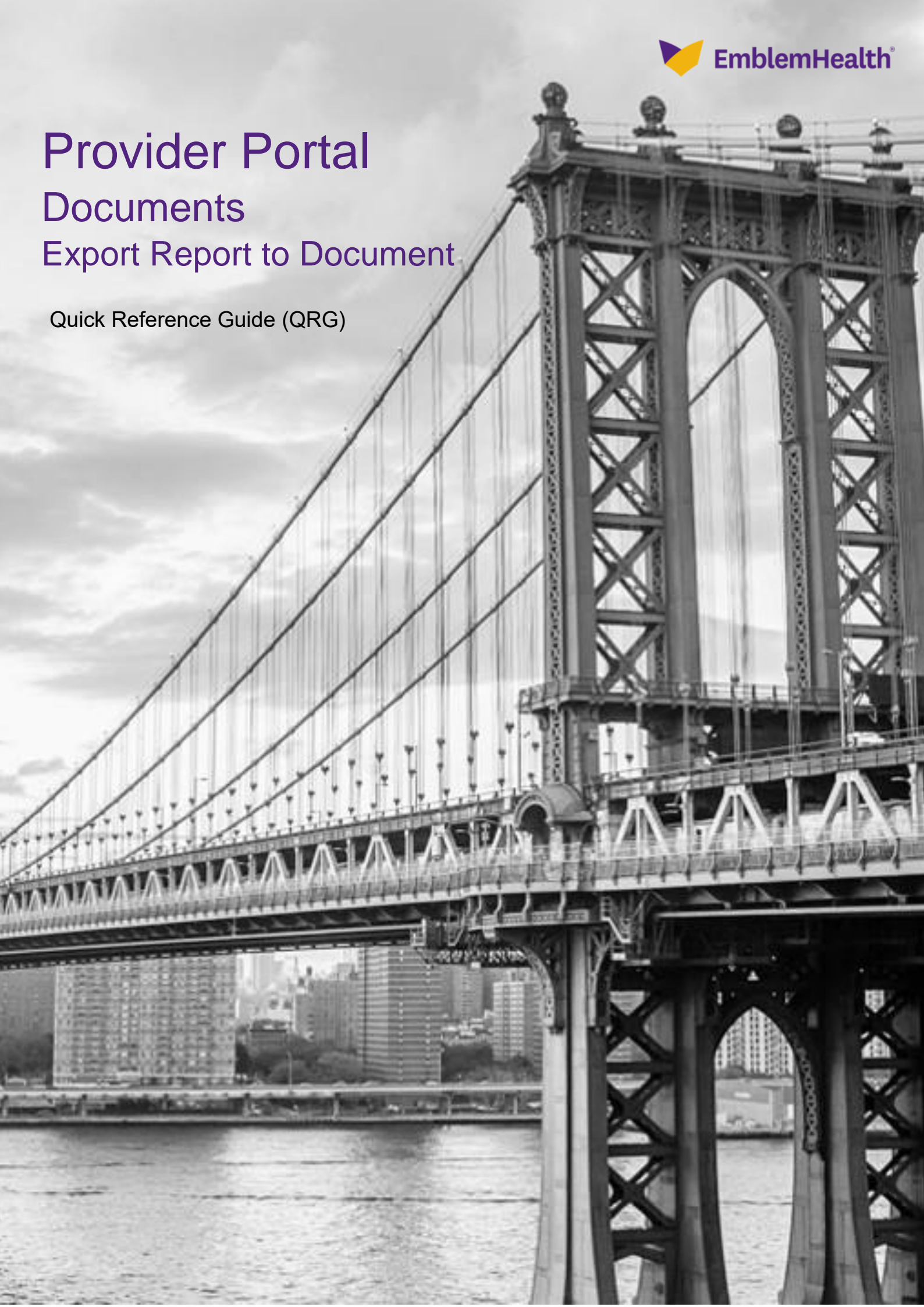
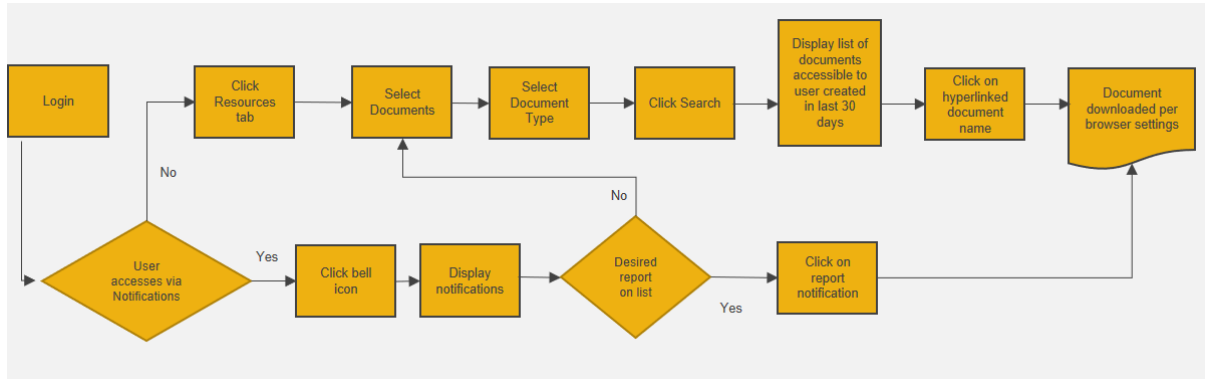


Provider Portal Documents Export Report to Document

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the Provider Portal – Documents.



