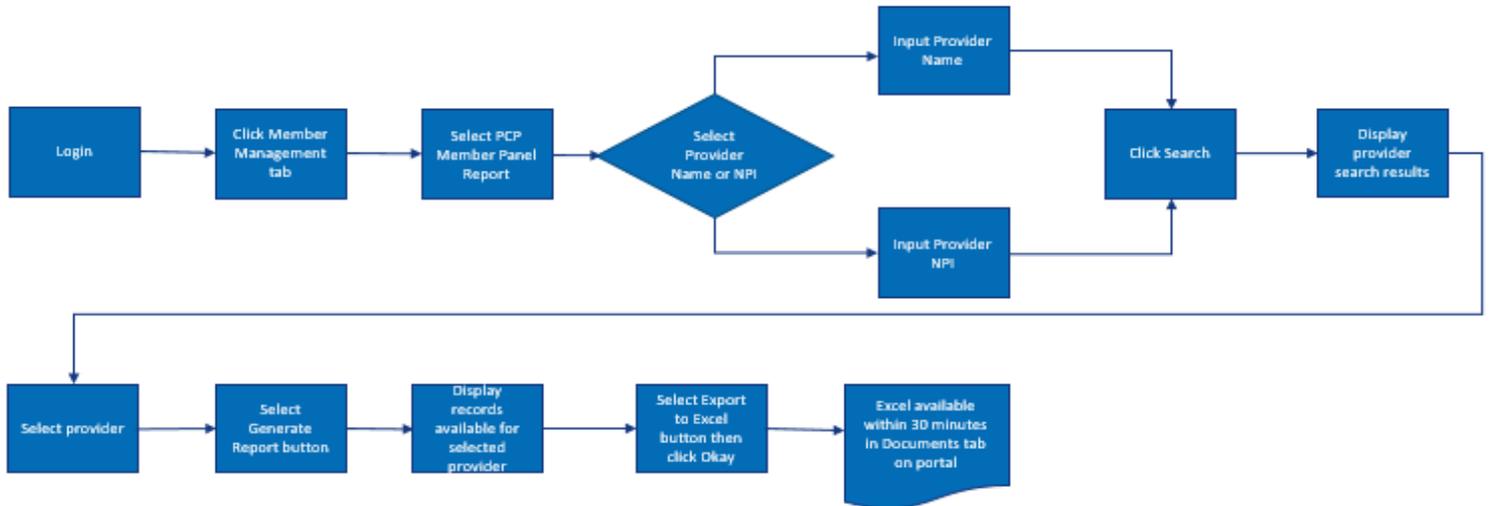


# Provider Member Management PCP Member Panel

Quick Reference Guide

ConnectiC

This Quick Reference Guide (QRG) will provide an overview of how to create a PCP Member Panel Report.



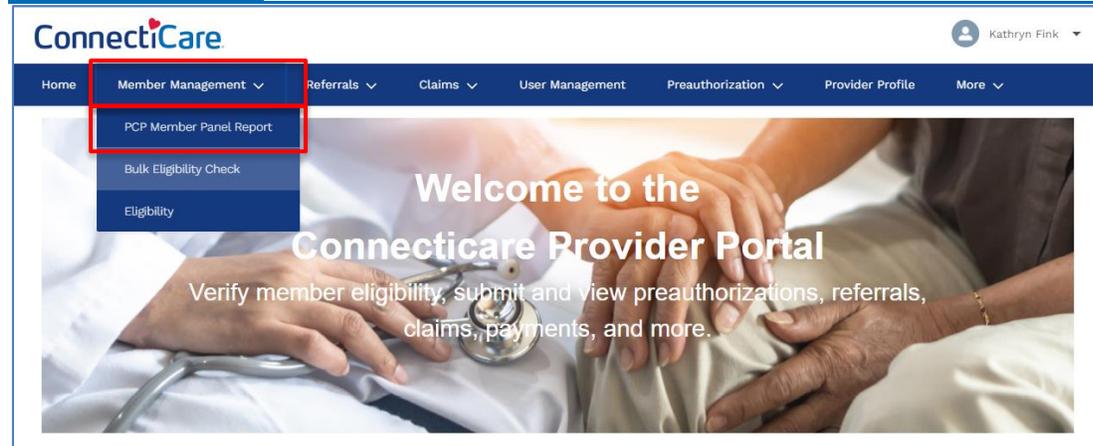
Let us look at the steps in detail to generate the PCP Member Panel Report.

