

Updating your Practice Provider List in the NACOR Dashboard

June 2018

Access NACOR Dashboard

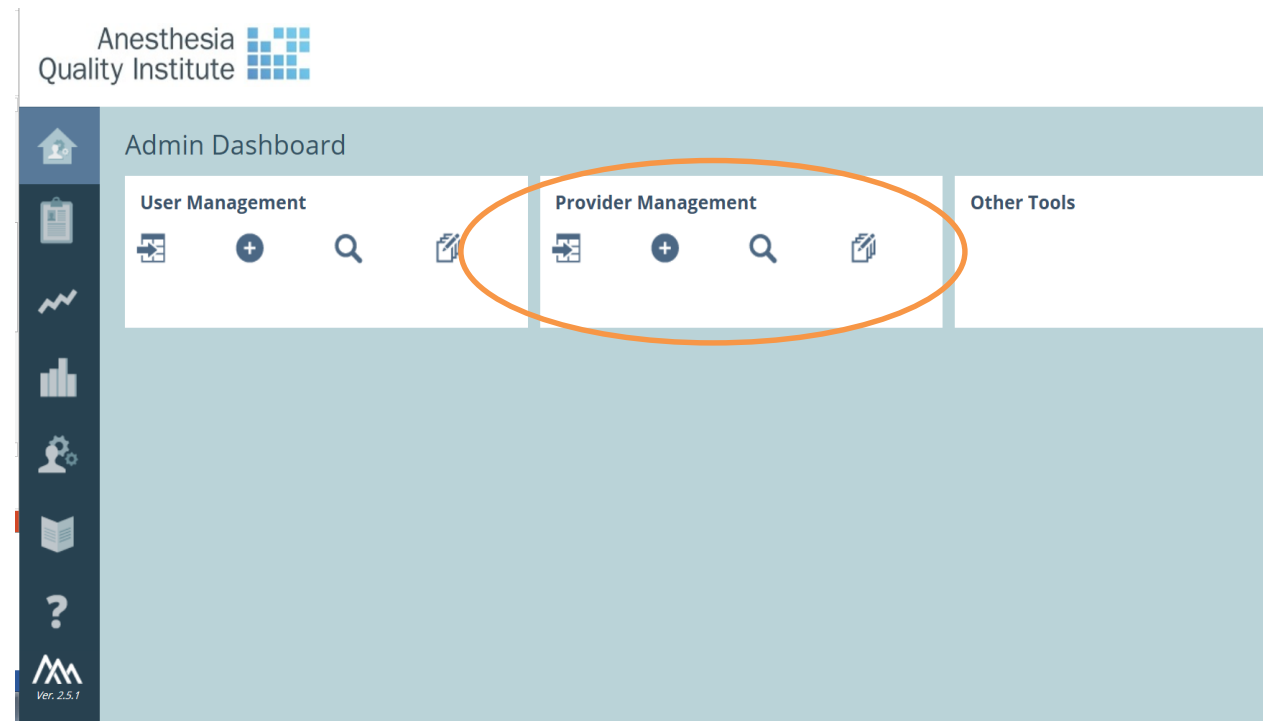
Login to the NACOR dashboard

- 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.