Let us look at the process for finding, creating and managing documents on the Provider Portal.

The below table shows the types of reports that can be downloaded and then displayed in the documents page.

Type of Report	Export Location
Claim Bulk Export Report	Claims Tab
Concurrent Review Status Report	Preauthorization Tab
Home Health Status Report	Preauthorization Tab
Member Bulk Eligibility	Member Management Tab
PCP Member Panel Report	Member Management Tab
Preauthorization Bulk Eligibility Report	Preauthorization Tab
Referrals Bulk Export Report	Referrals Tab

For this example, we will review the **Generate Bulk Eligibility Report**.

Purpose: Export reports to documents



Step 1:

1. Click **Member Management** tab.
2. From the dropdown, select **Bulk Eligibility Check**.

The screenshot shows the EmblemHealth Provider Portal. The navigation bar includes 'Home', 'Member Management', 'Claims', 'Referrals', 'Preauthorization', 'Dental Pre-Determination', 'Provider Profile', 'Create ER Notification', and 'More'. The 'Member Management' dropdown menu is open, showing 'Eligibility', 'Bulk Eligibility Check', and 'PCP Member Panel Report'. The main content area features a welcome message: 'Welcome to the EmblemHealth Provider Portal' and 'Verify member eligibility, submit and view preauthorizations, referrals, claims, payments, and more.' Below this is an 'Updates and Reminders' section with a 'Take action' heading and a grid of eight buttons: 'Check Member Eligibility', 'Search Claim/Payment Status', 'Create Claim', 'Search EOP', 'Search Preauthorization', 'Create Preauthorization', 'Preauthorization Check Tool', and 'Search Referral'.



Step 2:

1. The **Generate Bulk Eligibility** page will display. Select **Member ID** in the **Search By** field.

EmblemHealth

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification More

Generate Bulk Eligibility

You can download up to 10,000 records at a time. If you want to export your data to Excel, make sure you narrow your results to 10,000 records or less.

Export To Excel

Search By*
Member ID

Member ID*

Reset Search Search



Step 3:

1. Enter the member ID numbers you want to include in the search.
Note: The member IDs you can enter in this field is limited to 25.
2. Click **Search**.

Generate Bulk Eligibility

You can download up to 10,000 records at a time. If you want to export your data to Excel, make sure you narrow your results to 10,000 records or less.

Export To Excel

Search By*
Member ID

Member ID*
K4000798001, K1044905101, K1039670804

Reset Search Search

Enter the Member ID exactly as shown on the Member ID Card.
Enter up to 25 member IDs separated by comma.



Step 4:

1. Click **Export To Excel**.

Generate Bulk Eligibility

You can download up to 10,000 records at a time. If you want to export your data to Excel, make sure you narrow your results to 10,000 records or less.

Export To Excel

Search By*
Member ID

Member ID*
K4000798001, K1044905101, K1039670804

Reset Search

Search

Filter By

Q

Member Id	Member Name	Coverage Start Date	Coverage End Date	Status	Date of Birth	Gender	Plan Type	Coverage Type
K1039670804	Dabkowski, Katarzyna	01/01/2021	03/31/2028	Active	04/11/2001	Female	CCI	Medical
K1044905101	Wood, Jennifer	01/01/2021	12/31/9999	Active	11/03/1973	Female	CCI	Medical
K4000798001	Brooks Vock, Dorothy M	01/01/2021	12/31/9999	Active	07/01/1935	Female	HMO	Medical



Step 5:

