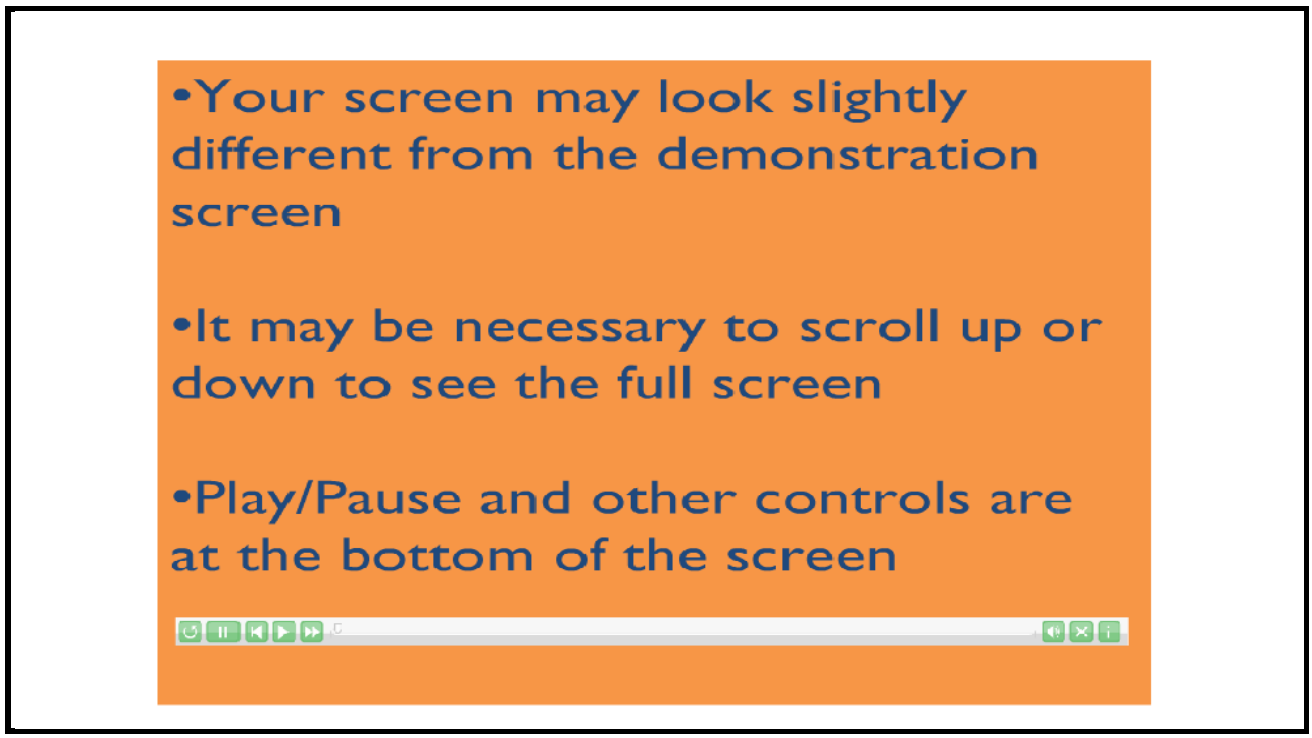
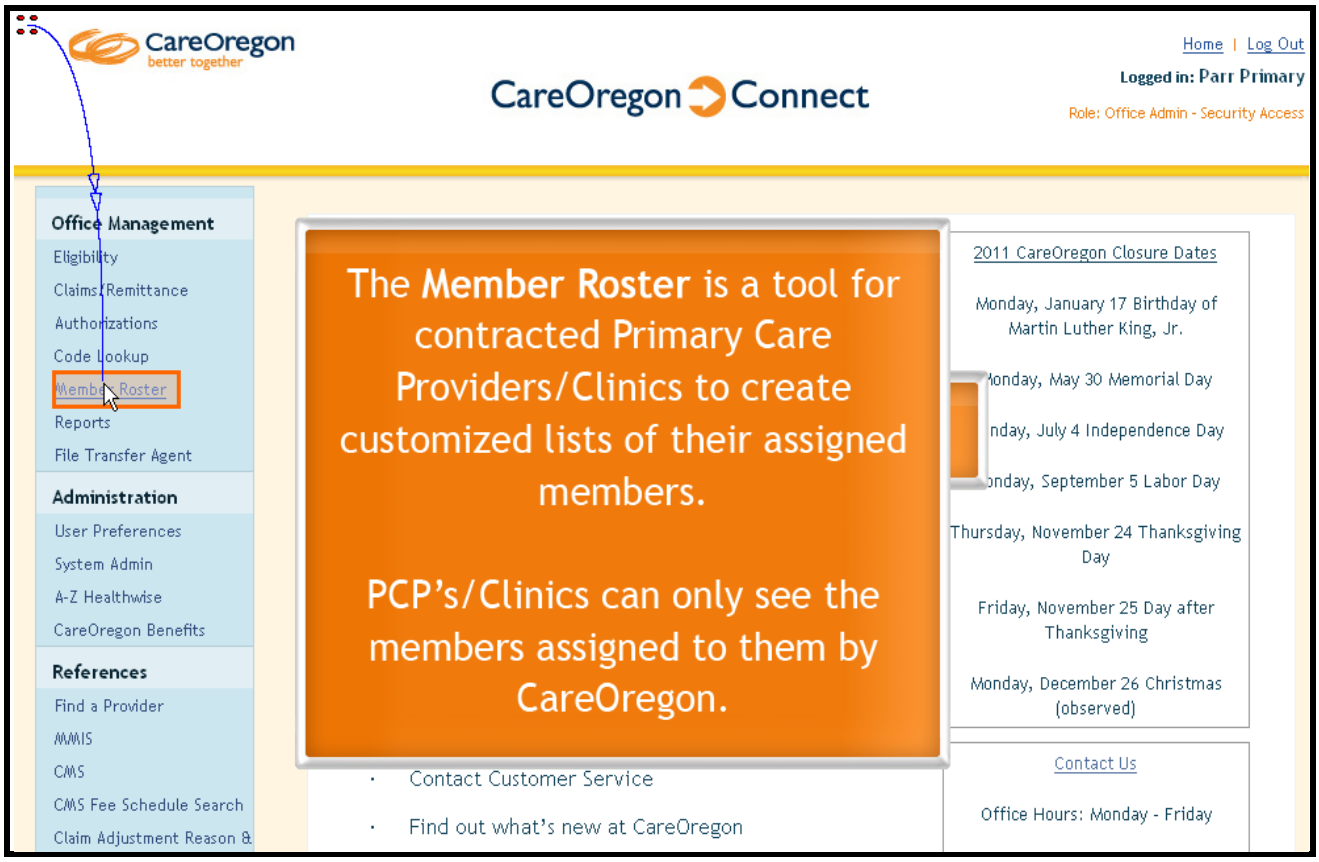
CareOregon Connect

