



Provider Member Management PCP Member Panel

Quick Reference Guide



Step 2:

1. In the **Search By** field drop-down, select either **Provider Name** or **Provider NPI**.

Note: For our example, we will use Provider Name.

PCP Member Panel Report

i To refine your search, enter specialty, zip code or city and state.

Search By *
Provider Name

✓ Provider Name

Provider NPI

State _____ Zip Code _____

Reset Search Search



Step 3:

1. In the **Provider Name** field, enter the **Provider Name**.
Note: You may search by entering at least 2 characters of the first or last name.
2. Click **Search**.

PCP Member Panel Report

i To refine your search, enter specialty, zip code or city and state.

Search By *
Provider Name

Provider Name *
Jason

City _____

State _____ Zip Code _____

Reset Search Search



Step 4:

1. If no results were found, click **Reset Search** and enter new provider name or NPI.
2. Click **Search** again.

PCP Member Panel Report

i To refine your search, enter specialty, zip code or city and state.

Search By *
Provider Name

Provider Name *
Jason **i** City

State Zip Code

No record found. Please search again.



Step 5:

1. Click the radio button next to the provider to select.
Note: Results may be filtered by using the **Filter By** field.
Enter at least 3 characters to further refine your search.
This filter will apply to all columns in this table.
2. Click **Generate Report**.

PCP Member Panel Report

To refine your search, enter specialty, zip code or city and state.

Search By *
Provider Name ▼

Provider Name *
Jason ⓘ City _____

State _____ Zip Code _____

Select Provider

Filter By ⓘ

Provider Name	Address	Tax ID	NPI
<input checked="" type="radio"/> Aron, Jason	865 Cypress Ave, Ridgewood, NY, 11385	061137531	1013468149
<input type="radio"/> Alex, Jason H	160 Water St, New York, NY, 10038	772834517	1013211168
<input type="radio"/> Andrew, Jason	1275 York Ave, New York, NY, 10065	872901632	1104105857
<input type="radio"/> Arnold, Jason	160 Water St, New York, NY, 10038	283737821	1033397666
<input type="radio"/> Baxter, Jason	233 7th St, Ste 200, Garden City, NY, 11530	100278190	1063590537
<input type="radio"/> Bolten, Jason	26 W 9th St, Apt 7d, New York, NY, 10011	087281678	1073704458
<input type="radio"/> Brandon, Jason	1554 Northern Blvd, Fl 1, Manhasset, NY, 11030	908278371	1003040056
<input type="radio"/> Brooks, Jason	1 Gustave L Levy Pl, New York, NY, 10029	172891289	1003913807
<input type="radio"/> Covey, Jason	54 Baltic St, Norwich, Connecticut, 06360	808128390	1001230098
<input type="radio"/> Dawson, Jason	6 Cherry Hill Rd Norwich, Connecticut, 06360	982813287	1023153901

Total Records: 200

< Showing 1 - 10 >



Step 6:

1. The results display on the screen.
2. Click **Export to Excel** if you would like to download the information.

PCP Member Panel Report

i To refine your search, enter specialty, zip code or city and state.

Search By *
 Provider Name ▼

Provider Name *
 Jason **i** City

State Zip Code

Reset Search Search

Select Provider

Provider Name	Address	Tax ID	NPI
Aron, Jason	865 Cypress Ave, Ridgewood, NY, 11385	061137531	1013468149

Generate Report

Report Run On: 12/02/2021 11:52:26 AM

HM/CHPLus Enrolled in Last 12 months: 12

Export to Excel

Member ID	Member Name	New Member	Homeless	Restricted Recipients	HARP Eligible	Medicaid/CHP enrolled in last 90 days	Date of Birth
K1004833152	Alan Irby	No	No	No	NA	Yes	08/29/1963
K8081123091	Alan Lawson	No	No	No	NA	No	06/01/1989
K6004123190	Betty Rivera	Yes	No	No	NA	No	01/31/1991
K1009003112	Brian Smith	No	No	No	NA	No	05/30/1979
K7013243899	Cecil Tatro	No	No	No	NA	Yes	10/07/1959
K5003294822	Dana Jacobsen	No	No	No	NA	No	07/20/1984
K1014563812	David Dobbins	Yes	No	No	NA	No	07/20/1984
K1014762183	John Anderson	No	No	No	NA	No	05/16/1983

Total Records: 60

< Showing 1 - 10 >

Provider Portal – PCP Report



Step 7:

1. The *PCP member panel report in progress* popup displays indicating when the report will be available in the **Resources Documents** tab.
2. Click **OK**.

The screenshot shows a table with columns: Provider Name, Address, Tax ID, and NPI. The first row contains: Gautreaux, Claris A, [Address], [Tax ID], and 1023453941. A purple popup window is overlaid on the table with the title "PCP member panel report in progress". The popup contains an information icon and the text: "The PCP member panel report will be available within 30 minutes in the documents tab". Below the text is an "OK" button. In the background, there is a table with columns: Member ID, Member Name, and Medicaid/CHP enrolled in last 90 da. The first row contains: K2500117801, Judy Judge, No, No, No, No. The second row contains: K2500020901, Naveena Nain, No, No, No, No. The third row contains: JPF06505G01, MARS JAY, No, No, No, No. There is also an "Export To Excel" button in the bottom right corner.



Step 8:

1. Go to the **Resources** tab and select **Documents** from the drop-down menu.

The screenshot shows the EmblemHealth Provider Portal navigation menu. The menu items are: Home, Member Management, Claims, Referrals, Preauthorization, Dental Pre-Determination, Provider Profile, and More. The "More" dropdown menu is open, showing the following options: Create ER Notification, User Management, Resources, Documents, Resource Center, Contact Us, Message Center, My Messages, and Create Message. The "Resources" and "Documents" options are highlighted with a red box.

Thank
You

