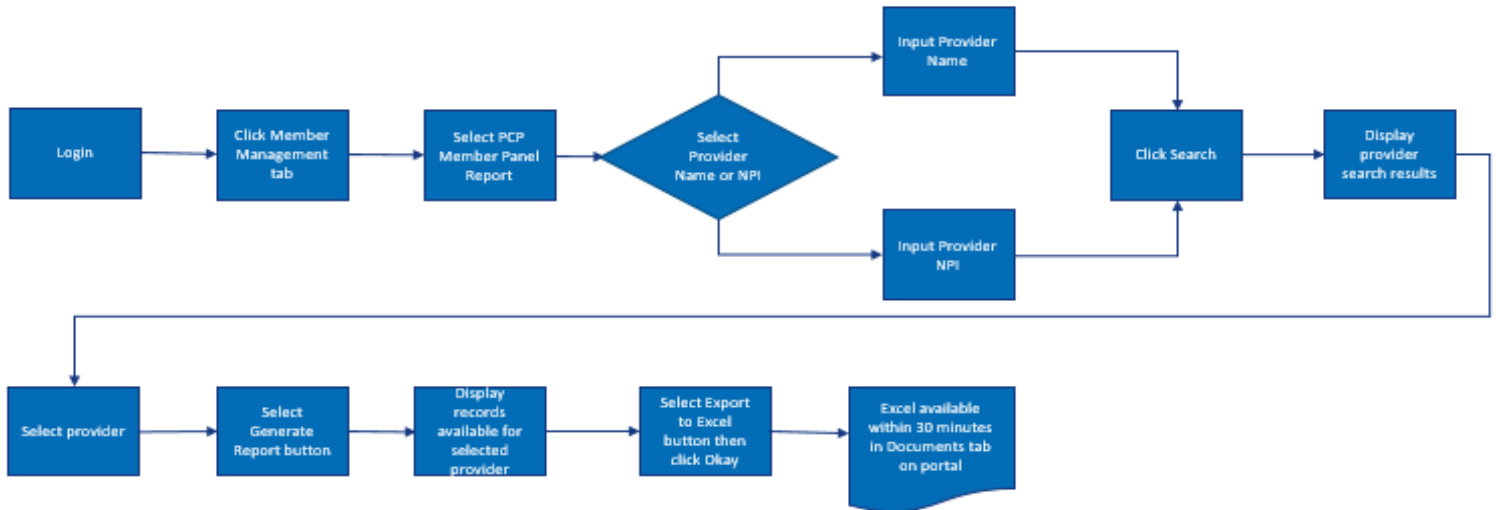


Provider Member Management PCP Member Panel

Quick Reference Guide



This Quick Reference Guide (QRG) will provide an overview of how to create a PCP Member Panel Report.



Let us look at the steps in detail to generate the PCP Member Panel Report.

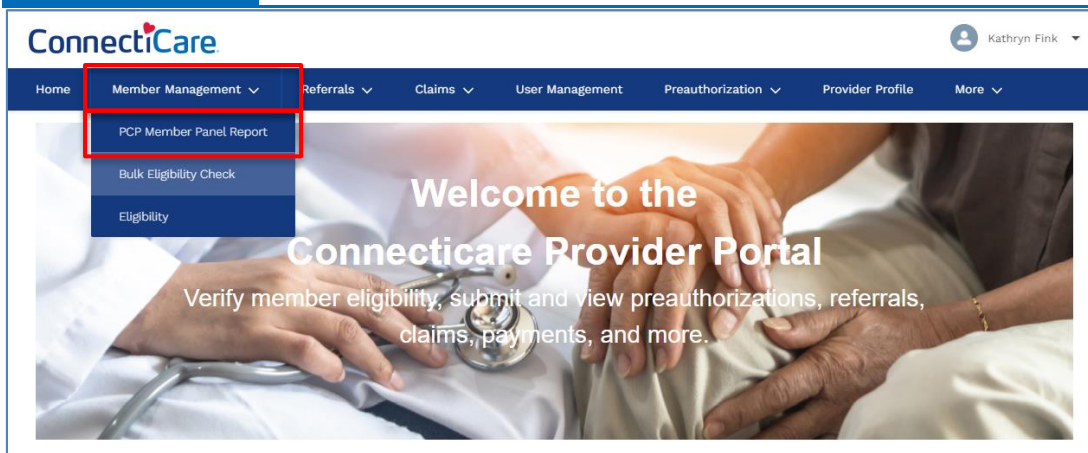
Purpose: Generate this report to display a patient list for a provider.

PCP Member Panel Report



Step 1:

1. From the **ConnectiCare Home** page, select the **Member Management** tab.
2. From the drop-down list, select **PCP Member Panel Report**.
Note: The Bulk Eligibility Check and Eligibility reports are also available here.





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

To refine your search, enter 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

To refine your search, enter 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

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

Search By *
Provider Name ▼

Provider Name *
Jason  City

State Zip Code

Reset Search Search

No record found. Please search again.



Step 5:

1. Click the radio button next to the provider to select whose report you want to run.
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 zip code or city and state.

