Updating your Practice Provider List in the NACOR Dashboard

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Access NACOR Dashboard

Login to the NACOR dashboard

- Under Provider Management, practice champions are able to:
  - Add Providers
  - Search Providers
  - View practice, provider or facility lists

Practice List: This will display basic practice Information, AQI Practice champion, QR option.

Provider List: This will display a list of providers that are tied to your practice. It will include their NPI number, and AQI Champions will be able to attest to improvement activities here.

Facility List: This will display the list of all the facilities that the providers Perform anesthesia services at.
Individual Reporting: To Add a Provider

Within the Admin Dashboard, under “Provider Management”, select the + symbol.

This will prompt the “Add Provider” window to appear.

- Fill out all of the fields
- Ensure the “Report to CMS for this EP” selection is “Yes” if you plan to submit their data to CMS.
Individual Reporting: Required Fields within Provider List

NPI

- Verify each Provider NPI
  - Fill in every NPI field for any provider where the field is blank

The NPI field ties each EC to the practice data that is submitted to CMS. NACOR submits data according to this list, so accuracy is **very important**.
Individual Reporting: Required Fields within Provider List

**TIN**

- Verify accuracy of Provider TINs
- Fill in the Billing TIN where the field is blank
Individual Reporting: Required Fields within Provider List

Report to CMS

• This should be set to “Yes” for ALL providers that you intend to submit data to CMS.

• If this field is not selected yes for all reporting providers, their data will not be sent to CMS.
Individual Reporting: Required Fields within Provider List

**Type**

- This field should be the role of the provider within the practice
- Select a provider to open the “Edit Provider” page for that individual and select the corresponding staff role for that individual (MD-Anesthesia, CRNA, etc)
To view the entire practice provider list, select the “User Management” icon, then select “Provider List”
A list of all providers under your practice will be displayed.

To ensure accuracy, AQI Practice Champions need to review provider lists periodically throughout the reporting year.
Individual Reporting: Removing Providers

- Select the provider you wish to remove
- Within the “Edit Provider” field, disable the provider by clicking the “Status” drop down field and selecting “Disable”
- Within the “Report to CMS” field, Select “No”
- Click the “Save” icon in the top right corner
Group Reporting: To Add a Provider

Within the Admin Dashboard, under “Provider Management”, select the + symbol.

This will prompt the “Add Provider” window to appear.

- Fill out all of the fields within the Edit Provider page. Once all required fields are added, save by clicking the “Save” button in the right hand corner.
Group Reporting: Required Fields within Provider List

NPI

- Verify each Provider NPI
  - Fill in every NPI field for any provider where the field is blank

The NPI field ties each EC to the practice data that is submitted to CMS. NACOR submits data according to this list, so accuracy is very important.
Group Reporting: Required Fields within Provider List

TIN
- Verify accuracy of Provider TINs
- Fill in the Billing TIN where the field is blank
Group Reporting: Required Fields within Provider List

Type
- This field should be the role of the provider within the practice
- Select a provider to open the “Edit Provider” page for that individual and select the corresponding staff role for that individual (MD-Anesthesia, CRNA, etc)
To view the entire practice provider list, select the “User Management” icon, then select “Provider List”
Group Reporting: Provider List Audit

A list of all providers under your practice will be displayed.

To ensure accuracy, AQI Practice Champions need to review provider lists periodically throughout the reporting year.
If a practice has selected “group reporting” for 2018 Quality Reporting, all providers who performed eligible cases in the reporting year are required to submit measure data on 60% of all eligible cases.

- If a provider did not perform any services during the reporting year, the practice champion may disable providers by opening the specific provider’s “Edit Provider” page and selecting “disable” from the status drop down menu.

- Save by clicking the “Save” icon in the upper right hand corner of the Edit Provider page.