

## 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 (Q 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, NDs, NPs or PAs, and the name and address of the clinic site(s) at which each of the providers practice.

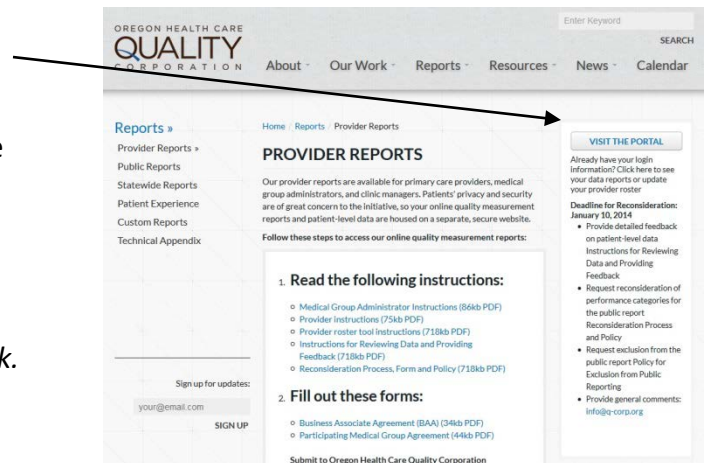
### ACCESSING THE ROSTER TOOL

**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 Q Corp at 503-241-3571 x116 for instructions to gain access.

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

At the login page, enter your username and password. Select the “Roster” tab. Select “Manage all Roster Entries” to update medical group and clinic information or “Manage all Providers” to update provider information only.

*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\*
- Group Tax ID
- Contact person and their contact information (including e-mail address)\*
- 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 Q 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.

In the lower right corner of the Group Information screen you will see “View Clinics” this will allow you to navigate to the screen where you can update clinic information.

## 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\*
- E-mail Address (a clinic specific contact)
- Is PCPCH (select if the clinic is PCPCH recognized)
- Is OBGYN (select if the clinic is primarily an OBGYN clinic rather than PCP)
- Date Closed

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 Q Corp’s public consumer website, [www.q-corp.org/compare-your-care](http://www.q-corp.org/compare-your-care).

To add a new clinic site, select **Add new record**, 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, please enter a date in the “Date Closed” field on the clinic tab.

In changing or adding clinic information, the clinic Tax ID field is now a required field. This is extremely helpful for accurately linking data from health care claims to the correct providers and clinics during data aggregation.

From the clinic screen you can view the providers for an individual clinic by selecting “view providers” next to that clinic’s name. You can also view all providers by choosing “Manage All Providers” from the Roster drop down.

## 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\*
- Middle Name
- Last Name\*
- DOB
- State License Number
- NPI\*
- 3 Specialty fields (the 1<sup>st</sup> is required), the specialties show taxonomy codes that match the NPPES database
- Degree \* (DO, MD, NP, PA, ND)
- Medicaid ID
- UPIN
- Is Primary Clinic (for those providers who practice in more than one location)
- Start Date
- End Date

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 edit a provider’s information:

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 provider:

To add a new practitioner, select **Add new record**, fill in the necessary information, and select **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, however select “Is Primary Clinic” for the clinic they practice at most frequently.

If a provider has left:

If a provider has left your medical group or no longer practices any primary care, their end date should be entered. To remove a provider, select **Edit** to the left of their name, enter the “**End Date**” and select **Update** to save, or Cancel. To ensure accurate linking of claims data, it is important for Q Corp to retain provider end dates.

In changing or adding provider information, some fields are not required, but they can be extremely helpful in data aggregation for accurately linking data from health care claims to the correct provider and clinics, since the Q 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 a provider.

**QUESTIONS?**

For questions or help using the provider roster tool, contact us at 503-241-3571 x116 or [info@q-corp.org](mailto:info@q-corp.org) .