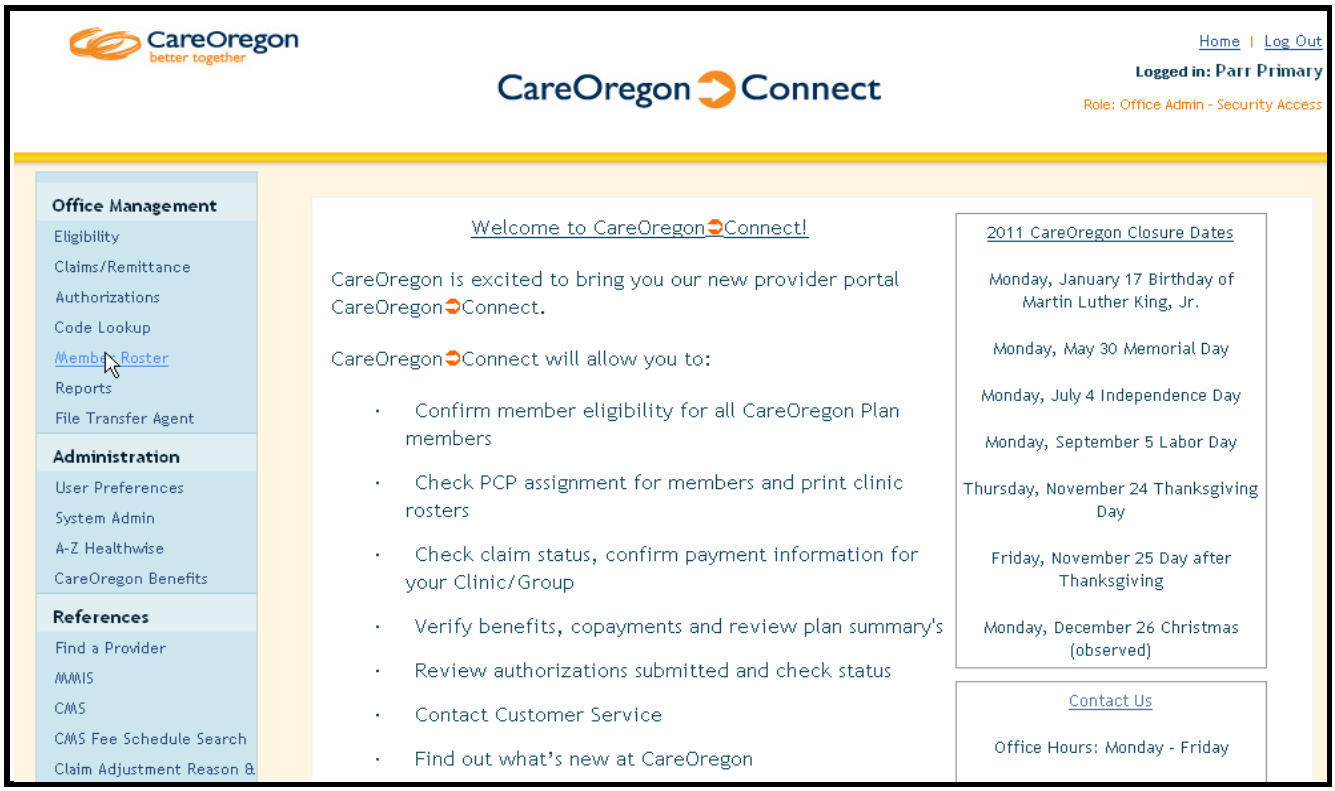
How to use the Member Roster Tutorial

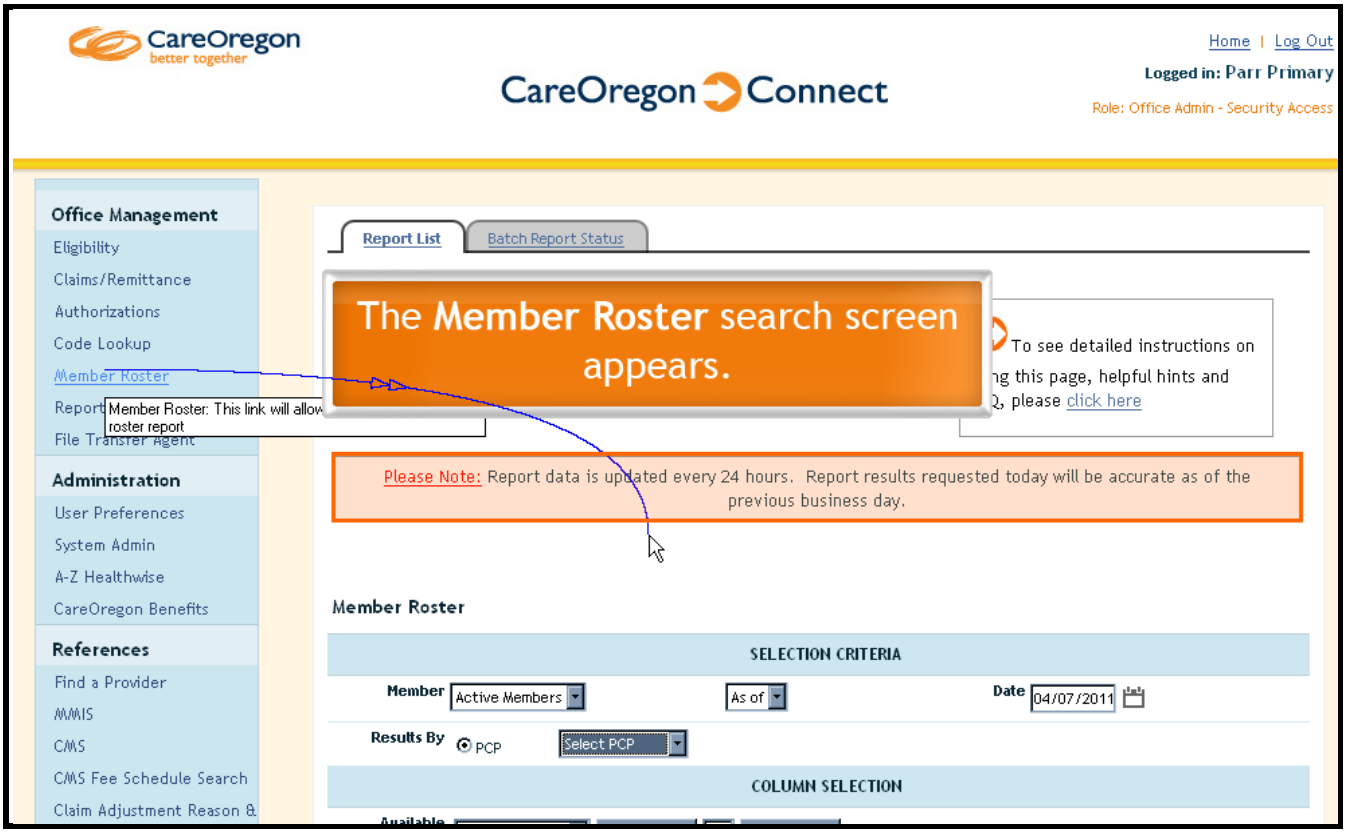

•Your screen may look slightly different from the demonstration screen
•It may be necessary to scroll up or down to see the full screen
•Play/Pause and other controls are at the bottom of the screen

