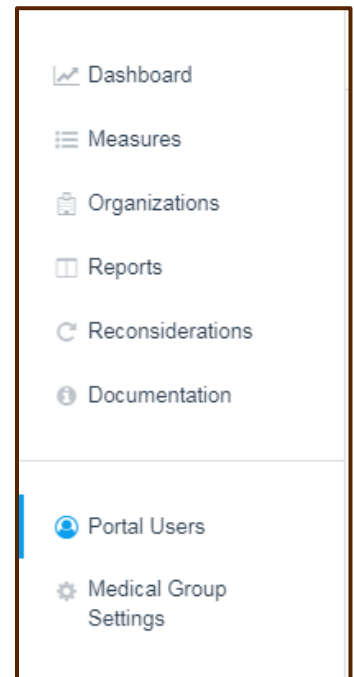


Reporting Portal

Quick Start Guide

Activating, Adding or Editing Portal Users

1. Select “Portal Users” from the main menu.
2. To activate an existing user, click on the individual user, check the “Active” box if it is not already checked, then click “Update User” at the bottom of the screen.
3. Please deactivate any listed users who are not with your organization or should not have access for another reason.
4. To edit an existing user, click on the individual user, edit as needed on the user’s information page, then click “Update User” at the bottom of the screen. You may reset users’ passwords on this screen as well.
5. To create a new user, click the “New User” button at the top right of the page.
6. Complete the form to create a new user. Create a temporary password the user will change upon first login.



Please complete the form below to create a new portal user. You may select the organization to which the new user should be affiliated, as well as designate their role with that organization. For any questions [please contact the Q Corp administrator](#).

Select An Organization

Select A Role
Medical Group User

Email

Active
If unchecked this user will not be able to login.

First Name

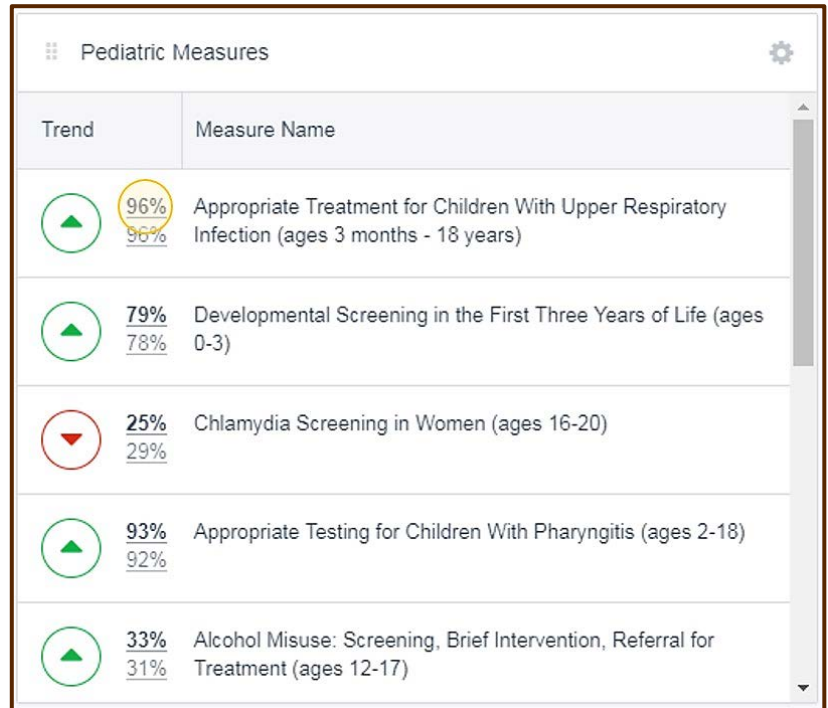
Last Name

Password

Password Confirmation

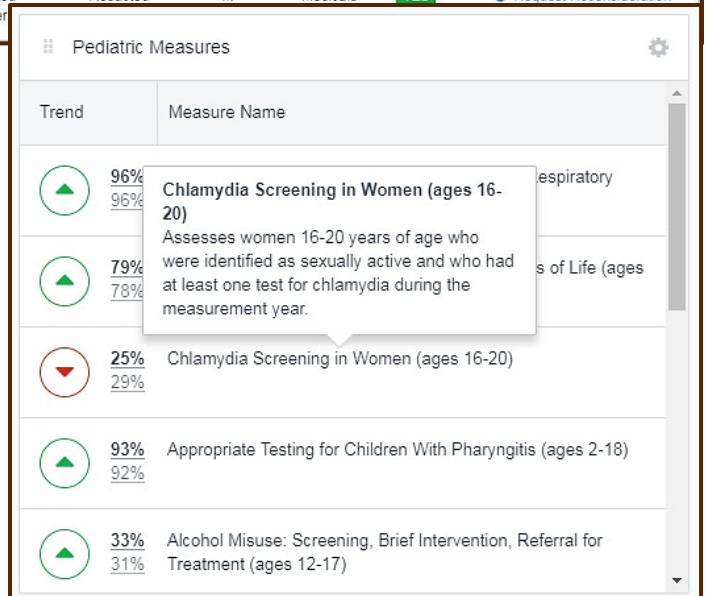
Working with Dashboards

1. When you log in to the portal, it opens to a default dashboard configured for your user type and role. Dashboards contain widgets (panels of information).
2. The metrics on the widgets have drill-down capability. Click on a number to view more details about that metric.
3. Clicking “96%” in the widget above brings you to patient-level detail about that metric.
4. Hovering over the metric names activates a pop-up definition.



