Provider Homepage

The portal enables users to easily access information on Affinity members across all lines of business. The improved design, enhanced security, registration and navigation will improve the experience and usability for providers and their staff.

Users will have access to the following functions:

1. Profile Information
2. Eligibility & Benefits
3. Claims Search
4. Reports
5. Authorizations
6. Resources
7. Security Access
8. Find a Doctor

**Note:** Providers and staff user experience differ based on the role and security that is assigned. Please refer to “Security Section” to determine the level of access per registration role.

The sections that are displayed on the Homepage are:

1. Provider Information
2. Reports & Alerts
3. Important Updates for Providers
4. Resources
5. Announcements
6. Population Health Analytic Dashboard (3M Treo)

**Note:** Depending on the type of provider that logs in, the Homepage will display sections dynamically.

I. Primary care physicians and end users associated will have access to Panel Report. The Panel Report provides a list of members, which have selected the provider as their PCP. This report is accessible within the Reports and Alerts section.

II. Only Strategic Alliance Partners will have access “Population Health Analytic Dashboard.”

III. Quality Incentive Performance (QIP Reports) are accessible to all providers and end users associated to either:
   a. Tax Identification level (Tax ID)
   b. IPA level
Sample of Provider Home Page
Report, Alert & Announcement Sections
These sections of the home page provide users the ability to access important data about the members associated to their practice. Below is a description of each section and reports available.

Reports Section
1. PCP Roster: This report provides the number of members who have selected the provider as their Primary Care Physician (PCP).
   The report will provide the following details:
   1. Member Name
   2. Member Demographic information
   3. Age
   4. Line of Business (LOB)
   5. Effective date member elected provider as their PCP

2. PCP Auto Assignment Report: Members who do not select a primary care physician within thirty days (30 days) of their enrollment are auto assigned to providers. This report provides the number of members that have been auto assigned to the provider as their PCP.

3. Quality Incentive Program (GAPS in Care) Reports: this report provides a list of patients to the provider they are able to close gaps in care for.
   Note:
   a. If user logged in is associated to many TINs, TINS will be displayed with an option to select a specific tin, select a Time Period from the dropdown and “Download QIP Report”.
   b. If user logged in is associated to only 1 TIN, TIN will be display, with option to select the Time Period from the dropdown and “Download QIP Report”.

4. Shared Savings Report: this report is a breakdown of where the provider’s spend is and how it relates to their Shared Savings payment.

Member Section
Member Alerts: this report provides the list of members who have been treated within a hospital setting.

Announcement Section
1. Updated PCP Change Form
2. Preventive Services – Member Incentives
3. Medical Chart Review Process
4. Portal User Guide
Provider Details
The section of the provider home page displays the provider’s information. The provider and office manager are the only users which have privileges to edit the following information:

1. Username
2. Email address

This section is located above the navigation pane and can be minimized or expanded by clicking the (-) next to “Provider Details”.

Expanded View of Provider Details

Minimized View of Provider Details

Note: The “Edit” button shall be disabled to the following end users associated to the provider.

1. Clinical
2. Office Staff
3. Billing Specialist
4. Quality (Quality Manager/Care Coordinator
5. Share Savings Financial Perspective

The “Edit” button will take the user to the “Provider Profile” page. The user can also access this “Provider Profile” page by clicking on the “Provider Profile” located within the navigation pane.