Updating your Practice Provider List in NACOR Dashboard

October 2022
Access NACOR Dashboard

- [https://aqi.epreop.com/login](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**
- You can organize by column header by selecting the `^`

### Table

<table>
<thead>
<tr>
<th>NPI</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234343434</td>
<td>John</td>
<td>brown</td>
<td></td>
<td></td>
<td>CRNA</td>
<td>Active</td>
</tr>
<tr>
<td>1244556668</td>
<td>JOHN</td>
<td>SMITH</td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td></td>
</tr>
<tr>
<td>3000000001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
<tr>
<td>3000000002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
<tr>
<td>3000000003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
<tr>
<td>3000000004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
</tbody>
</table>

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Add a new provider

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

Provider For - ORS Test Practice

- NPI
- First Name
- Last Name
- Middle Initial
- Status
- Email
- Phone
- Provider Type
- ASA Membership
- ASA Membership Number
**Edit a Provider**

To edit a provider, click on the pencil icon next to the provider’s name that you would like to edit.

<table>
<thead>
<tr>
<th>NPI</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Type</th>
<th>Status</th>
<th>IA Attested</th>
<th>Submit to CMS</th>
<th>Consent Received</th>
<th>MIPS Eligible</th>
<th>Opt-In Eligible</th>
<th>Opt-In Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>13369852</td>
<td>John</td>
<td>Smith</td>
<td>jss@nom</td>
<td>555-555-5</td>
<td>Anesthesiologist</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.