1. A pop-up alert indicates when your report will be ready. Click **OK**.

EmblemHealth

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification

Bulk Export In Progress

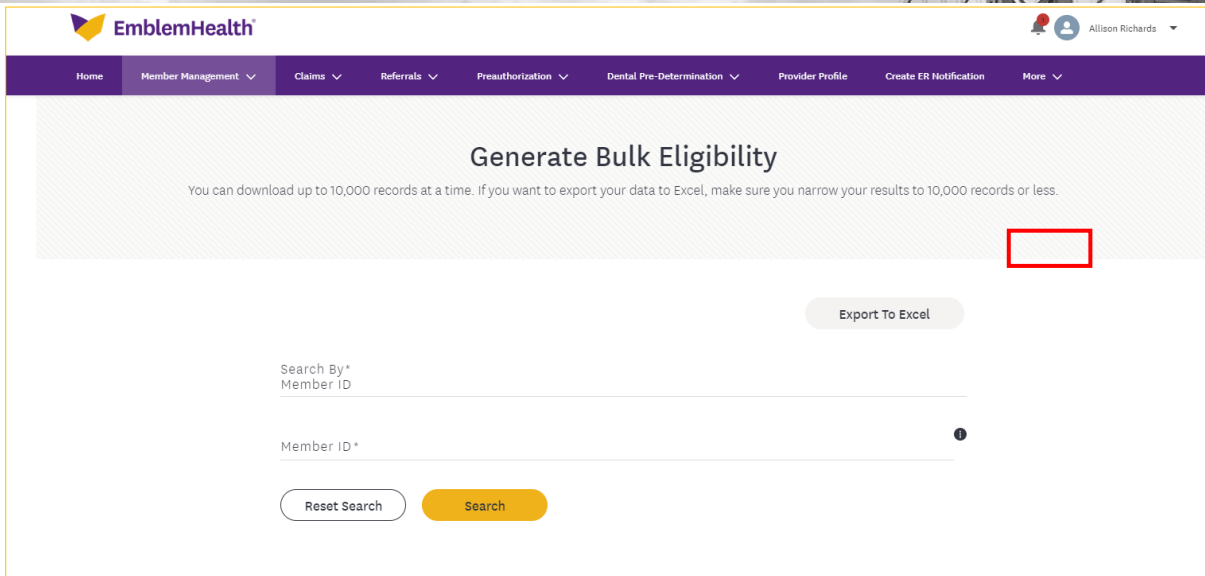
The bulk eligibility report will be available within 30 minutes in the documents tab

OK



Step 6:

1. Once the download is ready, a notification—a bell icon--will appear next to the user icon. Click the **Bell Icon**.



EmblemHealth Allison Richards

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification More

Generate Bulk Eligibility

You can download up to 10,000 records at a time. If you want to export your data to Excel, make sure you narrow your results to 10,000 records or less.

Export To Excel

Search By*
Member ID

Member ID*

Reset Search Search

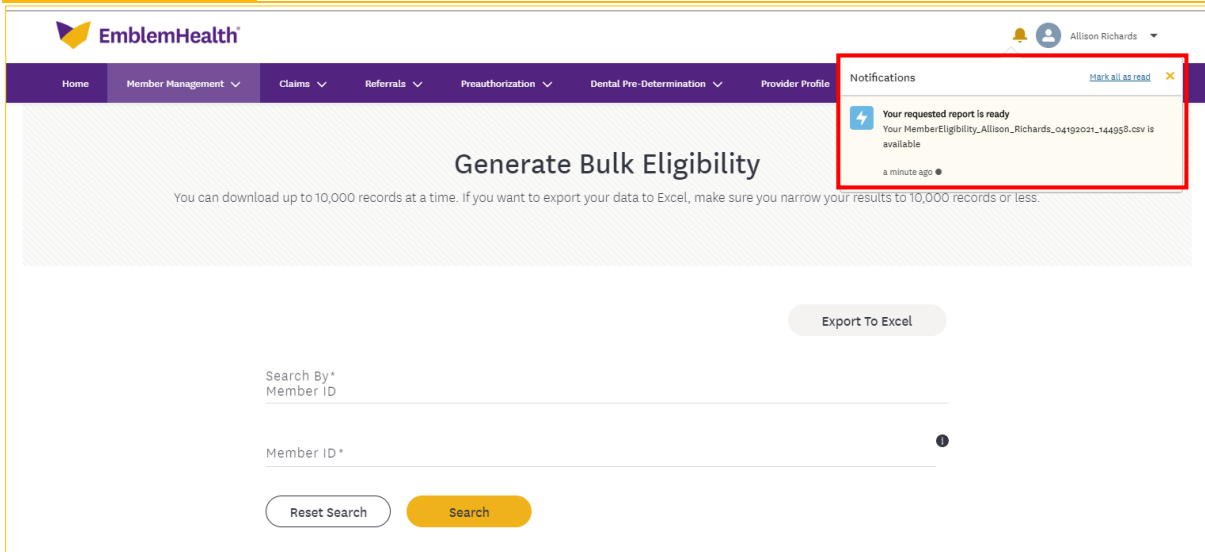


Step 7:

When you click the bell icon, a drop-down box will list the available notifications.

1. Click the **Document**.

Note: Downloaded documents will be available for 30 days in the documents page.



EmblemHealth Allison Richards

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile

Generate Bulk Eligibility

You can download up to 10,000 records at a time. If you want to export your data to Excel, make sure you narrow your results to 10,000 records or less.

Export To Excel

Search By*
Member ID

Member ID*

Reset Search Search

Notifications [Mark all as read](#)

Your requested report is ready
Your MemberEligibility_Allison_Richards_04192021_144958.csv is available
a minute ago

Thank
You