PRP Provider Organization > Jul 2015 - Jun 2016 > Appropriate Treatment for Children With Upper Respiratory Infection (ages 3 months - 18 y...

ID	Clinic	First Name	Last Name	DOB	Gender	Payer	Numerator	Reconsiderations
8737816061	PRP Provider Organization	Redacted Member	Redacted Member	Redacted Member	F	Medicaid	YES	Request Reconsideration
8738426028	PRP Provider Organization	Redacted Member	Redacted Member	Redacted	M	Medicaid	YES	Request Reconsideration

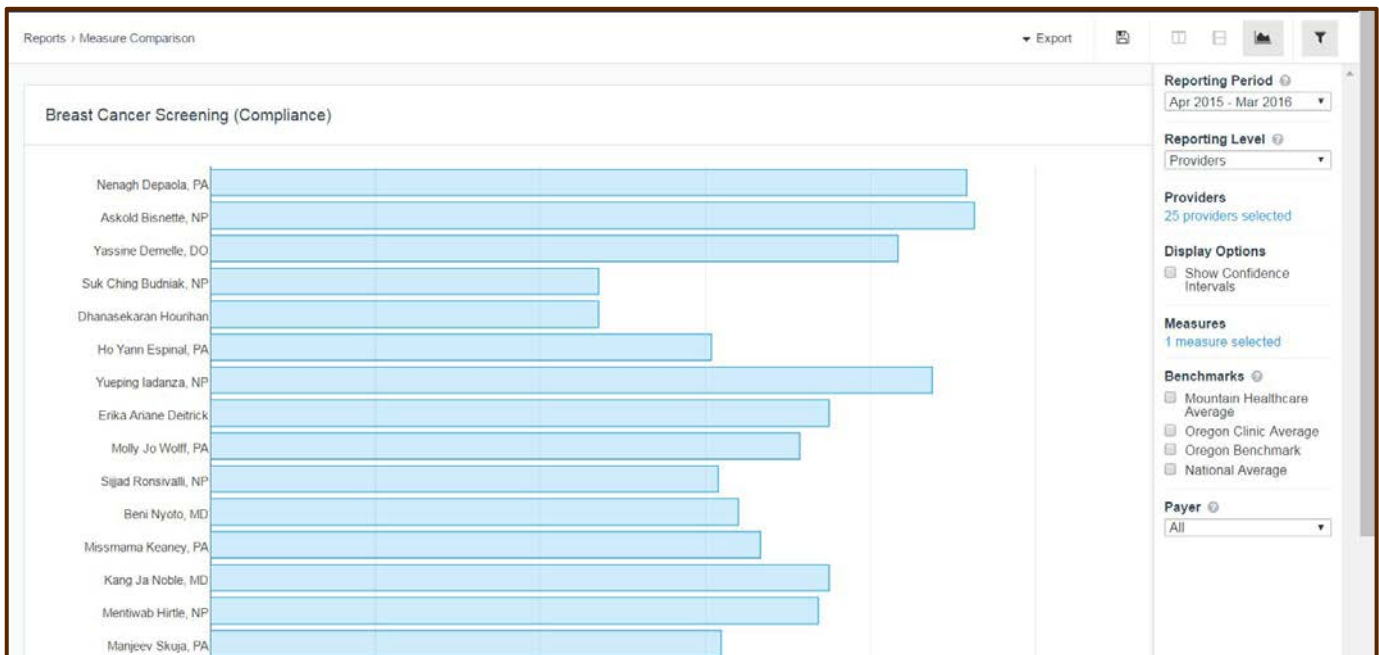



See the User Guide for instructions on:

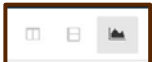
- Adding widgets
- Customizing widgets
- Creating custom dashboards

Creating Reports

1. Click on “Reports” in the portal’s main menu.
2. There are two types of pre-configured reports offered and tailored to each user type and role. Hover over the report icon to see a pop-up definition of each type of report.



3. Click on the filter button  to select reporting periods, reporting level (eg, clinics or providers), select clinics or providers to compare, and select benchmark(s) to compare to.

4. Icons at the top right  enable you to choose table view with axes reversed or a chart.

5. Choose “Export”  to export as a CSV or PDF file.

6. Reports have drill-down and hover-over capabilities.

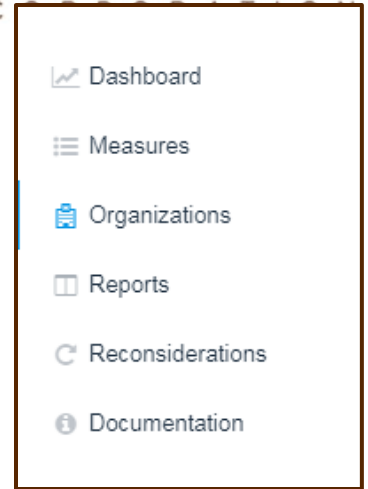
See the User Guide for instructions on:

- Saving custom reports

Editing Provider/Organization Information



1. Click on "Organizations" in the portal's main menu.
2. Depending on your user type, you will see a list of clinics (medical group-level users), or brief information about your own clinic (clinic-level users or providers).
3. If you see a list of clinics, select the one you are interested in editing.
(*Note: only users with appropriate permissions can edit providers or organizations.)



4. Click on the "Providers" tab near the top of the screen.



5. Select the provider you wish to edit.

6. Click on "Edit" in the top right corner of the screen, make changes, and click on "Submit Changes" at the bottom of the screen to save your edits.



See the User Guide for instructions on:

- Adding affiliated organizations for providers
- Changing clinic or provider assignments for patients