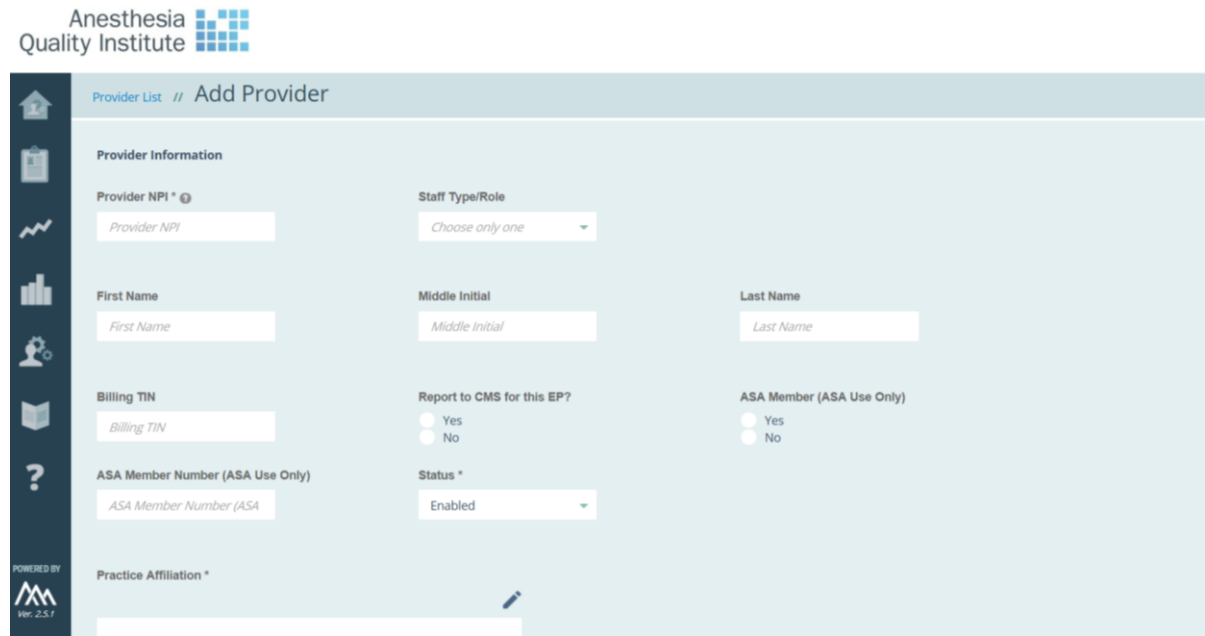


Individual Reporting: To Add a Provider

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.



The screenshot shows the 'Add Provider' form in the Anesthesia Quality Institute Admin Dashboard. The form is titled 'Provider List // Add Provider' and contains the following fields and options:

- Provider Information**
- Provider NPI ***: Text input field with placeholder 'Provider NPI'.
- Staff Type/Role**: Dropdown menu with placeholder 'Choose only one'.
- First Name**: Text input field with placeholder 'First Name'.
- Middle Initial**: Text input field with placeholder 'Middle Initial'.
- Last Name**: Text input field with placeholder 'Last Name'.
- Billing TIN**: Text input field with placeholder 'Billing TIN'.
- Report to CMS for this EP?**: Radio button options for 'Yes' and 'No'.
- ASA Member (ASA Use Only)**: Radio button options for 'Yes' and 'No'.
- ASA Member Number (ASA Use Only)**: Text input field with placeholder 'ASA Member Number (ASA)'.
- Status ***: Dropdown menu with 'Enabled' selected.
- Practice Affiliation ***: Text input field.