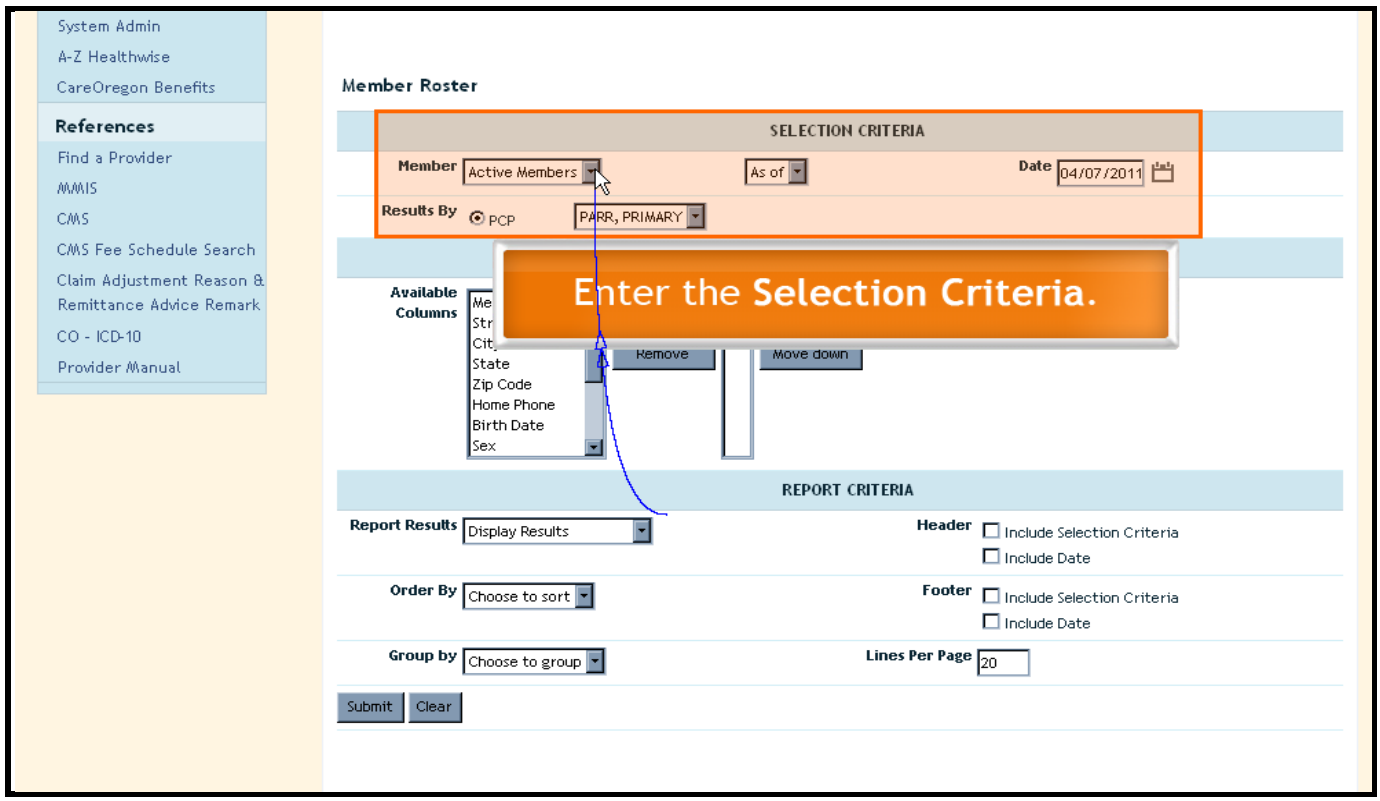

CareOregon better together
CareOregon Connect
Home | Log Out
Logged in: Parr Primary
Role: Office Admin - Security Access
Office Management
Eligibility
Claims/Remittance
Authorizations
Code Lookup
Member Roster
Reports
File Transfer Agent
Administration
User Preferences
System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason &
The Member Roster is a tool for contracted Primary Care Providers/Clinics to create customized lists of their assigned members.
PCP's/Clinics can only see the members assigned to them by CareOregon.
2011 CareOregon Closure Dates
Monday, January 17 Birthday of Martin Luther King, Jr.
Monday, May 30 Memorial Day
nday, July 4 Independence Day
onday, September 5 Labor Day
Thursday, November 24 Thanksgiving Day
Friday, November 25 Day after Thanksgiving
Monday, December 26 Christmas (observed)
Contact Us
Office Hours: Monday - Friday
Contact Customer Service
Find out what's new at CareOregon

