

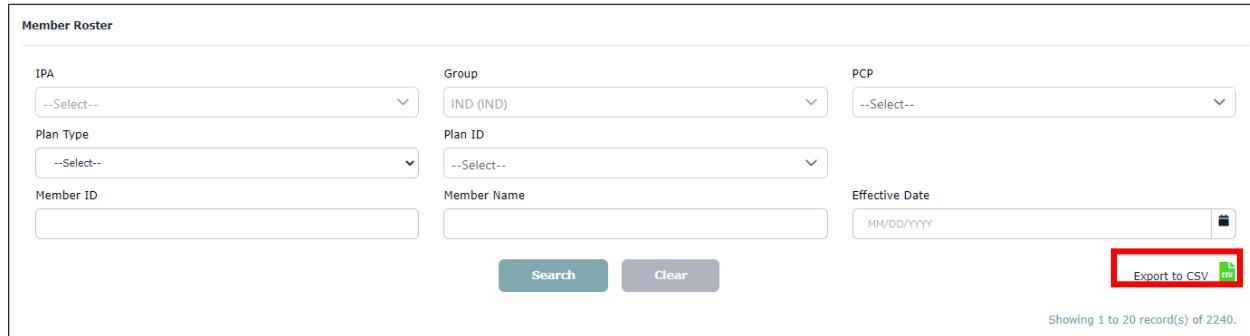


QUALITY PORTAL

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.



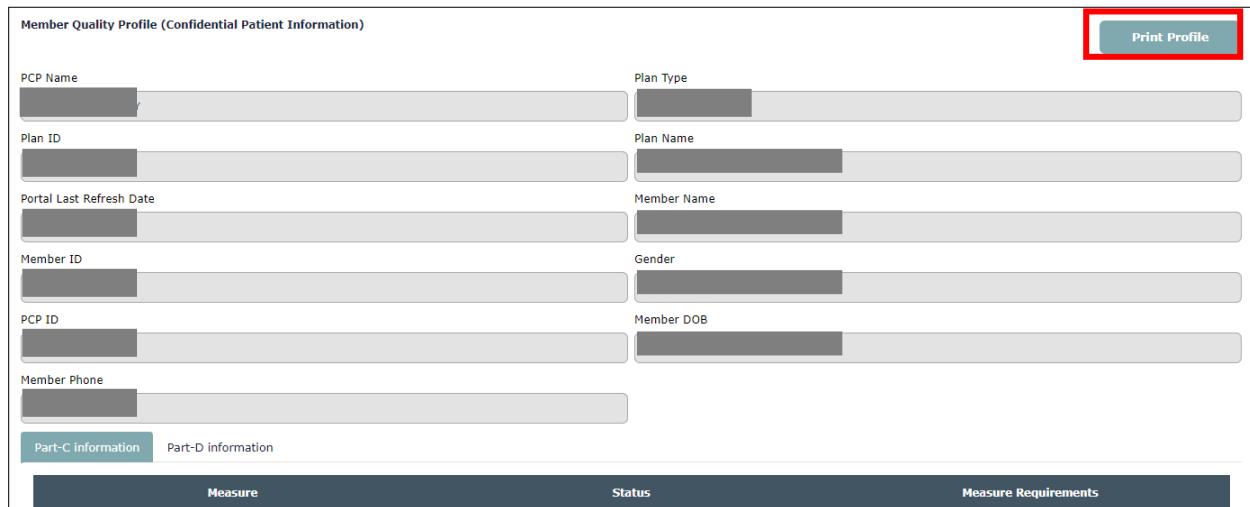
The screenshot shows the 'Member Roster' search interface. It includes fields for IPA, Group, PCP, Plan Type, Plan ID, Member ID, Member Name, Effective Date, and search buttons for 'Search' and 'Clear'. A red box highlights the 'Export to CSV' button in the bottom right corner. Below the form, a message indicates '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. ****



The screenshot shows the 'Member Quality Profile (Confidential Patient Information)' page. It displays various patient details in input fields, including PCP Name, Plan Type, Plan ID, Plan Name, Portal Last Refresh Date, Member Name, Member ID, Gender, PCP ID, Member DOB, and Member Phone. A red box highlights the 'Print Profile' button in the top right corner. At the bottom, there are tabs for 'Part-C Information' and 'Part-D Information', followed by columns for 'Measure', 'Status', and 'Measure Requirements'.

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 scorecard or print it.

The screenshot shows the Part C Score Card interface. At the top, there are dropdown menus for IPA, Group, and PCP, each with a 'Select' placeholder. Below these are tabs for 'Part C' (selected) and 'Part D'. A message bar at the top indicates the Global Health Star Scorecard date is 05/02/2022, the Plan is Generations Medicare, Admin Measures Date is 05/02/2022, and Hybrid Measures Date is 05/02/2022. The main content is a table titled '# Members Needed to Reach STAR' with columns for Current STAR Score (1, 2, 3, 4, 5) and % Needed to Reach Star (OPEN MEMBERS, 1 STAR, 2 STAR, 3 STAR, 4 STAR, 5 STAR). The table has rows for Measure, Number Of Eligible Members, Number of Compliant Members, and Percent of Compliant Members.

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.

The screenshot shows the Part D Score Card interface, similar to the Part C one. It includes IPA, Group, and PCP selection dropdowns, and Part C/Part D tabs. The main table is titled '% Needed to Reach STAR' and includes columns for Current Star Score (1 STAR, 2 STAR, 3 STAR, 4 STAR, 5 STAR) and various measures like Number Of Eligible Members and % Adherence.

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.

The screenshot shows the 'Member Measures' search interface. It includes IPA, Group, PCP dropdowns, and fields for Member ID, Member Name, Measure, and Buckets. At the bottom are 'Search' and 'Clear' buttons, and a 'Portal Last Refresh Date: 12/31/2021' status message. The 'Export to CSV' button is highlighted with a red box.

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

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

PART D MEASURES				
Measure Name	Star Score	Completed	Remaining	
DIAB	5	165	95.38%	8
RAS	5	158	95.18%	8
STATIN	5	137	95.14%	2
SUPD	1	137	75.69%	44

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: 12/31/2021

IPA --Select--	Group --Select--	PCP --Select--
Member ID	Member Name	
Measure Type Part D	Measure DIAB (DIAB)	Status Open
<button>Search</button> <button>Clear</button> Export to CSV		
Showing 1 to 8 record(s) of 8.		

On this next page, click the 'Export to 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

IPA --Select--	Group --Select--	PCP --Select--
Measure Name All	Operator --Select--	Days Missed 0-0
Member ID	Member Name	
<button>Search</button> <button>Clear</button> Export to CSV		

Notes about Exporting:

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

	A	B	C	D	E	F	G	H	I
1	Member ID	Member Name	DOB	Member Phone #	Measure Name	Status			
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**.

GlobalHealth recommends 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).