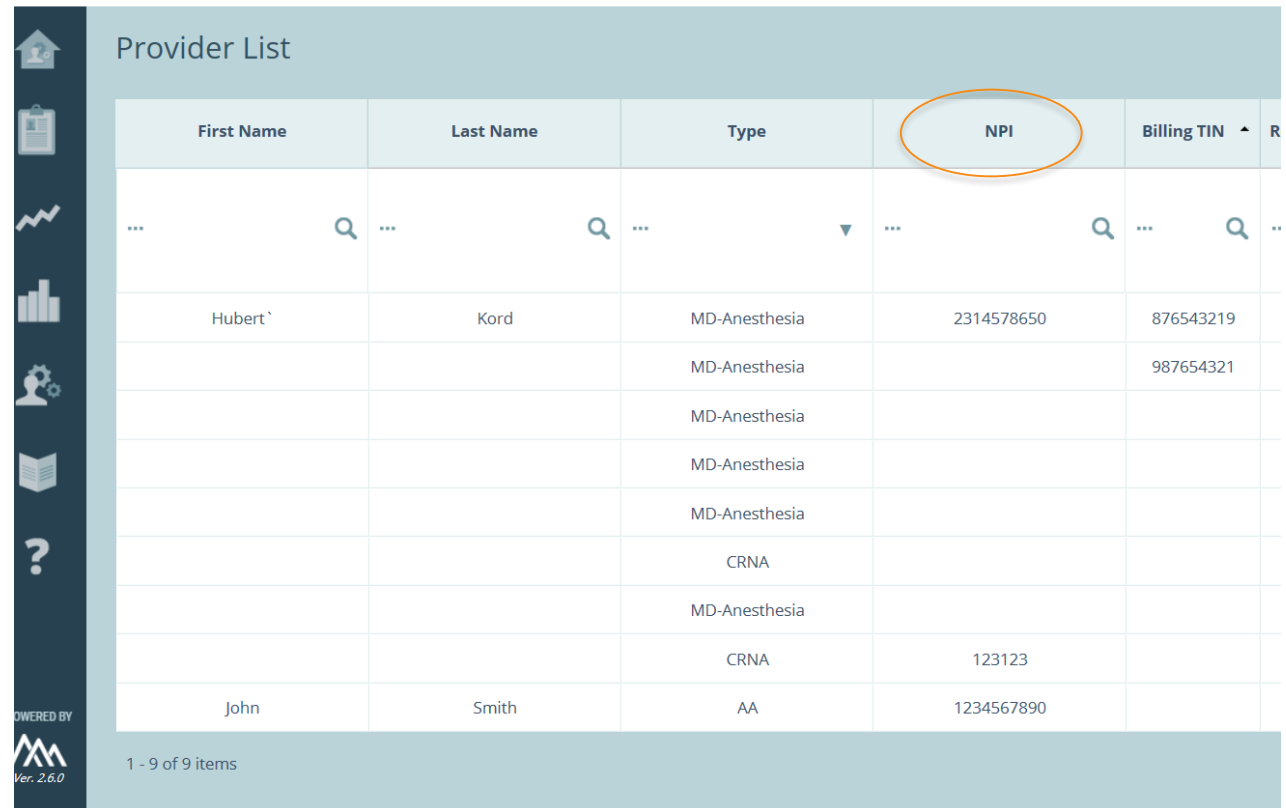
The form is powered by version 2.5.1 of the software.

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**.



Provider List


| First Name | Last Name | Type | NPI | Billing TIN | R |
|------------|-----------|---------------|------------|-------------|----|
| ... | ... | ... | ... | ... | .. |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |
| | | MD-Anesthesia | | 987654321 | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | 123123 | | |
| John | Smith | AA | 1234567890 | | |

1 - 9 of 9 items

Individual Reporting: Required Fields within Provider List


TIN

- Verify accuracy of Provider TINs
- Fill in the Billing TIN where the field is blank

Anesthesia Quality Institute 

Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report |
|------------|-----------|---------------|------------|-------------|--------|
| ... | ... | ... | ... | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |
| | | MD-Anesthesia | | 987654321 | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | 123123 | | |
| John | Smith | AA | 1234567890 | | |


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1 - 9 of 9 items

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.


Anesthesia Quality Institute 

ekalb

Provider List

| First Name | Last Name | Type | NPI | Billing TI | Report to CMS | Parent Practice ID | Status | CPIA Reported |
|------------|-----------|---------------|------------|------------|---------------|-------------------------------|----------|---------------|
| ... | ... | ... | ... | ... | ... | AQI Demo Practice - 003 (003) | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | ... | 003 | Enabled | N/A |
| | | MD-Anesthesia | | 987654321 | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | 123123 | | ... | 003 | Disabled | N/A |
| John | Smith | AA | 1234567890 | | ... | 003 | Enabled | N/A |

1 - 9 of 9 items

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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)