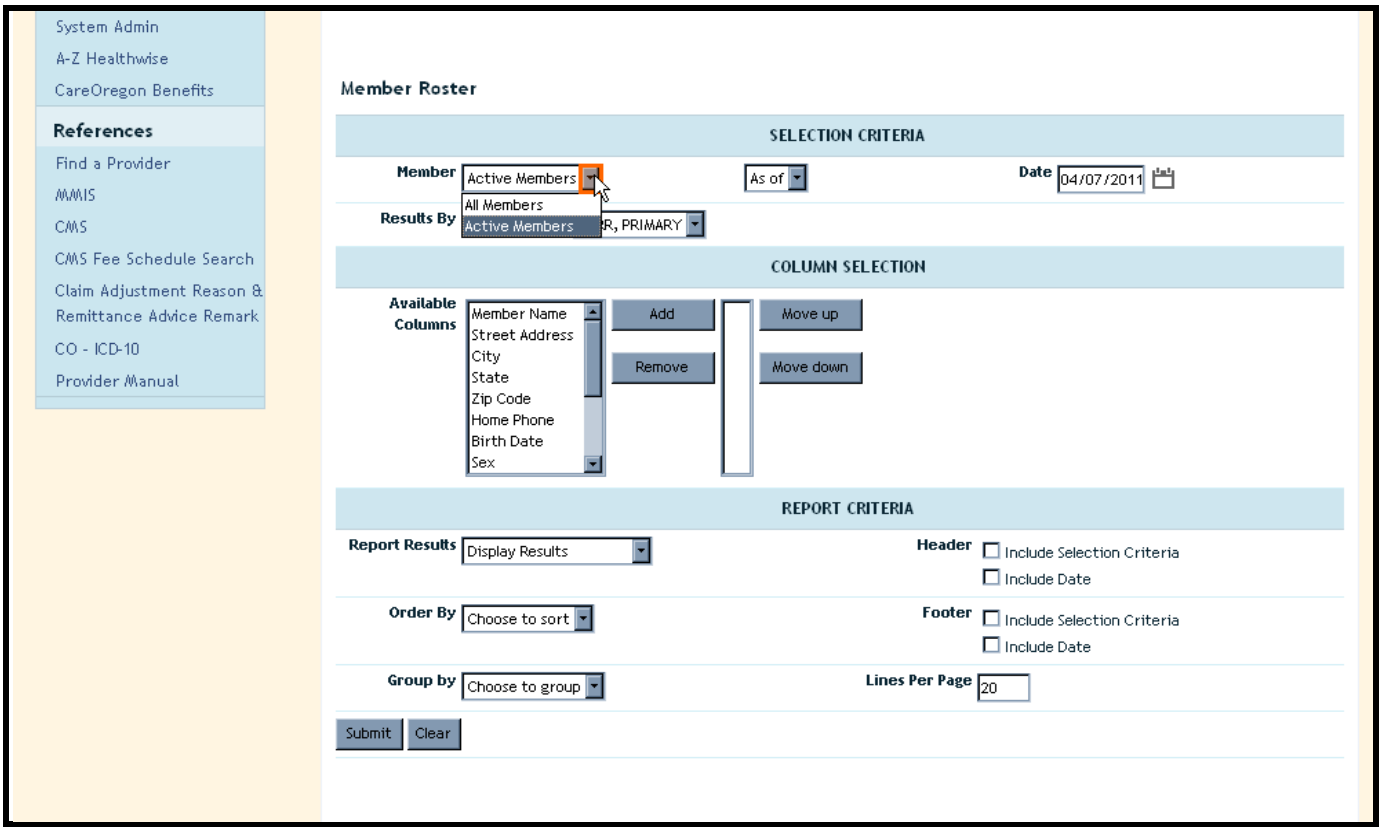
CareOregon

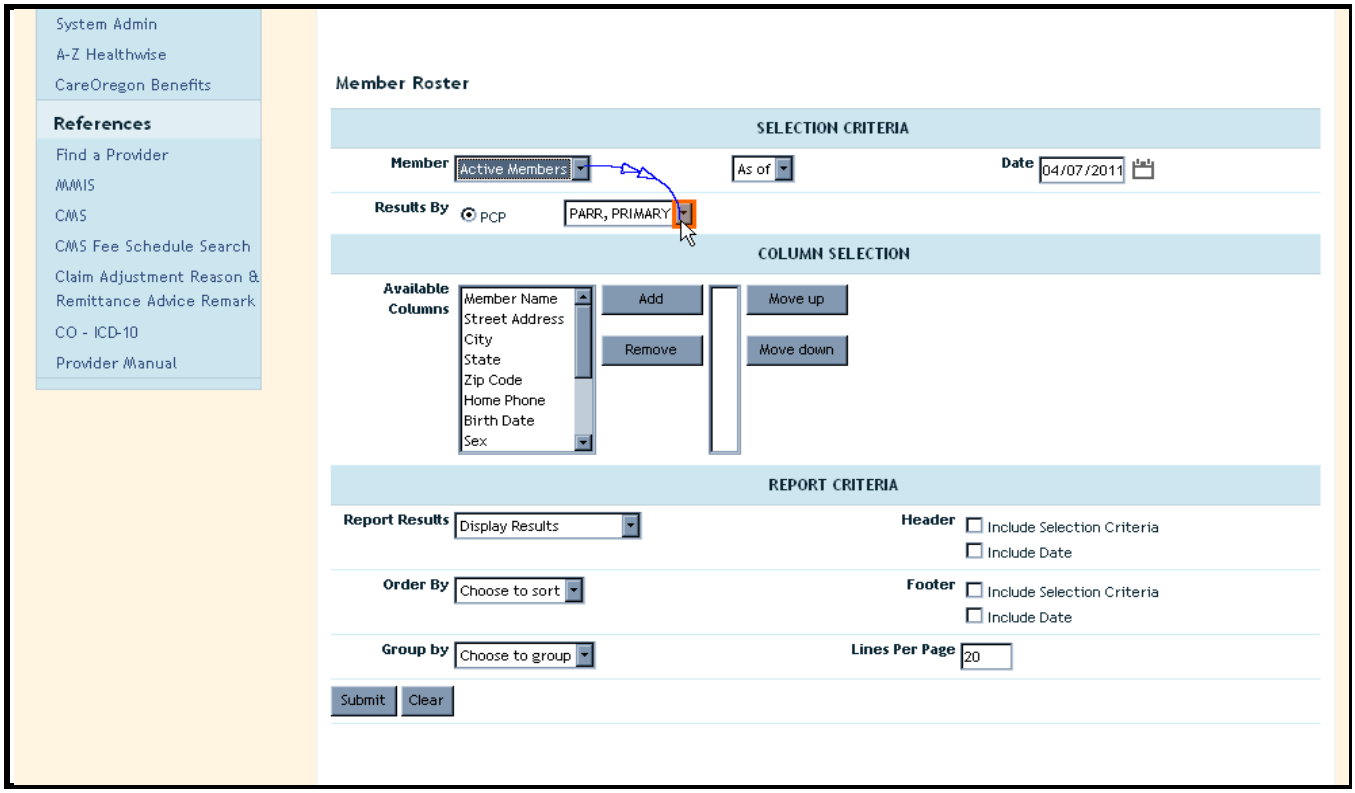
Connect Tutorial: How to use the Member Roster