Search By *
Provider Name ▼

Provider Name *
Jason ⓘ City _____

State _____ Zip Code _____

Reset Search Search

Select Provider

Filter By ⓘ _____ 🔍

	Provider Name	Address	Tax ID	NPI
☒	Aron, Jason	30 Cedar Hill Rd, Milford, Connecticut, 06461	061137531	1013468149
☐	Alex, Jason H	2 S Cliff St, Ansonia, Connecticut, 06401	772834517	1013211168
☐	Andrew, Jason	13 Broad St, Milford, Connecticut, 06460	872901632	1104105857
☐	Arnold, Jason	247 Mountain View Rd, Somers, Connecticut 06071	283737821	1033397666
☐	Baxter, Jason	01 Pine Hill Rd, Sterling, Connecticut, 06377	100278190	1063590537
☐	Bolten, Jason	253 Hartford Pike, Dayville, Connecticut, 06241	087281678	1073704458
☐	Brandon, Jason	72 Stanley St, New Haven, Connecticut, 06511	908278371	1003040056
☐	Brooks, Jason	24 Weed Ave, Norwalk, Connecticut, 06850	172891289	1003913807
☐	Covey, Jason	54 Baltic St, Norwich, Connecticut, 06360	808128390	1001230098
☐	Dawson, Jason	6 Cherry Hill Rd Norwich, Connecticut, 06360	982813287	1023153901

Total Records: 200

< Showing 1 - 10 >

Generate Report



Step 6:

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

PCP Member Panel Report

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

Search By *
Provider Name

Provider Name *
Jason

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: 10

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	Yes	No	No	NA	No	08/29/1963
K8081123091	Alan Lawson	No	No	No	NA	No	06/01/1989
K6004123190	Betty Rivera	No	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	No	10/07/1959
K5003294822	Dana Jacobsen	No	No	No	NA	No	07/20/1984
K1014563812	David Dobbins	No	No	No	NA	No	07/20/1984
K1014762183	John Anderson	No	No	No	NA	No	05/16/1983

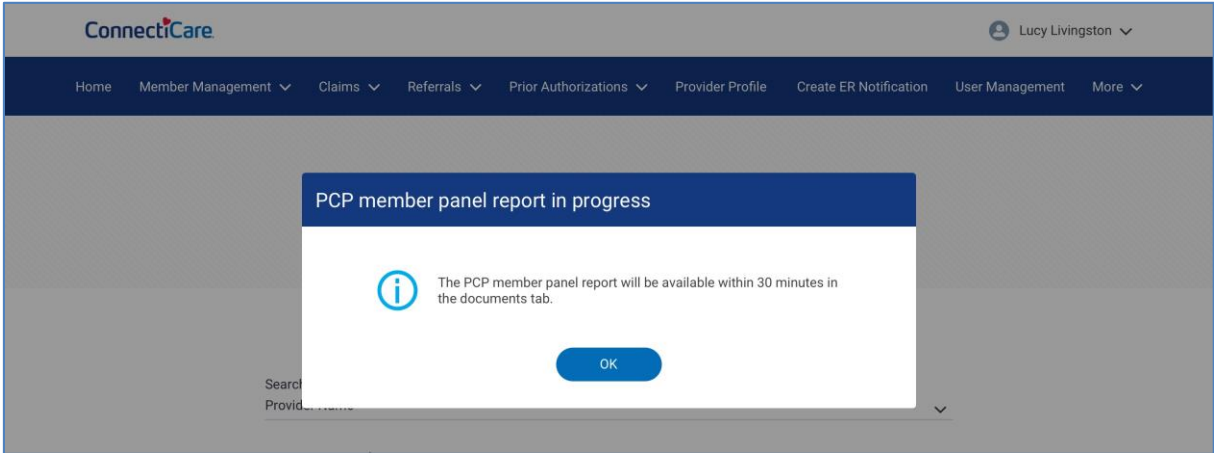
Total Records: 200

< Showing 1 - 10 >



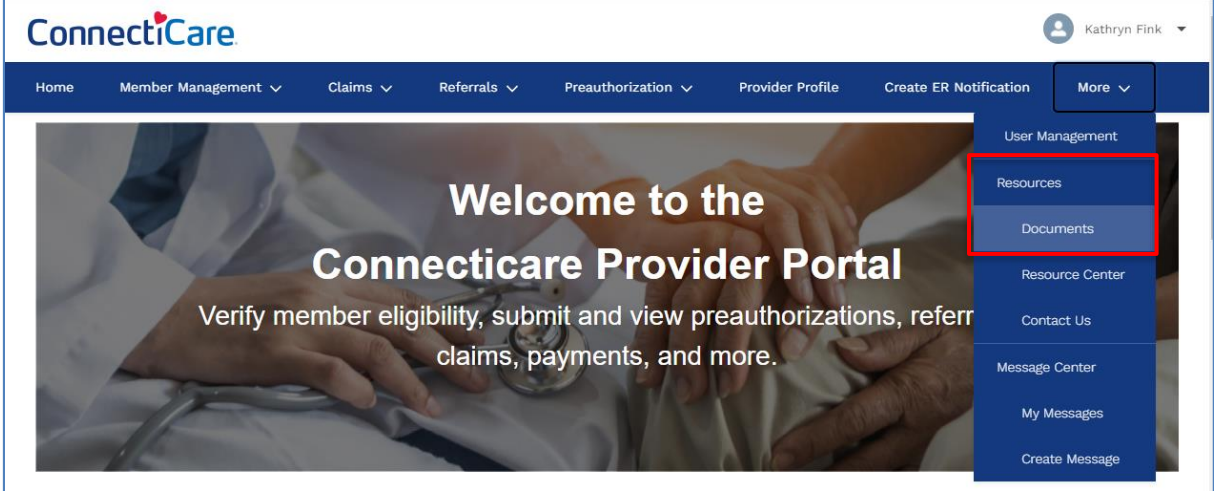
Step 7:

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



Step 8:

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



Thank
You