Anesthesia Quality Institute

Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report to CMS | Parent Practice ID | Status | CPIA Reported |
|------------|-----------|---------------|------------|-------------|---------------|------------------------------|----------|---------------|
| ... | ... | ... | ... | ... | ... | AQI Demo Practice -003 (003) | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | ... | 003 | Enabled | N/A |
| | | MD-Anesthesia | | 987654321 | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| John | Smith | | | | | | | |

1 - 9 of 9 items

Provider List // Edit Provider

NOTE
The provider pages are locked in preparation for the 2017 MIPS data submission to CMS. The page will be unlocked on April 1st for the 2018 reporting year. Please contact nacorsupport@arbormetrix.com if you have any qu...

Provider Information

Provider NPI *

Staff Type/Role *

First Name

Middle Initial

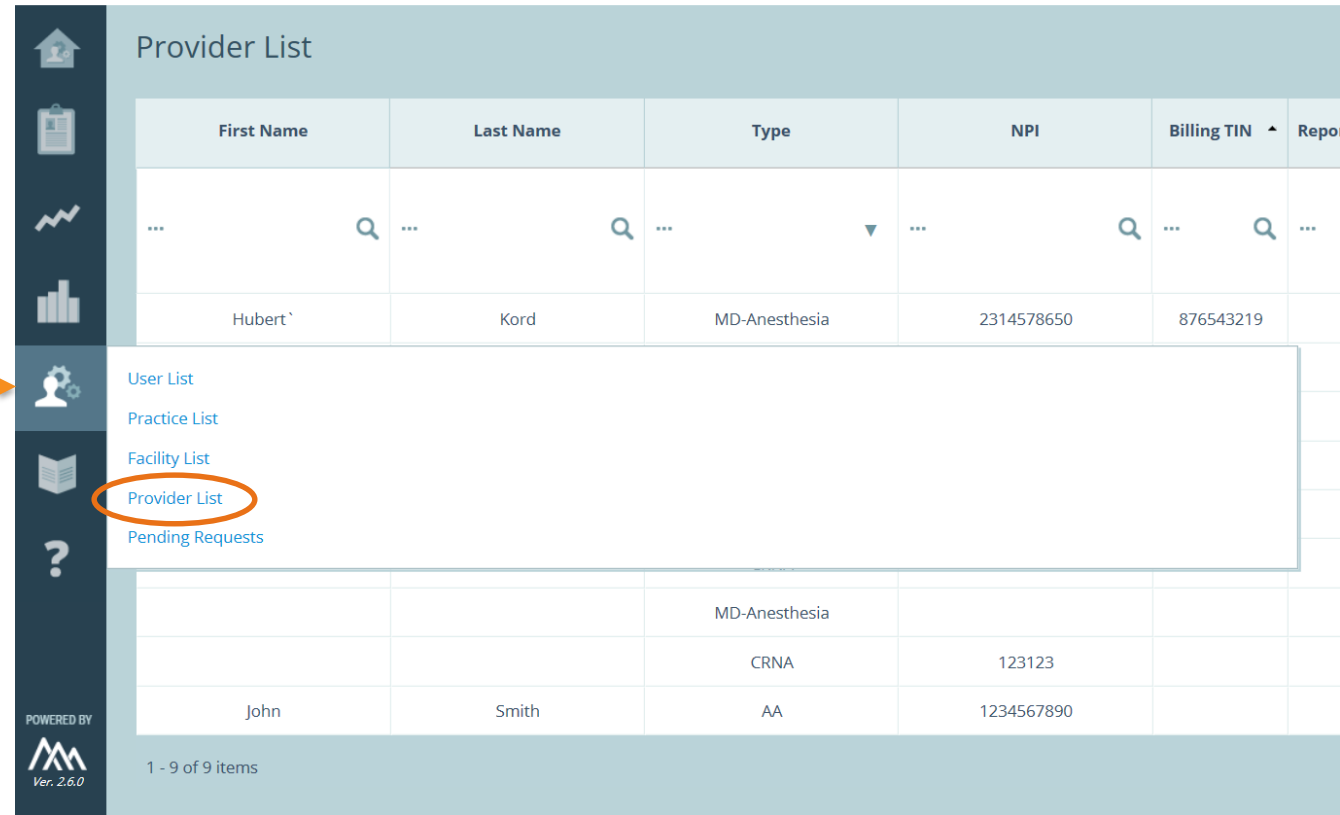
Last Name

Billing TIN *

ASA Member Information

Individual Reporting: Provider List Audit

To view the entire practice provider list, select the “User Management” icon, then select “Provider List”