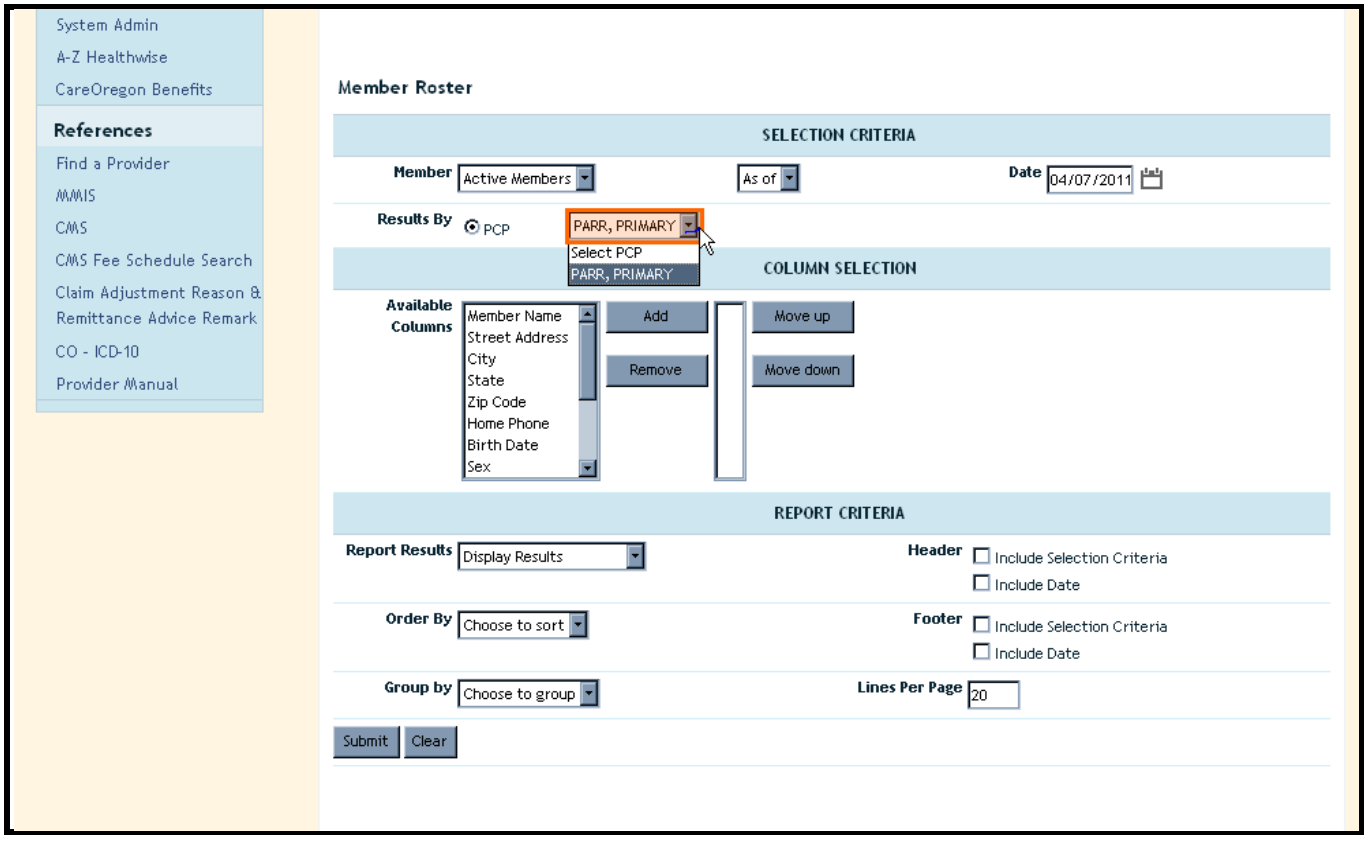


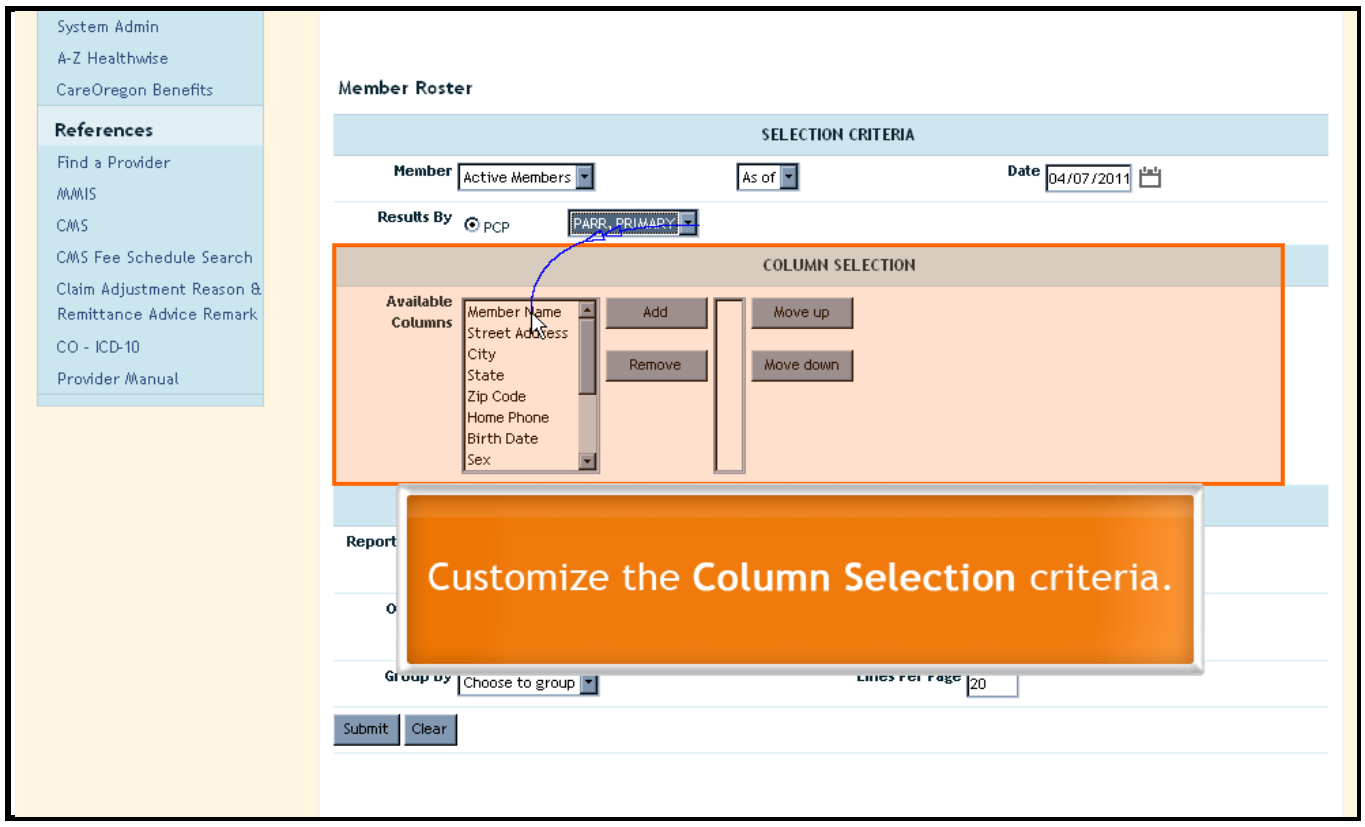


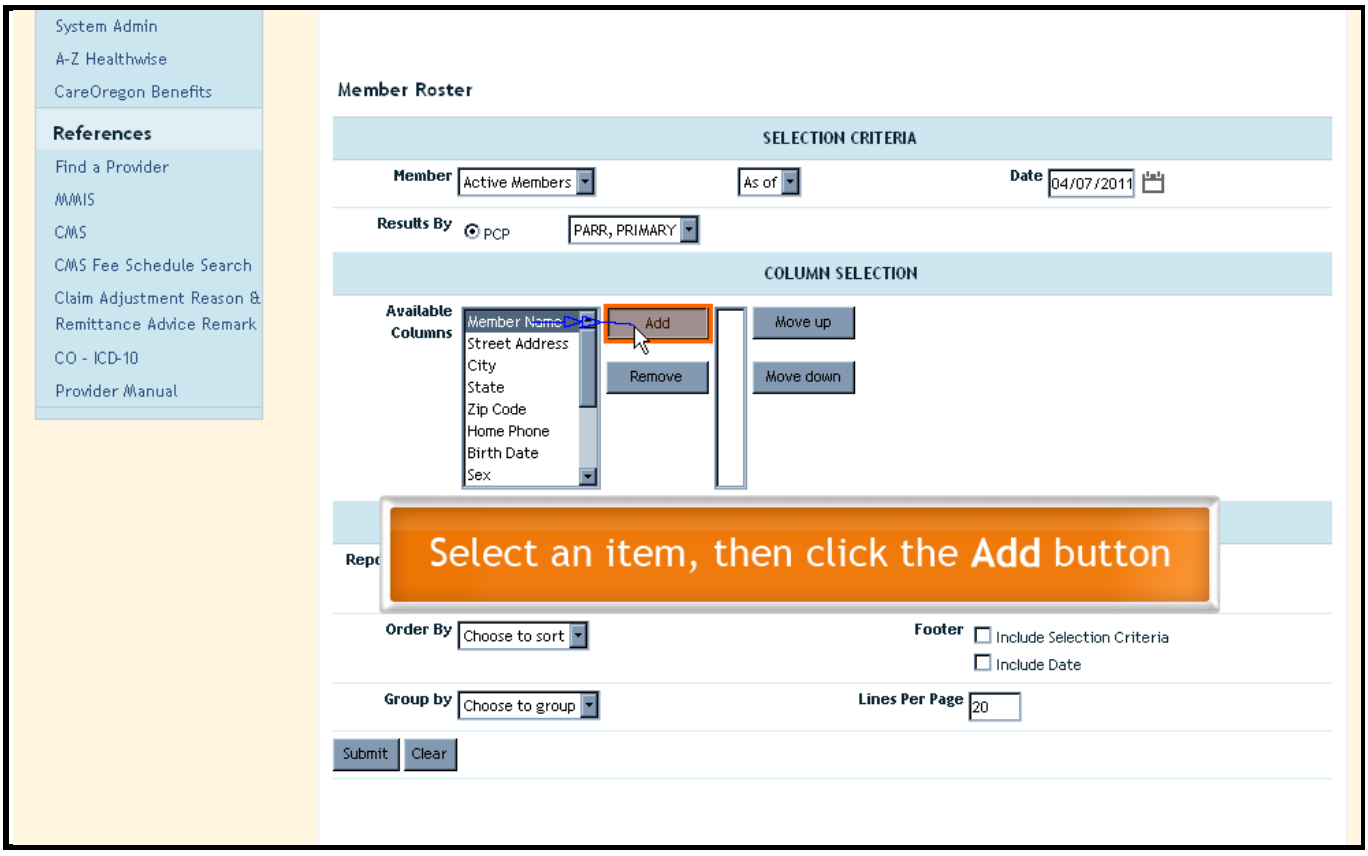

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
Enter the Selection Criteria.
Available Columns
State
Zip Code
Home Phone
Birth Date
Sex
Remove
Move down
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

