

Updating your Practice Provider List in NACOR Dashboard

October 2022



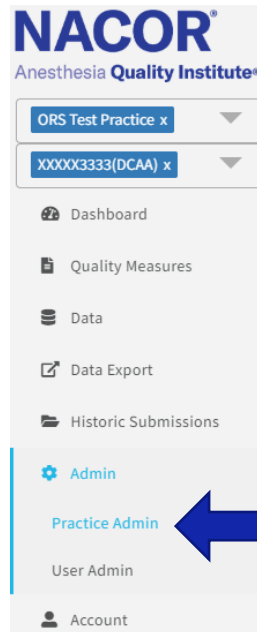
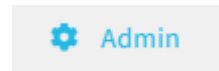
American Society of **Anesthesiologists**[®]

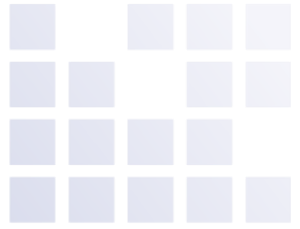
aqihq.org



Access NACOR Dashboard

- <https://aqi.epreop.com/login>
- Select the Admin Icon in the menu on the left side of the screen
- Select the Practice Admin



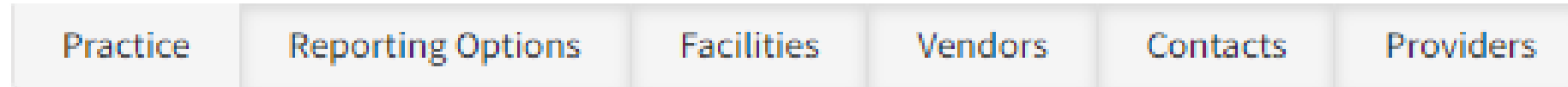
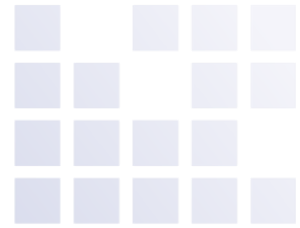


Access the Provider List in the NACOR Dashboard

- Select the Providers Tab located at the top right corner



Tabs to access under Practice Admin

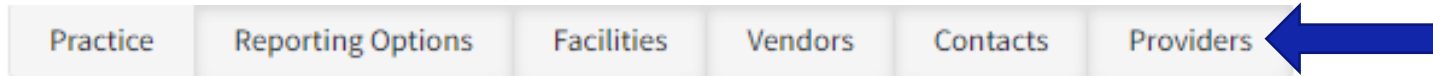


Under the Practice Admin function, you have the ability to:

- Add Providers
 - Search Providers
 - View practice, provider or facility lists
- **Practice tab:** This will display demographic and TIN information about the practice.
 - **Reporting Options:** Displays the NACOR level of service selected for each year
 - **Facility List:** This will display the list of all the facilities that the providers perform anesthesia services.
 - **Vendor List:** Displays vendor contact names
 - **Contact List:** Displays all contacts associated with the practice.
 - **Provider List:** This will display a list of providers that are associated to your practice. It will include their NPI number, name, contact information and provider type.



Provider List Tab



– From this tab you can:

- Add Providers

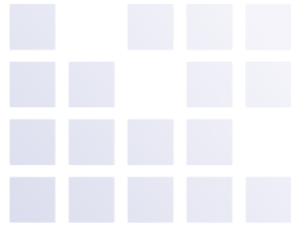
- Search Providers

- Edit Providers



- Export Provider List ProviderList.csv

- You can organize by column header by selecting the ^

NPI ^	First Name	Last Name	Email	Phone	Type	Status	
1234343434	John	brown			CRNA	Active	
1244556688	JOHN	SMITH			MD-Anesthesia		
3000000001					MD-Anesthesia	Active	
3000000002					MD-Anesthesia	Active	
3000000003					MD-Anesthesia	Active	
3000000004					MD-Anesthesia	Active	



Add a new provider

- Select the  icon to add a new provider
- Fill in all required fields
- Click the save icon 

NACOR
Anesthesia Quality Institute®

ORS Test Practice x

XXXXX3333(DCAA) x

- Dashboard
- Quality Measures
- Data
- Data Export
- Historic Submissions
- Admin
 - Practice Admin
 - User Admin
- Account

QCDR - Group

Provider For - ORS Test Practice

NPI

First Name

Last Name

Middle Initial

ASA Membership?

Status

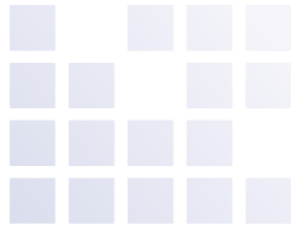
Email

Phone


Provider Type

This field is required

ASA Membership Number



Edit a Provider

- To edit a provider, click on  next to the provider's name that you would like to edit.

NPI ↕	First Name ^	Last Name ^	Email ↕	Phone ↕	Type ↕	Status ↕	IA Attested ↕	Submit to CMS ↕	Consent Received ↕	MIPS Eligible ↕	Opt-In Eligible ↕	Opt-In Status ↕
13369852	John	Smith	jss@nom	555-555-!	Anesthesi	Active	223456789:!	223456789:!	223456789:!	223456789:!	223456789:!	





Edit a Provider – Change Status

NPI	Status
<input type="text" value="1336985214"/>	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Active"/>
First Name	Email
<input type="text" value="John"/>	<input type="text" value="jss@nomail.com"/>
Last Name	Phone
<input type="text" value="Smith"/>	<input type="text" value="555-555-5555"/>
Middle Initial	Phone Ext
<input type="text" value="S"/>	<input type="text"/>
<input type="checkbox"/> ASA Membership?	Provider Type
	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Anesthesiologist"/>
	ASA Membership Number
	<input style="background-color: #e0e0e0;" type="text"/>

Once this screen opens you can edit all fields except the ASA Membership number. The ASA membership is populated by AQI staff.

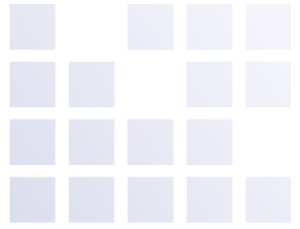
To change the status of a provider, click on the drop-down menu and choose one of the following:

Active: Providers who are currently working for the practice.

Inactive: Providers who are on medical or maternity leave and will be returning to the practice.

Remove: Providers who have retired or no longer work for the practice. This is a soft delete and has no impact on the historical data submitted for that provider.

Edit a Provider



Note: Remember to click on the save icon before exiting the provider or the changes will not be updated.

NPI	<input type="text" value="1336985214"/>	Status	<input type="text" value="Active"/>
First Name	<input type="text" value="John"/>	Email	<input type="text" value="jss@nomail.com"/>
Last Name	<input type="text" value="Smith"/>	Phone	<input type="text" value="555-555-5555"/>
Middle Initial	<input type="text" value="S"/>	Phone Ext	<input type="text"/>
<input type="checkbox"/> ASA Membership?		Provider Type	<input type="text" value="Anesthesiologist"/>