The screenshot displays the 'Provider List' interface. The sidebar on the left contains several icons: a home icon, a clipboard icon, a line graph icon, a bar chart icon, a user management icon (circled in red), a book icon, and a question mark icon. The main content area is titled 'Provider List' and contains a table with the following columns: First Name, Last Name, Type, NPI, Billing TIN, and Report. The table has one row of data visible: Hubert, Kord, MD-Anesthesia, 2314578650, 876543219. Below the table, there is a footer that says '1 - 9 of 9 items'. The bottom left corner of the interface has the text 'POWERED BY' and a logo for 'Ver. 2.6.0'.

| First Name | Last Name | Type | NPI | Billing TIN | Report |
|------------|-----------|---------------|------------|-------------|--------|
| ... | ... | ... | ... | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |
| | | MD-Anesthesia | | | |
| | | CRNA | 123123 | | |
| John | Smith | AA | 1234567890 | | |

Individual 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 through out the reporting year.


Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report to CMS | Parent Practice ID | Status | CPIA Reported |
|------------|-----------|---------------|------------|-------------|---------------|-------------------------------|----------|---------------|
| ... | ... | ... | ... | ... | ... | AQI Demo Practice - 003 (003) | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | ... | 003 | Enabled | N/A |
| | | MD-Anesthesia | | 987654321 | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | 123123 | | ... | 003 | Disabled | N/A |
| John | Smith | AA | 1234567890 | | ... | 003 | Enabled | N/A |

