

QUALITY PORTAL Reporting Guide

Member Roster

On the 'Member Roster' page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

Member Roster			
IPA	G	roup	PCP
Select	v [IND (IND)	Select V
Plan Type	PI	lan ID	
Select	◄ .	Select 🗸	
Member ID	м	lember Name	Effective Date
			MM/DD/YYYY
		Search Clear	Export to CSV
			Showing 1 to 20 record(s) of 2240.

Member Profile

In the 'Member Roster' page, click on any member's member ID to open the member profile. Use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the member profile or print it.

** Please be careful when printing any PHI or PII. ** ** This information should be stored in a secure place per HIPAA compliance practices. **

PCP Name Plan Type	
Plan ID Plan Name	
Portal Last Refresh Date Member Name	
Member ID Gender	
PCP ID Member DOB	
Member Phone	
Part-C information Part-D information	

Part C Score Card

On the Part C Score Card page, use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the scorecardor printit.

														Pr	int
IPA			Group						PCP						
Select			✓				×	~	Selec	t					~
Part C	Part D														
Global Healt	h Star Scorecard: 05/02/2	2022													
Plan: Genera	ations Medicare														
Admin Measu	ures Date: 05/02/2022														
Hybrid Meas	ures Date: 05/02/2022														
Part C				# Mer	nbers N	eeded to	Reach	STAR			% Need	ed to Re	each Sta	r	
Measure	Number Of Eligible Members	Number of Compliant Members	Percent of Compliant Members	Current STAR Score	1 STAR	2 STAR	3 STAR	4 STAR	5 STAR	OPEN MEMBERS	1 STAR	2 STAR	3 STAR	4 STAR	5 STAR

Part D Score Card

On the Part D Score Card page, use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the scorecard or print it.

								Print
IPA		Group		PCP				
Select	\checkmark			✓Se	lect			~
Part C Part D								
Part D					% Ne	eded to Reach	STAR	
Measure	Number Of Eligible Members	% Adherence	Current Star Score	1 STAR	2 STAR	3 STAR	4 STAR	5 STAR

Non-Compliant Part C Members

On the Measures Required page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

Member Measures		Portal Last Refresh Dat	e: 12/31/2021
IPA Select	Group	PCP Select	~
Member ID	Member Name		
Measure	Buckets		
Select	Select	~	
	Search	lear Export	to CSV

Non-Compliant Part D Members (by Medication Adherence Class)

PART D MEASURES Measure Name Star Score Completed Remaining 8 DIAB 5 165 RAS 5 158 8 STATIN 5 137 SUPD 137 44 1

On the Dashboard, click the blue hyperlink for the number of remaining members by drug class.

This will take you to a list of members that are non-compliant for that drug class.

DASHBOARD > PART D MEMBER MEASURE				
PartD Member Measure				Portal Last Refresh Date: 12/31/202
IPA		Group	PCP	
Select	~	~	Select	~
Member ID		Member Name		
Measure Type		Measure	Status	
Part D	~	DIAB (DIAB)	Open	~
		Search Clear		Export to CSV
				Showing 1 to 8 record(s) of 8.

On this next page, click the 'Export o CSV' link. This will give you the option to save the file to a folder of your choice.

Days After Missed Refills

On the Days After Missed Refills page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

Member Missed Refills				Portal Last Refresh Date: 12/31/2021
ІРА		Group		РСР
Select	~	~	•	Select V
Measure Name		Operator		Days Missed
All	~	Select	•	0-0
Member ID		Member Name		
		Search Clear		Export to CSV

Notes about Exporting:

All files that export will be a comma-delimited file (.CSV). Data will look like this:

	А	В	С	D	E	F	G	н	I
1	Member I	D,Member	Name,DO	B,Member	Phone #,N	/leasure Na	ame,Status	5	
2									

To convert to a format that is easier to read, follow the steps below:

Text to Columns
1. Highlight the column that contains your list.
2. Go to Data > Text to Columns.
3. Choose Delimited . Click Next .
4. Choose Comma . Click Next .
5. Choose General or Text, whichever you prefer.
6. Leave Destination as is, or choose another column. Click Finish .

GlobalHealthrecommends using a Text format for the Member ID (so that it does not drop any zeros for members whose Member ID starts with the number 0).