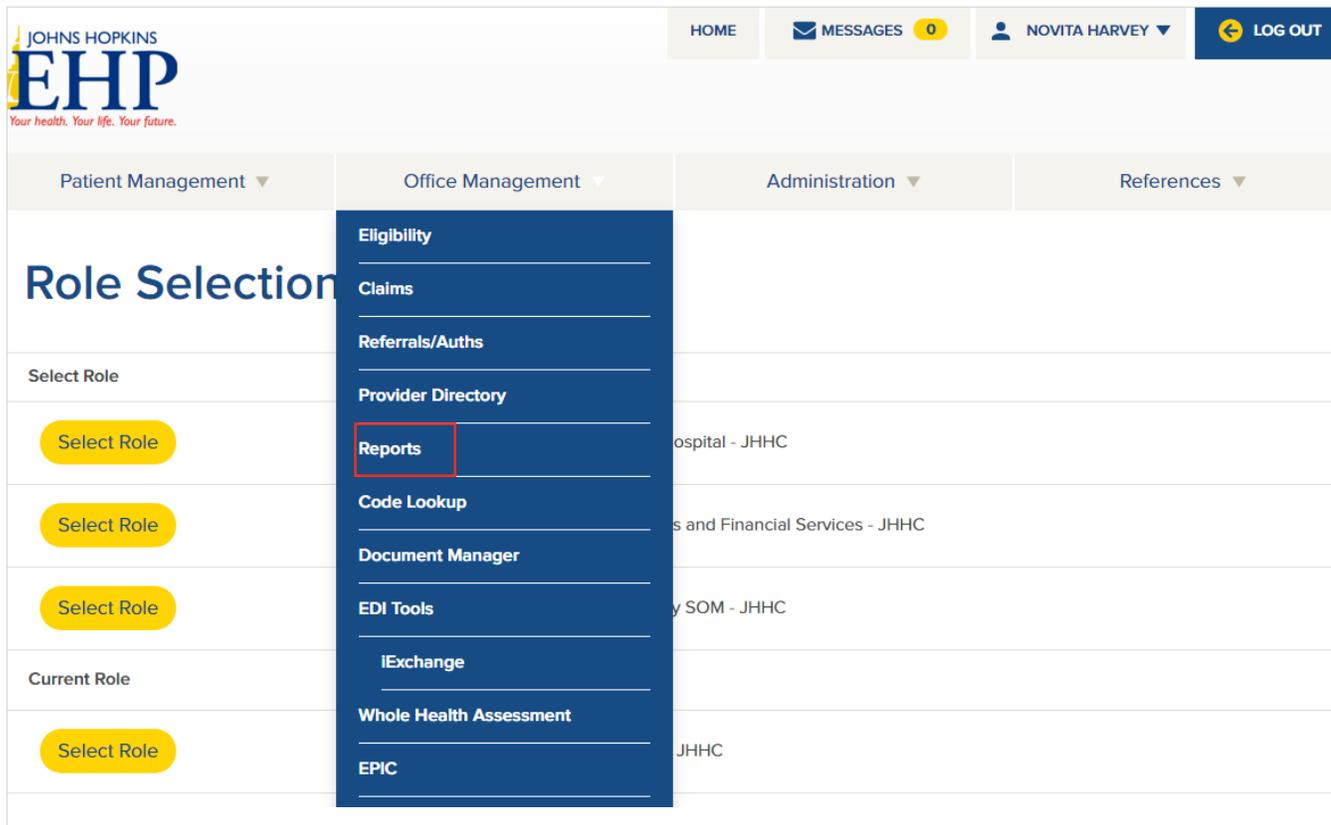


HOW TO ACCESS MEMBER ROSTER IN HEALTHLINK

1 Choose the Office Management tab on your HealthLINK Home page then click on Reports



The screenshot shows the HealthLINK Home page. At the top left is the Johns Hopkins EHP logo with the tagline "Your health. Your life. Your future." To the right of the logo are navigation links: HOME, MESSAGES (with a notification badge of 0), NOVITA HARVEY (with a dropdown arrow), and LOG OUT (with a back arrow).