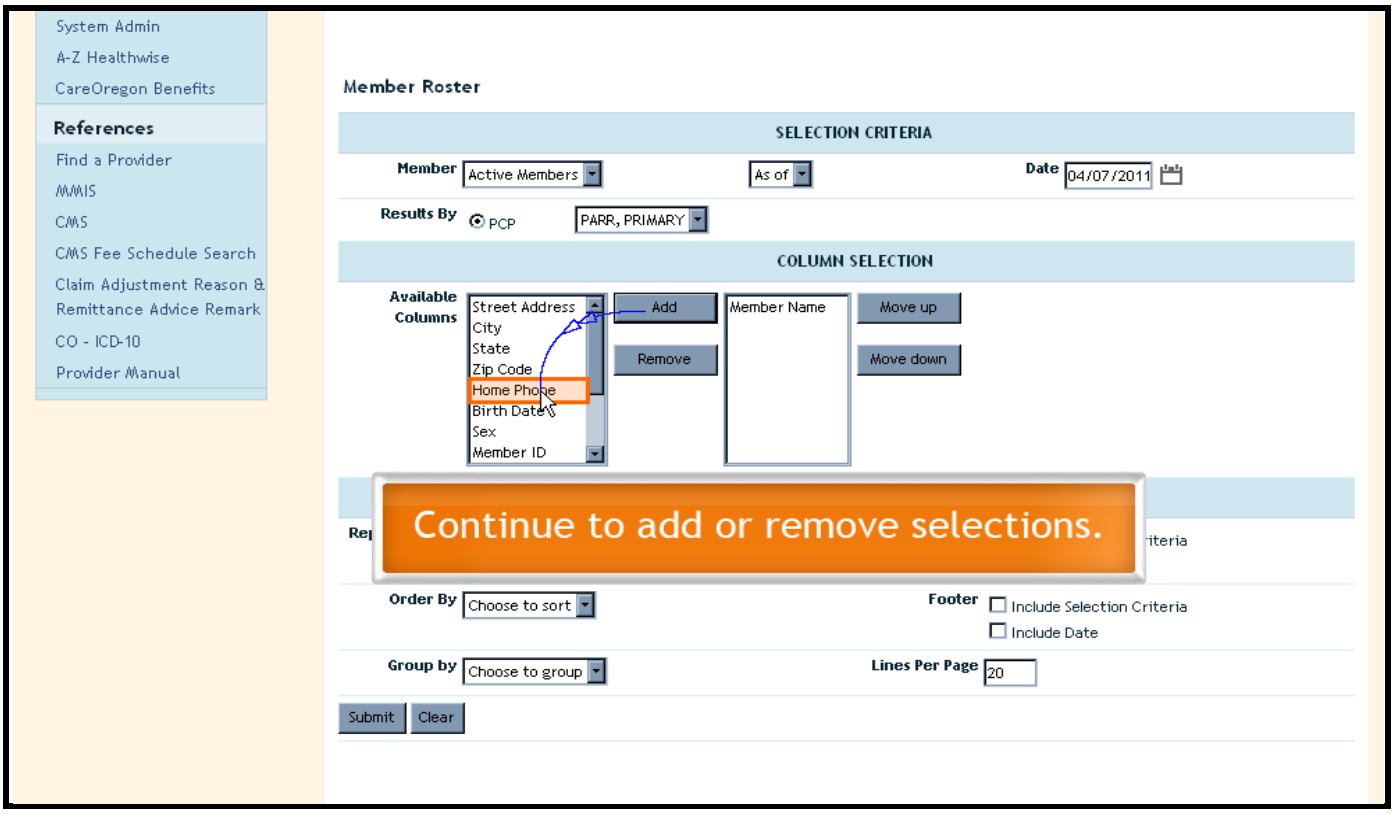

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
All Members
Active Members
As of
Date
04/07/2011
Results By
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Member Name
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Add
Remove
Move up
Move down
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

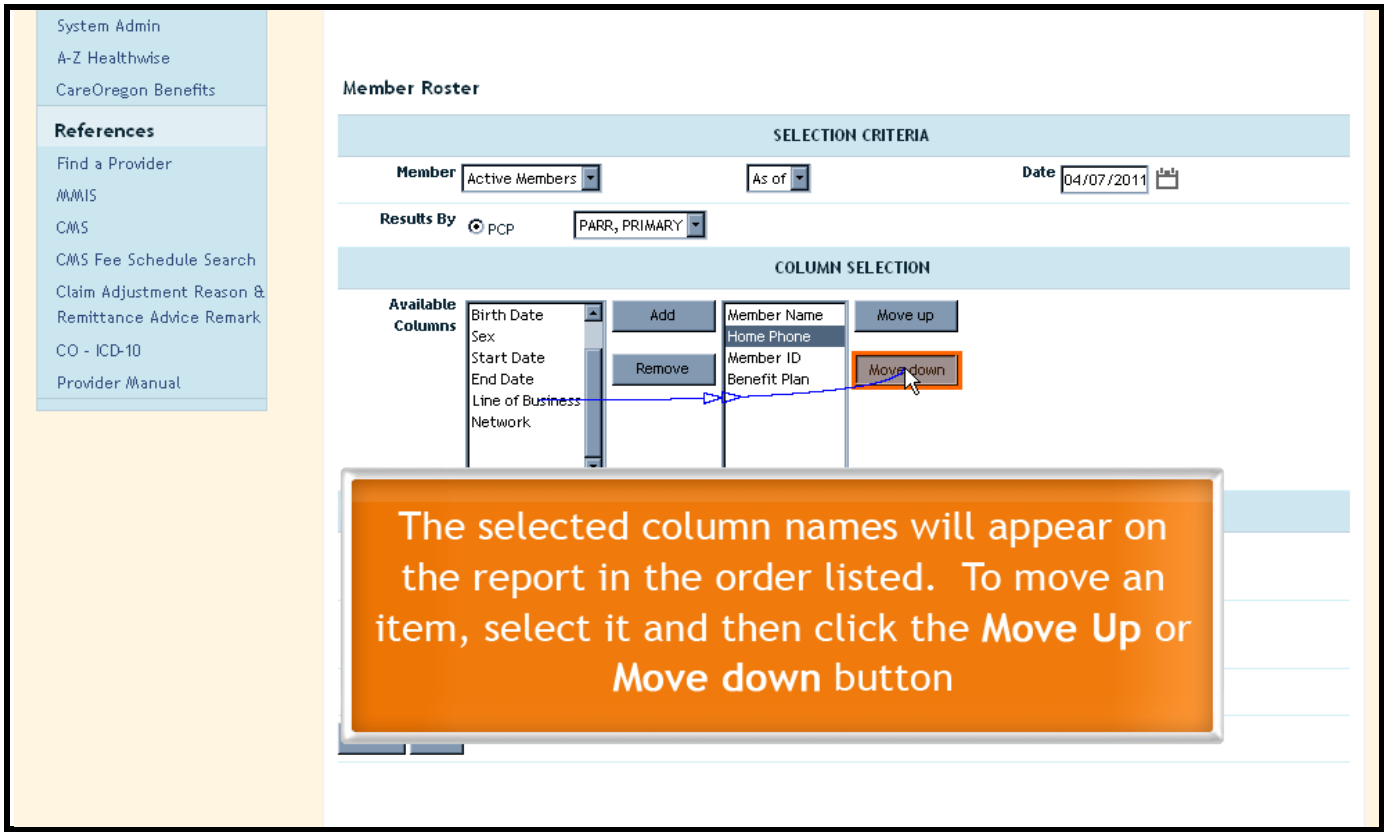

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Member Name
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Add
Remove
Move up
Move down
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

