Updating your Practice Provider List in NACOR Dashboard

August 2019
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

- Type your PID (Practice Identification Number) in the search box and select edit icon.
- Select the Facilities Tab located at the top right corner.

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Tabs to access under Practice Admin

Under Practice Admin, practice champions are able to:

- Add Providers
- Search Providers
- View practice, provider or facility lists
  - Practice List: This will display basic practice Information and TIN Information
  - Reporting Options: QR option by year
  - Facility List: This will display the list of all the facilities that the providers Perform anesthesia services at.
- Vendor List:
- Contact List: AQI Practice champion
- 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.
Provider List Tab

Practice champions are able to:

- Add Providers
- Search Providers
- Edit Providers
- Export Provider List
- You can organize by column header by selecting the ^

<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>1244556666</td>
<td>JOHNN</td>
<td>SMITH</td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
<tr>
<td>3000000001</td>
<td>JOHN</td>
<td>SMITH</td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
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<td>SMITH</td>
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<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
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<td>SMITH</td>
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<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
<tr>
<td>3000000004</td>
<td>JOHN</td>
<td>SMITH</td>
<td></td>
<td></td>
<td>MD-Anesthesia</td>
<td>Active</td>
</tr>
</tbody>
</table>
Add a new provider

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