Below the navigation is a main menu with four tabs: Patient Management, Office Management, Administration, and References. The Office Management tab is selected, and a dropdown menu is open, listing various options. The "Reports" option is highlighted with a red box.

The main content area is titled "Role Selection" and contains a table with columns for "Select Role" and "Current Role". The "Select Role" column has four rows, each with a yellow "Select Role" button. The "Current Role" column has one row with a yellow "Select Role" button.

| Select Role | Current Role |
|-------------|--------------|
| Select Role | |
| Select Role | JHHC |

2 You can choose how you want to run the report on the next page

| Report Name | Report Description |
|-------------------------------|---|
| Member Roster by Access List | Displays a list of members grouped by selected access list. |
| Member Roster by PCP | Displays a list of members grouped by a selected provider. |
| Member Roster by Practice | Displays a list of members grouped by a selected practice. |
| Provider Report | Lists types, specialties, and contract information for providers. |
| Referral_Authorization Report | Provides a list of Referrals_Authorizations |

3 Your report will be delivered to your Document Manager

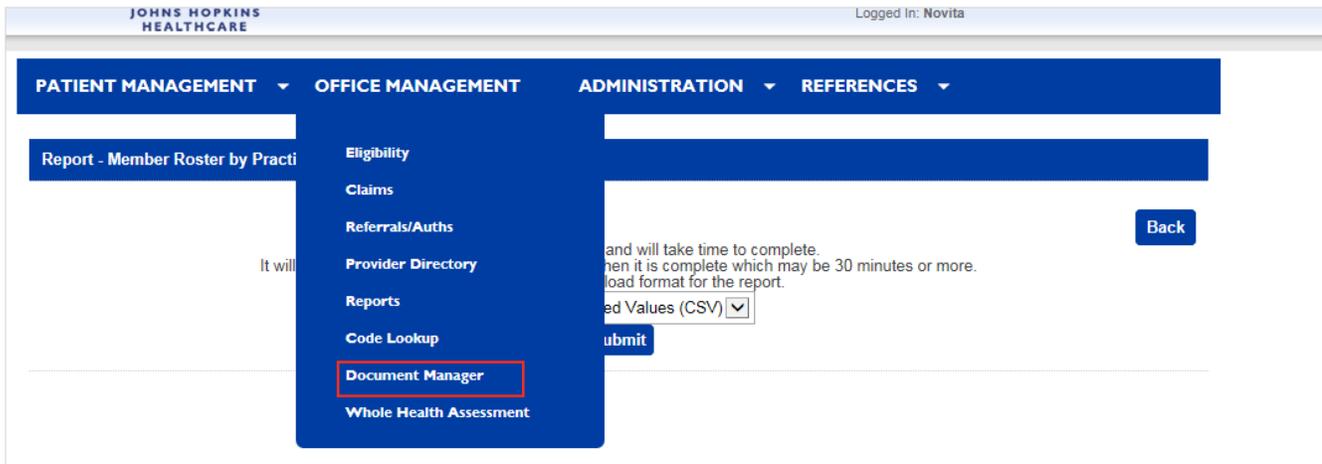
Your report is available in your Document Manager.

[Click here to go to the Document Manager.](#)

[Click here to return to the report.](#)

Back

4 Your Document Manager is located in the Office Management tab



Document Search:

Name:

Category:

Date Range: to
mm/dd/yyyy - mm/dd/yyyy

Owner:

Status:

Member:

[Search Members](#)

Sorted By:



Member Roster by Practice_20181112-015928.csv (846 KB) Uploaded: 11/12/2018

Owned By: Novita Harvey **Member:** **Expires:** 2019-02-10

Uploaded