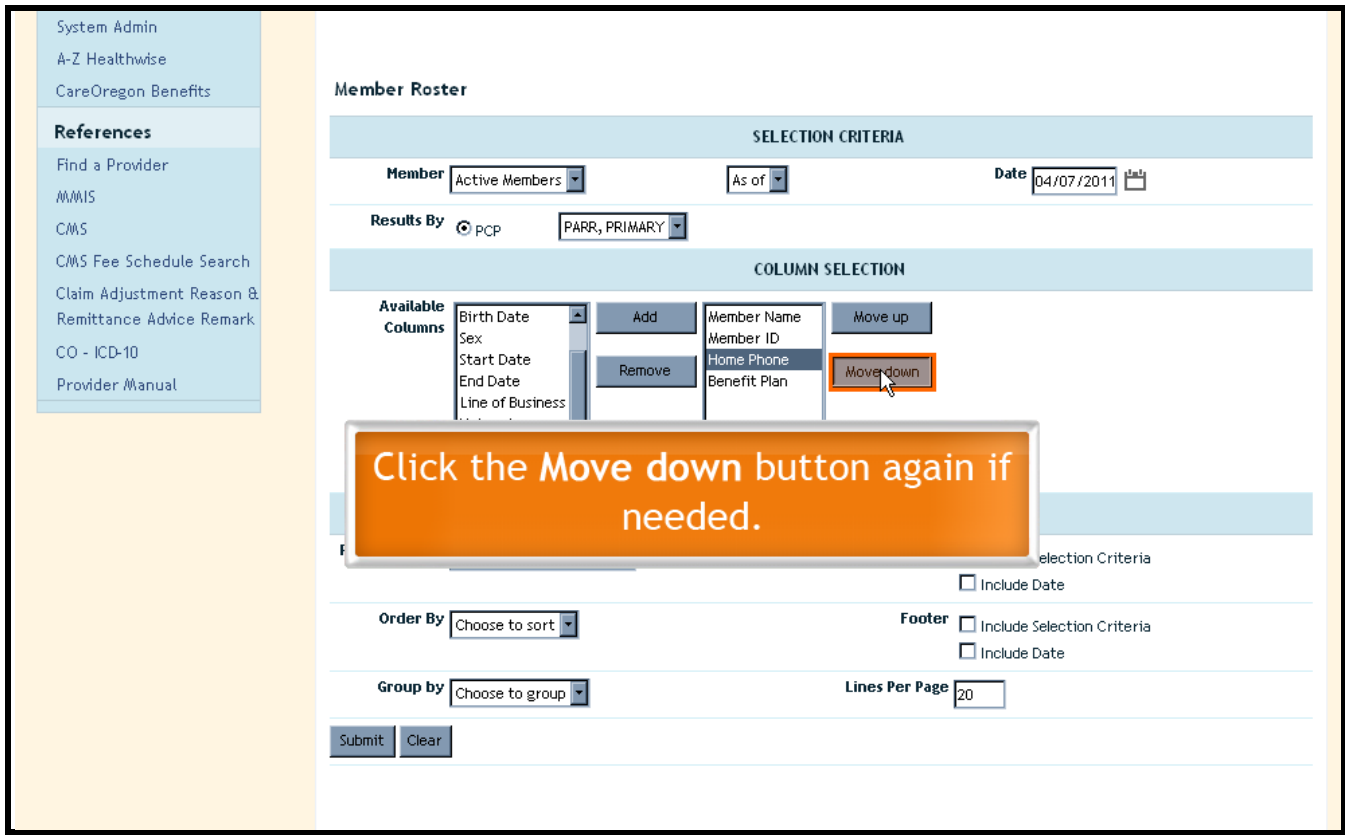

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
Select PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Member Name
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Add
Remove
Move up
Move down
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

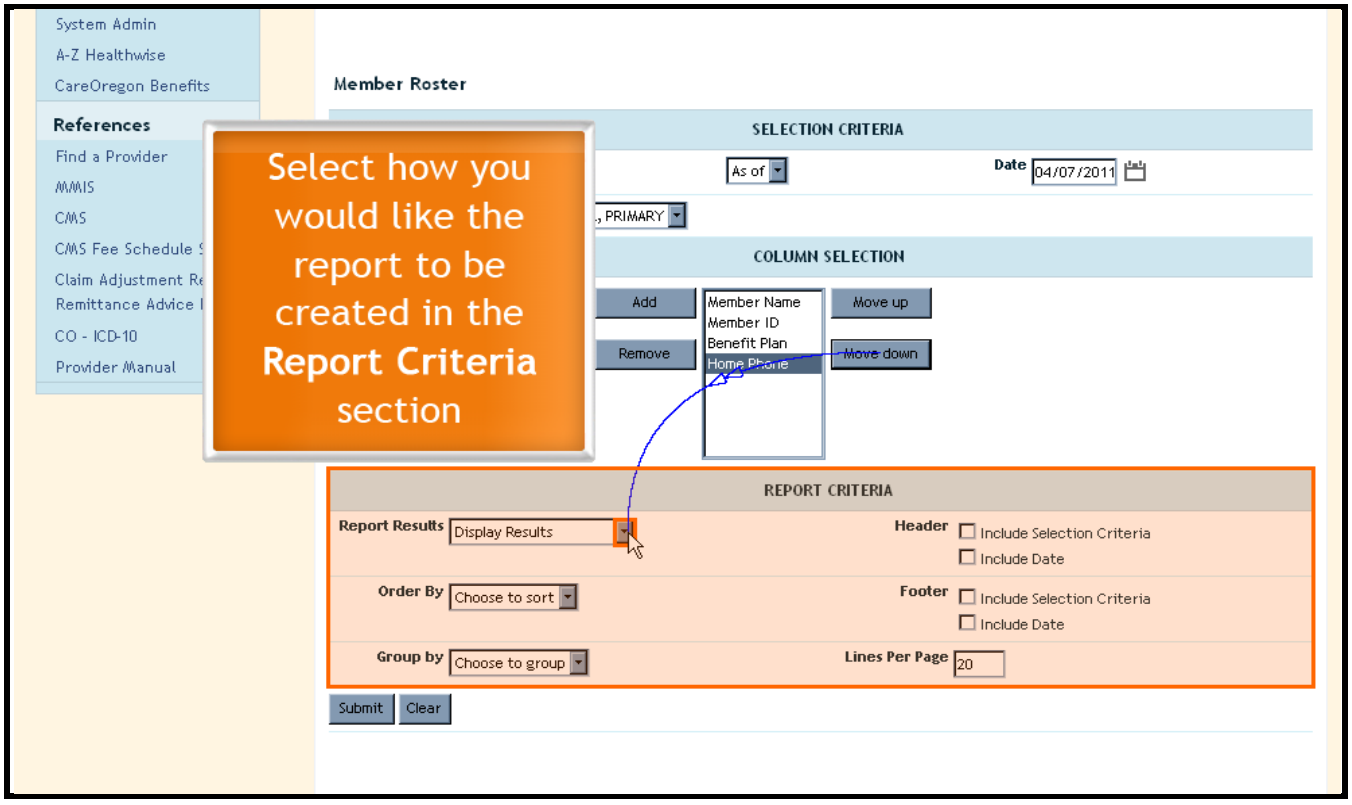

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Member Name
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Add
Remove
Move up
Move down
Customize the Column Selection criteria.
Group by
Choose to group
Lines Per Page
20
Submit
Clear