1 - 9 of 9 items


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

Anesthesia Quality Institute 

Provider List // Edit Provider

Provider Information


Provider NPI *  Staff Type/Role

First Name Middle Initial Last Name

Billing TIN Report to CMS for this EP? Yes No ASA Member (ASA Use Only) Yes No

ASA Member Number (ASA Use Only) Status *

Practice Affiliation *

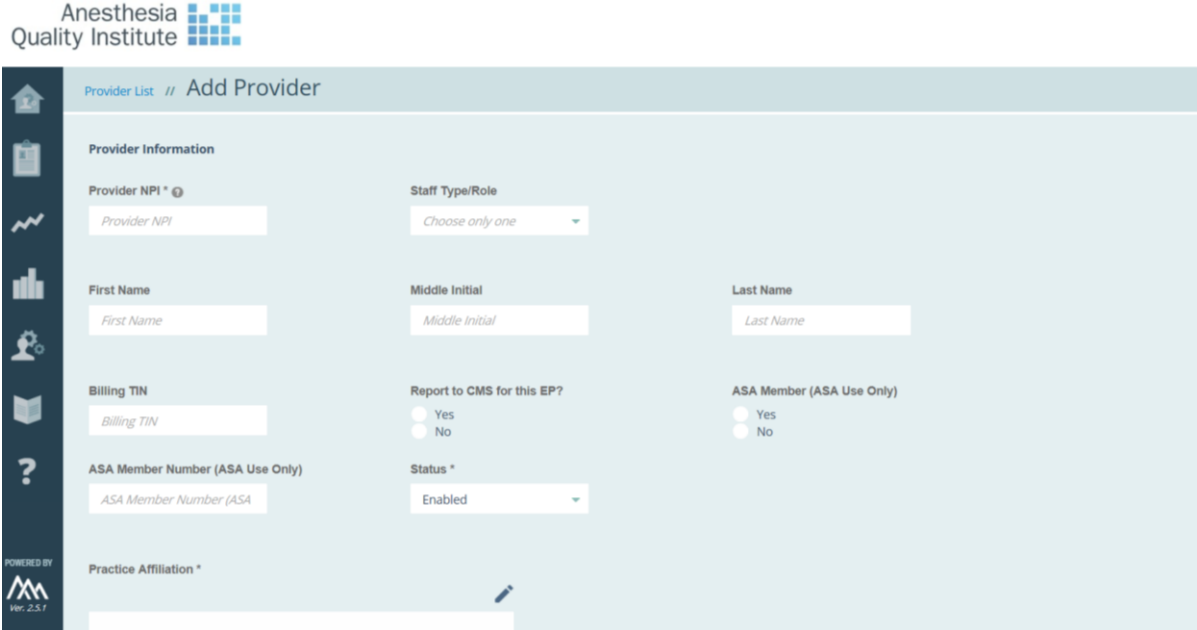
POWERED BY  Ver. 2.6.0

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



The screenshot shows the 'Add Provider' form in the Anesthesia Quality Institute Admin Dashboard. The form is titled 'Provider List // Add Provider' and contains the following fields:

- Provider Information**
