contact person, please call Quality Corp at 503-241-3571.*

In the upper right corner of the Group Information screen are three buttons which allow you to navigate to other screens: “Click here to add/edit provider information,” “Click here to add/edit clinic information,” and “Click here to return to the portal.”

CLINIC INFORMATION

The clinic information screen consists of the following fields:

- Clinic name*
- Clinic street address(as opposed to mailing address) fields*
- Telephone number* (xxx-xxx-xxxx)
- Clinic tax ID
- Delete?

To make changes to an existing clinic, select **Edit** to the left of the clinic name, make the necessary changes, and select **Update** to save, or Cancel. The clinic name will appear as written on Quality Corp’s public consumer website, www.PartnerforQualityCare.org.

To add a new clinic site, select **Add** at the bottom of the page, fill in the necessary information, and select **Update** to save, or Cancel.

If a clinic site has closed or no longer provides any primary care, it should be removed from the roster. To remove a clinic, select **Edit** to the left of the clinic name, check the “**Delete?**” box on the far right of the screen, and select **Update** to save, or Cancel.

In changing or adding clinic information, the clinic Tax ID field is not required, but is extremely helpful for accurately linking data from healthcare claims to the correct providers and clinics during data aggregation, since the Quality Corp Provider Directory does contain more than one clinic with the same name.

In the upper right corner of the Group Information screen are three buttons which allow you to navigate to other screens: “Click here to add/edit provider information,” “Click here to add/edit group information,” and “Click here to return to the portal.”

PROVIDER INFORMATION

The provider roster screen is sorted alphabetically by clinic, and within each clinic by provider last name. The provider roster screen consists of the following fields:

- Clinic*
- First Name*
- Last Name*
- Middle Name
- Degree* (DO, MD, NP, PA)
- NPI*
- Specialty* (Adult Primary Care, Pediatrician, Urgent Care, Physical Therapy, Other)
- DEA
- Medicaid
- Medicare PTAN
- DOB
- License
- UPIN
- Start Date
- End Date
- Delete?

The provider roster screen contains filtering options on all of the fields. To apply a filter on one or more fields, enter a value in the box above the column(s) you want to filter and click the “Filter” button.

When possible, please enter the provider name as it is used in billing. A middle initial is sufficient for the “Middle Name” field, unless the provider goes by their middle name and uses it in billing, in which case, a First Initial and Middle Name should be entered.

To make changes to existing provider information, select **Edit** to the left of their name, make the necessary changes, and select **Update** to save, or Cancel.

To add a new practitioner, select **Add** at the bottom of the page, fill in the necessary information, and select **Add** to save, or Cancel. If a provider practices at more than one clinic within your medical group, enter the provider name one time *for each clinic* at which they practice.

If a provider has left your medical group or no longer practices any primary care, their name should be removed from the provider roster. To remove a provider, select **Edit** to the left of their name, enter the “**End Date**” if known, and check the “**Delete?**” box on the far right of the screen. Select **Update** to save, or Cancel.

In changing or adding provider information, the Middle Name, DEA, Medicaid, Medicare PTAN, DOB, License, UPIN, Start Date, and End Date fields are not required, but they can be extremely helpful in data aggregation for accurately linking data from healthcare claims to the correct provider and clinics, since the Quality Corp Provider Directory does contain more than one provider with the same name. The more information supplied, the more accurately patients can be assigned to provider.

In the upper right corner of the Provider Roster screen are three buttons which allow you to navigate to other screens: “Click here to add/edit clinic information”; “Click here to add/edit group information”; “Click here to return to the portal”.

QUESTIONS?

For questions or help using the provider roster tool, contact Chantel Pelton at 503-241-3571 or chantel.pelton@q-corp.org.