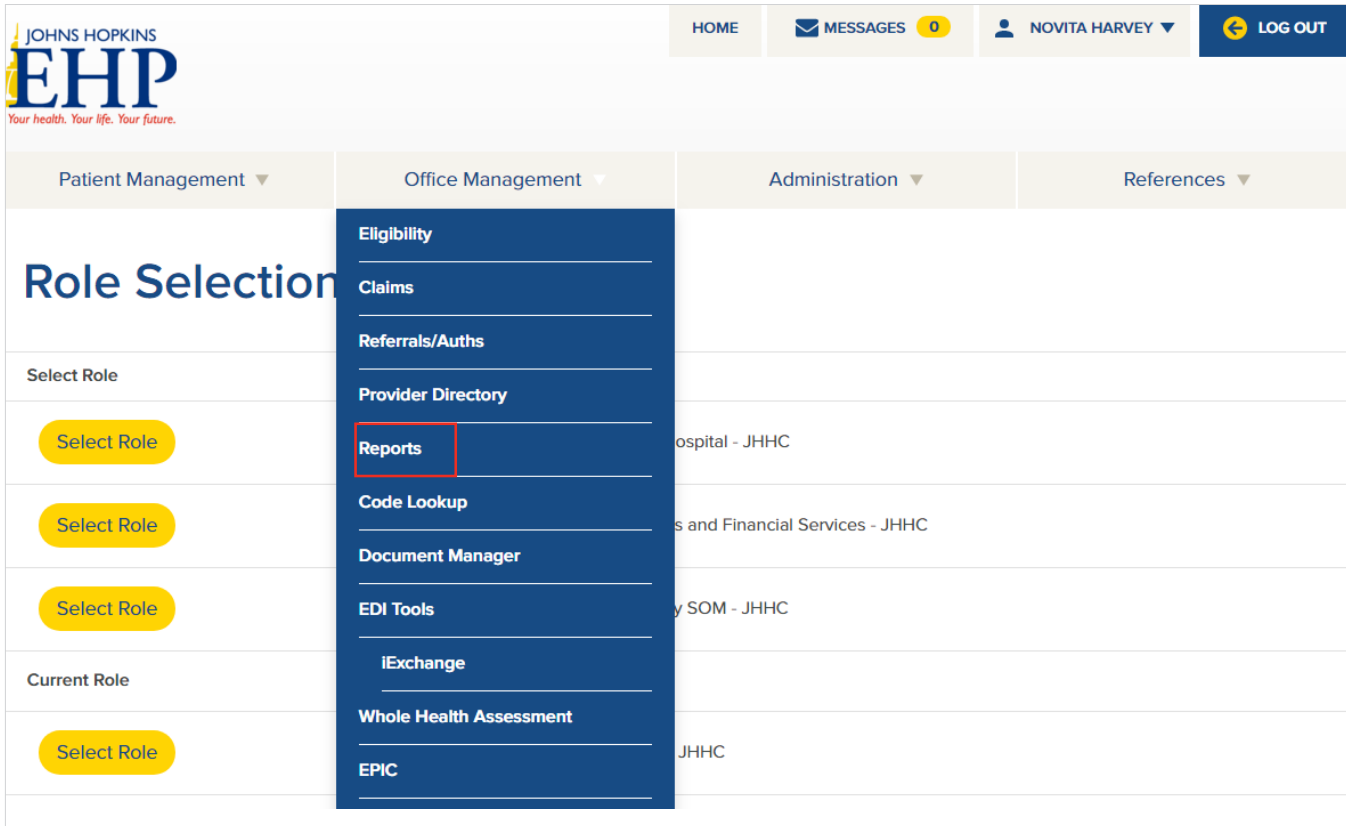


HOW TO ACCESS PROVIDER ROSTER IN HEALTHLINK

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



The screenshot shows the HealthLINK Home page interface. 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 (0), NOVITA HARVEY (user profile), and LOG OUT. 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: Eligibility, Claims, Referrals/Auths, Provider Directory, Reports (highlighted with a red box), Code Lookup, Document Manager, EDI Tools, iExchange, Whole Health Assessment, and EPIC. On the left side of the page, there is a "Role Selection" section with a "Select Role" button for each of the following categories: Select Role, Current Role, and another Select Role.

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

The screenshot shows the EHP system interface. At the top left is the logo for Johns Hopkins EHP with the tagline "Your health. Your life. Your future." To the right are navigation links: HOME, MESSAGES (0), NOVITA HARVEY (user name), and LOG OUT. Below this is a menu with categories: Patient Management, Office Management, Administration, and References. Under "Administration", there are two sub-menus: "Report List" (highlighted in yellow) and "Legacy Reports". The main content area is titled "Available Reports" and contains a table with two columns: "Report Name" and "Report Description".

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
Remittance Advice Report	Provides the ability to print the remittance advice.

3 On the next screen, choose the report to be delivered in CSV format

The screenshot shows the "Report - Provider Report" page in the EHP system. The top navigation bar is identical to the previous screenshot. Below the navigation bar is a menu with categories: Patient Management, Office Management, Administration, and References. The main content area is titled "Report - Provider Report". On the right side, there is a yellow "Back" button and a red box around a download icon (a document with a downward arrow). Below these elements are several horizontal lines, likely representing a list of options or a form. At the bottom left, the text "Provider Report" is visible.

- Your report will be available in your Document Manager which is located in the Office Management tab

JOHNS HOPKINS HEALTHCARE Logged In: Novita

PATIENT MANAGEMENT OFFICE MANAGEMENT ADMINISTRATION REFERENCES

Report - Member Roster by Practi

- Eligibility
- Claims
- Referrals/Auths
- Provider Directory
- Reports
- Code Lookup
- Document Manager**
- Whole Health Assessment

Back

It will and will take time to complete. When it is complete which may be 30 minutes or more. Load format for the report.

ed Values (CSV) [v]

submit

My Documents

[Add Document](#)

Current Documents | Archived Documents

Name: Category: All Date Range: to

Owner: Status: Show All Statuses Member:

[Search](#) [CLEAR](#)

SEARCH MEMBERS

Sorted By: Newest Per Page: 25

Provider Report_20190904-081302.csv (13 KB)

Owned By: Pgmc Medical Assoc Member:

Uploaded Reports

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Uploaded: 09/04/2019 Expires: Does Not Expire

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