**Purpose: Generate this report to display a patient list for a provider.**

## PCP Member Panel Report

Step 1:

1. From the **ConnectiCare Home** page, select the **Member Management** tab.
2. From the drop-down list, select **PCP Member Panel Report**.  
**Note:** The Bulk Eligibility Check and Eligibility reports are also available here.





Step 2:

1. In the **Search By** field drop-down, select either **Provider Name** or **Provider NPI**.  
**Note:** For our example, we will use Provider Name.

### PCP Member Panel Report

(i) To refine your search, enter zip code or city and state.

Search By \*  
Provider Name

✓ Provider Name

Provider NPI

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reset Search Search



Step 3:

1. In the **Provider Name** field, enter the **Provider Name**.  
**Note:** You may search by entering at least 2 characters of the first or last name.
2. Click **Search**.

### PCP Member Panel Report

(i) To refine your search, enter zip code or city and state.

Search By \*  
Provider Name

Provider Name \*  
Jason

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reset Search Search



Step 4:

1. If no results were found, click **Reset Search** and enter new provider name or NPI.
2. Click **Search** again.

### PCP Member Panel Report

 To refine your search, enter zip code or city and state.

Search By \*  
Provider Name ▼

Provider Name \*  
Jason ⊙ City

State Zip Code

No record found. Please search again.



Step 5:

1. Click the radio button next to the provider to select whose report you want to run.  
**Note:** Results may be filtered by using the **Filter By** field. Enter at least 3 characters to further refine your search. This filter will apply to all columns in this table.
2. Click Generate Report.

### PCP Member Panel Report

*i* To refine your search, enter zip code or city and state.

Search By \*  
 Provider Name ▼

---

Provider Name \*  
 Jason ⓪ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reset Search Search

Select Provider

Filter By ⓪

🔍

Provider Name	Address	Tax ID	NPI
<input checked="" type="radio"/> Aron, Jason	30 Cedar Hill Rd, Milford, Connecticut, 06461	061137531	1013468149
<input type="radio"/> Alex, Jason H	2 S Cliff St, Ansonia, Connecticut, 06401	772834517	1013211168
<input type="radio"/> Andrew, Jason	13Broad St, Milford, Connecticut, 06460	872901632	1104105857
<input type="radio"/> Arnold, Jason	247 Mountain View Rd, Somers, Connecticut 06071	283737821	1033397666
<input type="radio"/> Baxter, Jason	01 Pine Hill Rd, Sterling, Connecticut, 06377	100278190	1063590537
<input type="radio"/> Bolten, Jason	253 Hartford Pike, Dayville, Connecticut, 06241	087281678	1073704458
<input type="radio"/> Brandon, Jason	72 Stanley St, New Haven, Connecticut, 06511	908278371	1003040056
<input type="radio"/> Brooks, Jason	24 Weed Ave, Norwalk, Connecticut, 06850	172891289	1003913807
<input type="radio"/> Covey, Jason	54 Baltic St, Norwich, Connecticut, 06360	808128390	1001230098
<input type="radio"/> Dawson, Jason	6 Cherry Hill Rd Norwich, Connecticut, 06360	982813287	1023153901

Total Records: 200

< Showing 1 - 10 >

Generate Report



Step 6:

1. The results display on the screen.
2. Click **Generate Report** if you would like to download the information.

### PCP Member Panel Report

*i* To refine your search, enter zip code or city and state.

Search By \*  
 Provider Name

Provider Name \*  
 Jason   City

State  Zip Code

Select Provider

Provider Name	Address	Tax ID	NPI
Aron, Jason	865 Cypress Ave, Ridgewood, NY, 11385	061137531	1013468149

Report Run On: 12/02/2021 11:52:26 AM

HM/CHPlus Enrolled in Last 12 months: 10

Member ID	Member Name	New Member	Homeless	Restricted Recipients	HARP Eligible	Medicaid/CHP enrolled in last 90 days	Date of birth
K1004833152	Alan Irby	Yes	No	No	NA	No	08/29/1963
K8081123091	Alan Lawson	No	No	No	NA	No	06/01/1989
K6004123190	Betty Rivera	No	No	No	NA	No	01/31/1991
K1009003112	Brian Smith	No	No	No	NA	No	05/30/1979
K7013243899	Cecil Tatro	No	No	No	NA	No	10/07/1959
K5003294822	Dana Jacobsen	No	No	No	NA	No	07/20/1984
K1014563812	David Dobbins	No	No	No	NA	No	07/20/1984
K1014762183	John Anderson	No	No	No	NA	No	05/16/1983