 - Provider NPI * (text input)
 - Staff Type/Role (dropdown menu with 'Choose only one' selected)
- Personal Information**
 - First Name (text input)
 - Middle Initial (text input)
 - Last Name (text input)
- Professional Information**
 - Billing TIN (text input)
 - Report to CMS for this EP? (radio buttons for Yes and No)
 - ASA Member (ASA Use Only) (radio buttons for Yes and No)
- Membership and Status**
 - ASA Member Number (ASA Use Only) (text input)
 - Status * (dropdown menu with 'Enabled' selected)
- Practice Affiliation *** (text input)

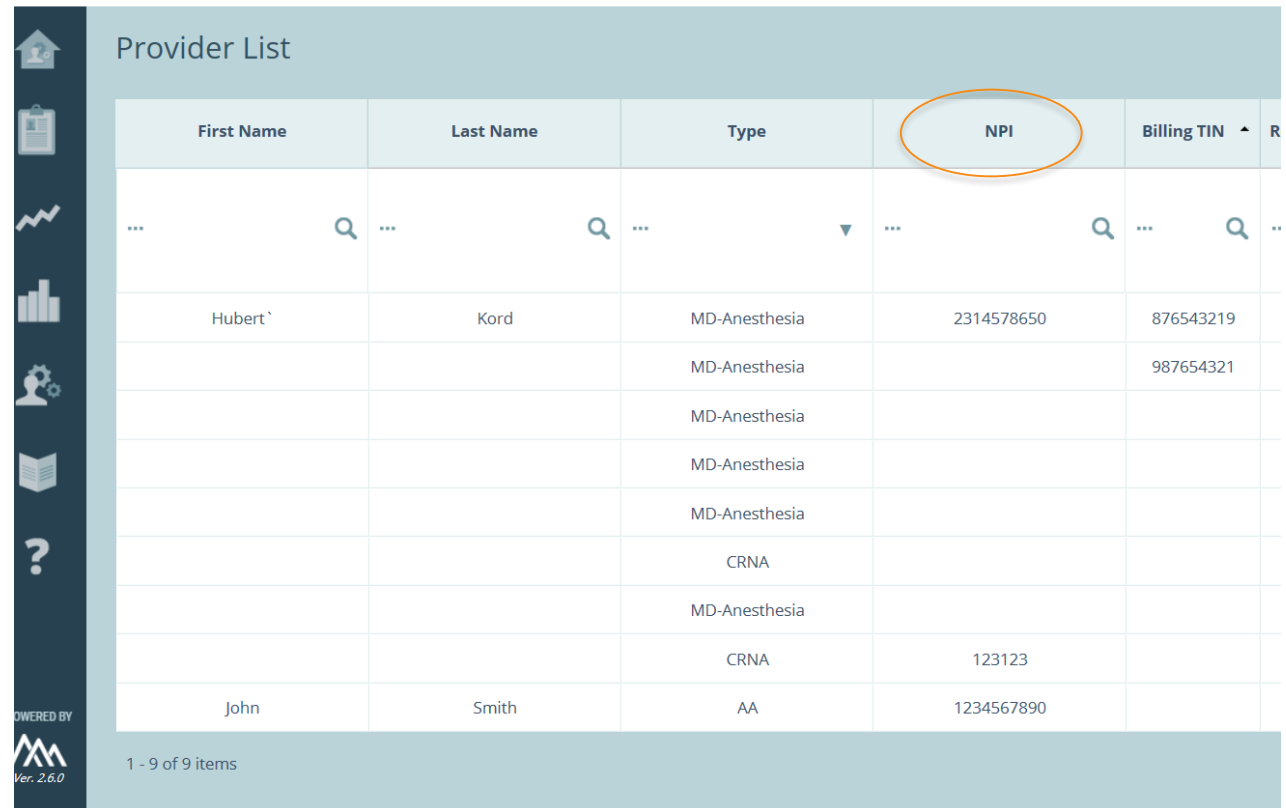
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Group Reporting: Required Fields within Provider List

