



## **QUALITY PORTAL**

### **Reporting Guide**

## Member Roster

On the 'Member Roster' page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

The screenshot shows the 'Member Roster' search interface. It includes several dropdown menus for 'IPA', 'Group' (set to 'IND (IND)'), and 'PCP'. There are also dropdowns for 'Plan Type' and 'Plan ID'. Below these are input fields for 'Member ID', 'Member Name', and 'Effective Date' (with a date picker icon). At the bottom, there are 'Search' and 'Clear' buttons. A red box highlights the 'Export to CSV' button, which has a small CSV icon next to it. The text 'Showing 1 to 20 record(s) of 2240.' is visible at the bottom right.

## Member Profile

In the 'Member Roster' page, click on any member's member ID to open the member profile. Use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the member profile or print it.

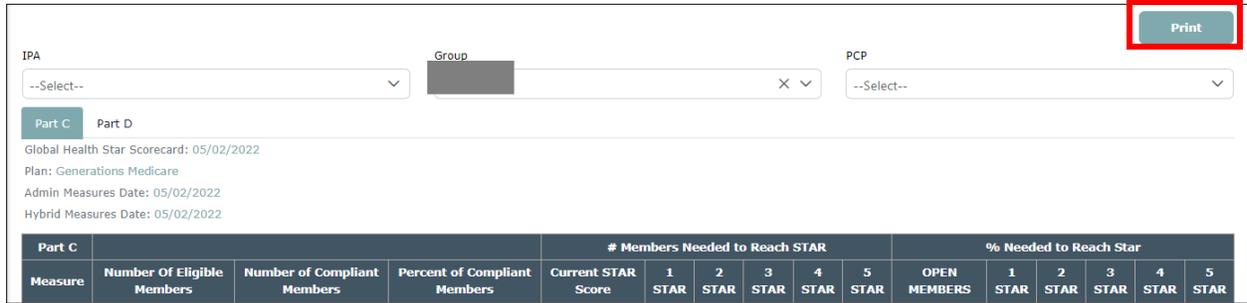
**\*\* Please be careful when printing any PHI or PII. \*\***

**\*\* This information should be stored in a secure place per HIPAA compliance practices. \*\***

The screenshot shows the 'Member Quality Profile (Confidential Patient Information)' page. A red box highlights the 'Print Profile' button in the top right corner. The page displays various fields for patient information, including PCP Name, Plan Type, Plan ID, Plan Name, Portal Last Refresh Date, Member Name, Member ID, Gender, PCP ID, Member DOB, and Member Phone. At the bottom, there are tabs for 'Part-C information' and 'Part-D information'. A dark blue bar at the very bottom contains the labels 'Measure', 'Status', and 'Measure Requirements'.

## Part C Score Card

On the Part C Score Card page, use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the scorecard or print it.



IPA: --Select-- Group: [Redacted] PCP: --Select--

Part C Part D

Global Health Star Scorecard: 05/02/2022  
Plan: Generations Medicare  
Admin Measures Date: 05/02/2022  
Hybrid Measures Date: 05/02/2022

Part C Measure	Number Of Eligible Members	Number of Compliant Members	Percent of Compliant Members	Current STAR Score	# Members Needed to Reach STAR					OPEN MEMBERS	% Needed to Reach Star				
					1 STAR	2 STAR	3 STAR	4 STAR	5 STAR		1 STAR	2 STAR	3 STAR	4 STAR	5 STAR

## Part D Score Card

On the Part D Score Card page, use the 'Print' button in the top right-hand corner of the page. This will give you the option to either save a PDF copy of the scorecard or print it.



IPA: --Select-- Group: [Redacted] PCP: --Select--

Part C Part D

Part D Measure	Number Of Eligible Members	% Adherence	Current Star Score	% Needed to Reach STAR				
				1 STAR	2 STAR	3 STAR	4 STAR	5 STAR

## Non-Compliant Part C Members

On the Measures Required page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.



Member Measures Portal Last Refresh Date: 12/31/2021

IPA: --Select-- Group: [Redacted] PCP: --Select--

Member ID: [Text Box] Member Name: [Text Box]

Measure: --Select-- Buckets: --Select--

Search Clear

Export to CSV

## Non-Compliant Part D Members (by Medication Adherence Class)

On the Dashboard, click the blue hyperlink for the number of remaining members by drug class.

PART D MEASURES				
Measure Name	Star Score	Completed		Remaining
DIAB	5	165	<div style="width: 95.38%;"><div style="width: 95.38%;"></div></div> 95.38%	<a href="#">8</a>
RAS	5	158	<div style="width: 95.18%;"><div style="width: 95.18%;"></div></div> 95.18%	<a href="#">8</a>
STATIN	5	137	<div style="width: 95.14%;"><div style="width: 95.14%;"></div></div> 95.14%	<a href="#">2</a>
SUPD	1	137	<div style="width: 75.69%;"><div style="width: 75.69%;"></div></div> 75.69%	<a href="#">44</a>

This will take you to a list of members that are non-compliant for that drug class.

DASHBOARD > PART D MEMBER MEASURE Portal Last Refresh Date: 12/31/2021

PartD Member Measure

IPA: --Select--    Group: [Redacted]    PCP: --Select--

Member ID: [ ]    Member Name: [ ]

Measure Type: Part D    Measure: DIAB (DIAB)    Status: Open

[Search](#)   [Clear](#)

[Export to CSV](#) 

Showing 1 to 8 record(s) of 8.

On this next page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

## Days After Missed Refills

On the Days After Missed Refills page, click the 'Export to CSV' link. This will give you the option to save the file to a folder of your choice.

Member Missed Refills Portal Last Refresh Date: 12/31/2021

IPA: --Select--    Group: [Redacted]    PCP: --Select--

Measure Name: All    Operator: --Select--    Days Missed: 0-0

Member ID: [ ]    Member Name: [ ]

[Search](#)   [Clear](#)

[Export to CSV](#) 

Notes about Exporting:

All files that export will be a comma-delimited file (.CSV). Data will look like this:

	A	B	C	D	E	F	G	H	I
1	Member ID,Member Name,DOB,Member Phone #,Measure Name,Status								
2									

To convert to a format that is easier to read, follow the steps below:

**Text to Columns**

1. Highlight the column that contains your list.
2. Go to **Data > Text to Columns**.
3. Choose **Delimited**. Click **Next**.
4. Choose **Comma**. Click **Next**.
5. Choose **General** or **Text**, whichever you prefer.
6. Leave **Destination** as is, or choose another column. Click **Finish**.

GlobalHealth recommends using a Text format for the Member ID (so that it does not drop any zeros for members whose Member ID starts with the number 0).