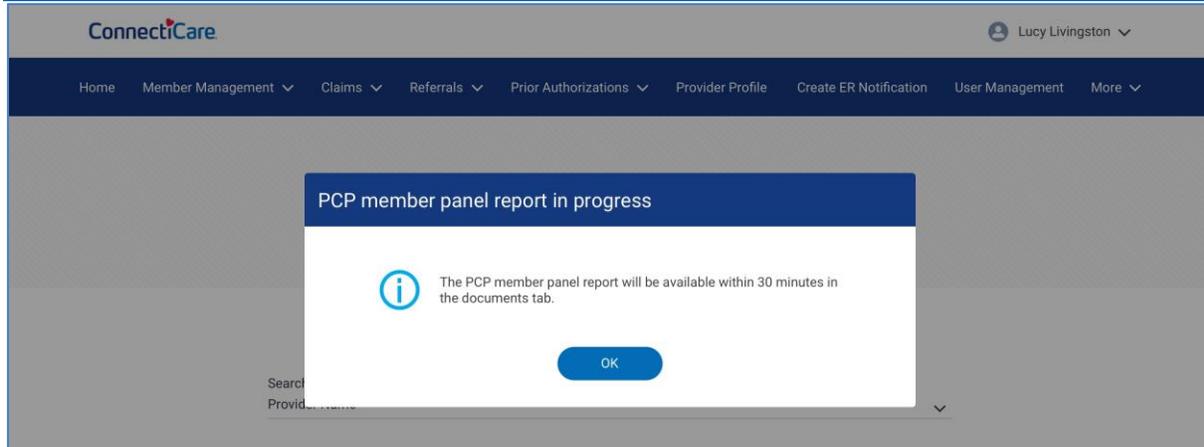
Total Records: 200

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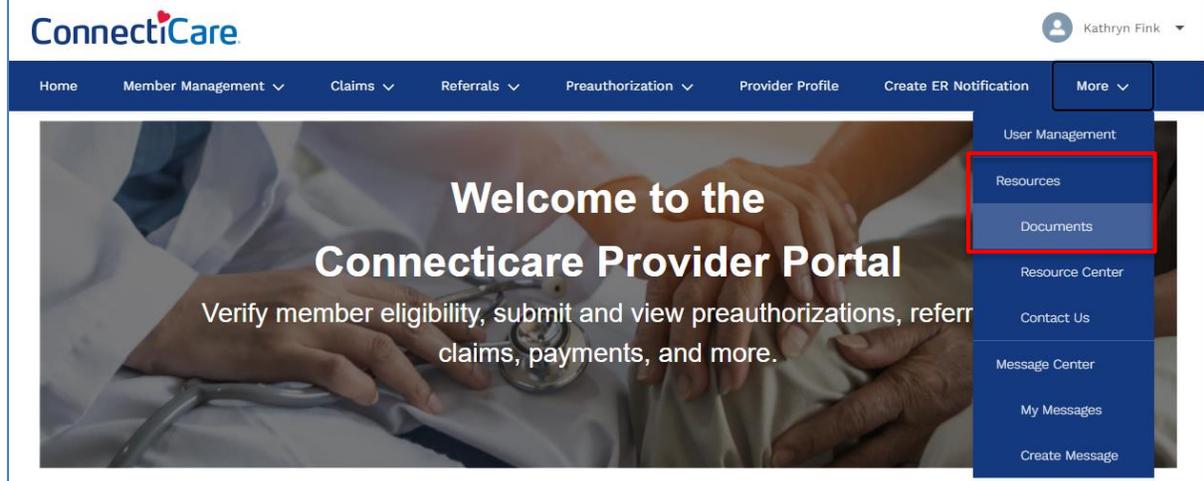
Step 7:

1. The *PCP member panel report in progress* windows displays indicating when the report will be available in the **Resources Documents** tab.
2. Click **OK**.



Step 8:

1. Go to the **Resources** tab and select **Documents** from the drop-down menu.



Thank  
You