NPI

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| First Name | Last Name | Type | NPI | Billing TIN | R |
|------------|-----------|---------------|------------|-------------|----|
| ... | ... | ... | ... | ... | .. |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |
| | | MD-Anesthesia | | 987654321 | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | 123123 | | |
| John | Smith | AA | 1234567890 | | |

1 - 9 of 9 items

Group Reporting: Required Fields within Provider List


TIN

- Verify accuracy of Provider TINs
- Fill in the Billing TIN where the field is blank

Anesthesia Quality Institute 

Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report |
|------------|-----------|---------------|------------|-------------|--------|
| ... | ... | ... | ... | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |
| | | MD-Anesthesia | | 987654321 | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | MD-Anesthesia | | | |
| | | CRNA | | | |
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1 - 9 of 9 items

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- 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)

Anesthesia Quality Institute

Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report to CMS | Parent Practice ID | Status | CPIA Reported |
|------------|-----------|---------------|------------|-------------|---------------|------------------------------|----------|---------------|
| ... | ... | ... | ... | ... | ... | AQI Demo Practice -003 (003) | ... | ... |
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| | | MD-Anesthesia | | 987654321 | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |

1 - 9 of 9 items

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Provider Information

Provider NPI *

Staff Type/Role *

First Name

Middle Initial

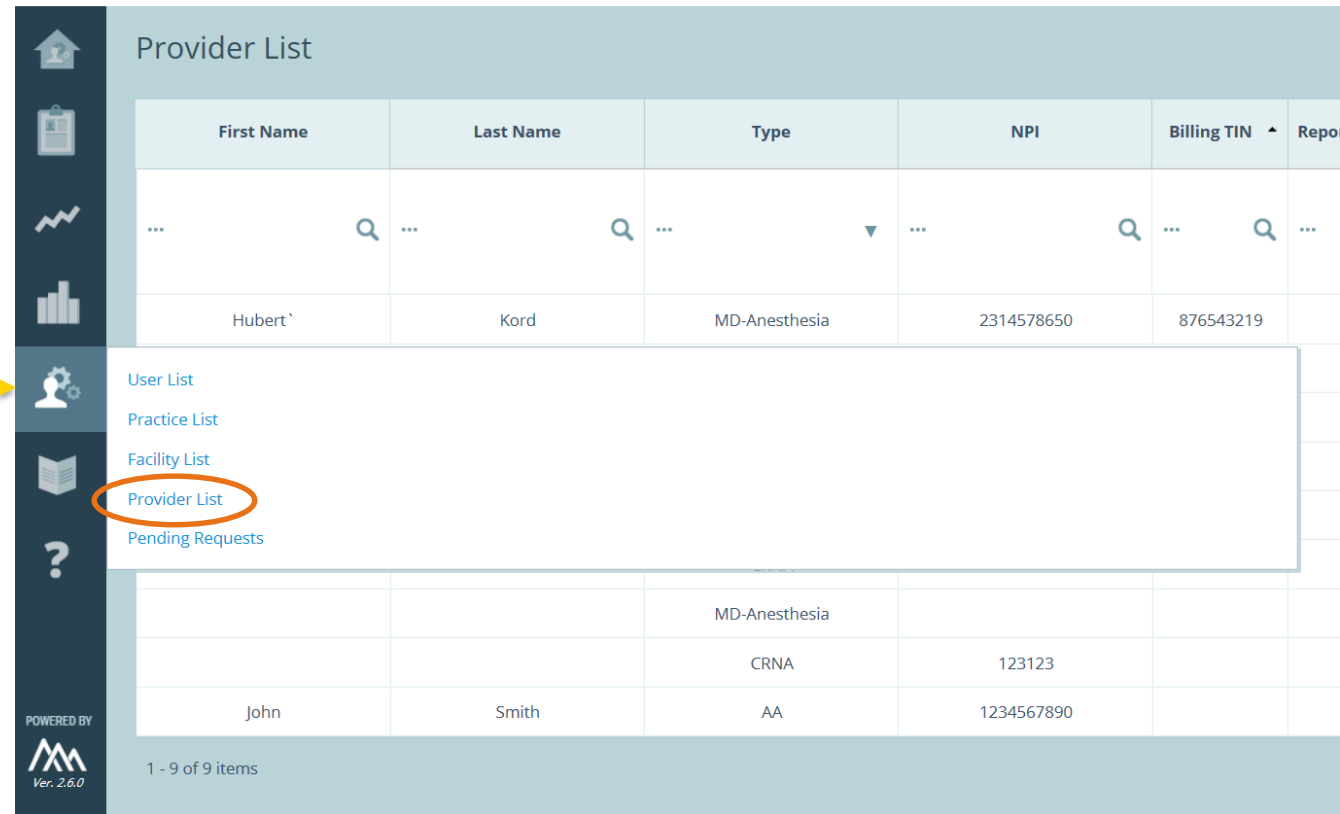
Last Name

Billing TIN *

ASA Member Information

Group Reporting: Provider List Audit

To view the entire practice provider list, select the “User Management” icon, then select “Provider List”



Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report |
|------------|-----------|---------------|------------|-------------|--------|
| ... | ... | ... | ... | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | |

- User List
- Practice List
- Facility List
- Provider List
- Pending Requests

1 - 9 of 9 items

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 through out the reporting year.

Provider List

| First Name | Last Name | Type | NPI | Billing TIN | Report to CMS | Parent Practice ID | Status | CPIA Reported |
|------------|-----------|---------------|------------|-------------|---------------|-------------------------------|----------|---------------|
| ... | ... | ... | ... | ... | ... | AQI Demo Practice - 003 (003) | ... | ... |
| Hubert | Kord | MD-Anesthesia | 2314578650 | 876543219 | ... | 003 | Enabled | N/A |
| | | MD-Anesthesia | | 987654321 | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | | | ... | 003 | Disabled | N/A |
| | | MD-Anesthesia | | | ... | 003 | Disabled | N/A |
| | | CRNA | 123123 | | ... | 003 | Disabled | N/A |
| John | Smith | AA | 1234567890 | | ... | 003 | Enabled | N/A |

1 - 9 of 9 items

Group Reporting: Removing Providers

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

Provider List // Edit Provider

Provider Information

Provider NPI *

Staff Type/Role *

First Name

Middle Initial

Last Name

Billing TIN *

ASA Member Information

ASA Member (ASA Use Only)

Yes


No

ASA Member Number (ASA Use Only)

Status

Status *

Practice Affiliation *

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