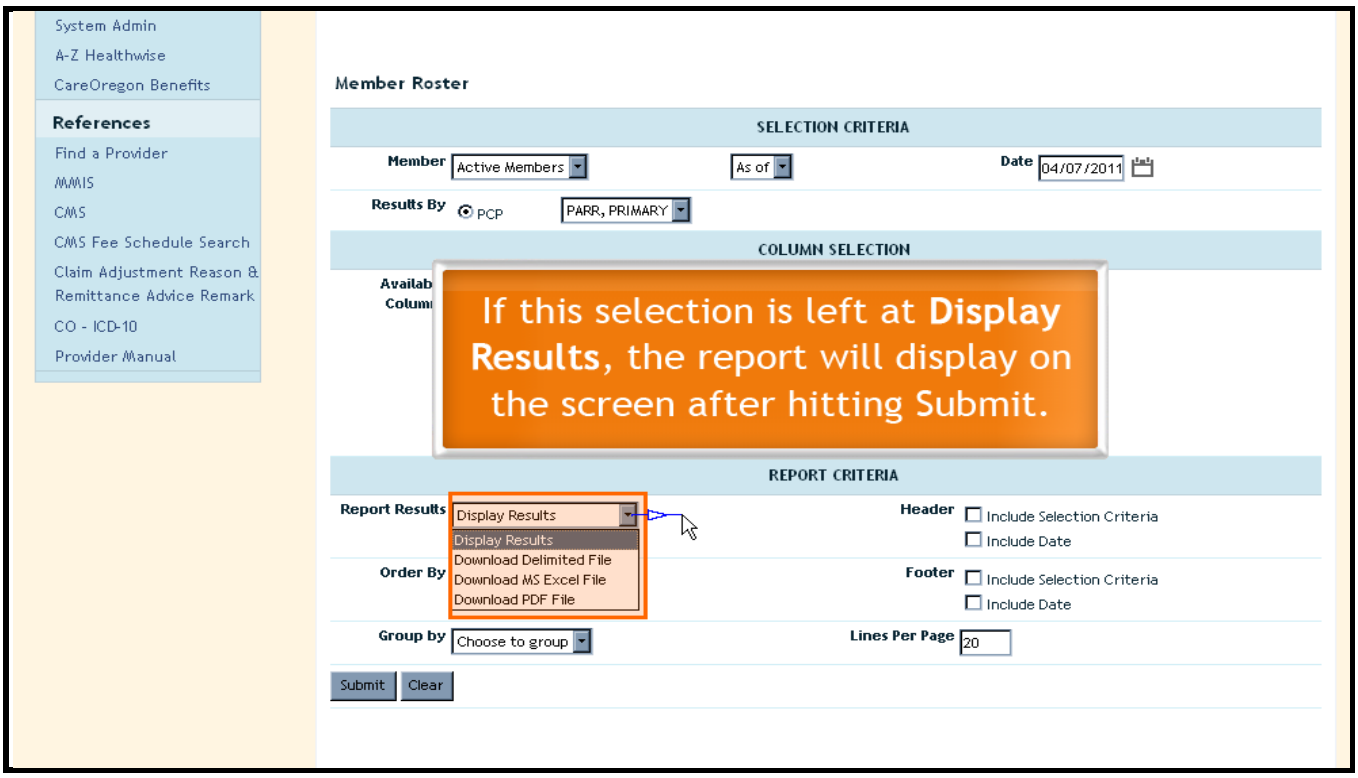

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Member Name
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Add
Remove
Move up
Move down
Select an item, then click the Add button
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

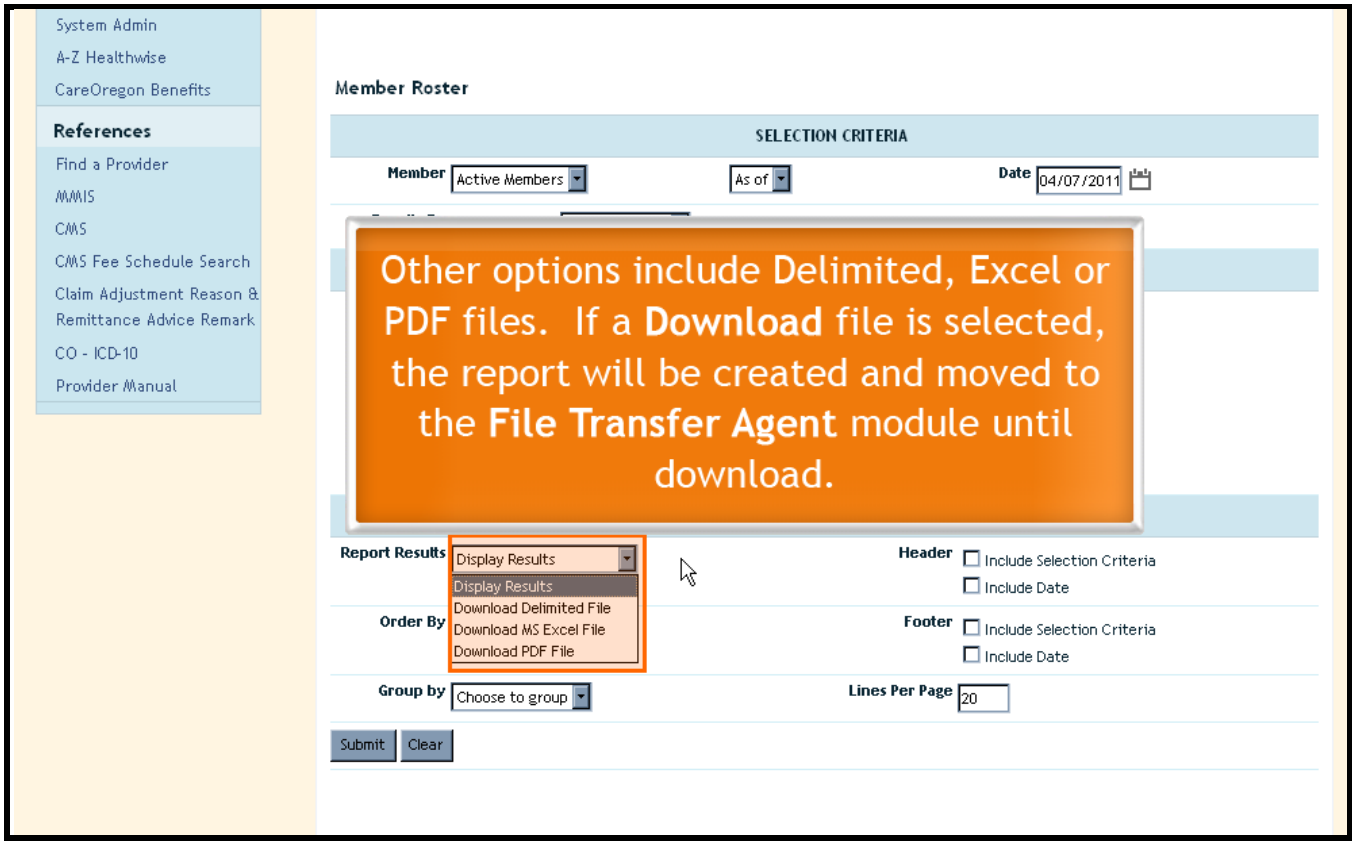

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Street Address
City
State
Zip Code
Home Phone
Birth Date
Sex
Member ID
Add
Remove
Member Name
Move up
Move down
Continue to add or remove selections.
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

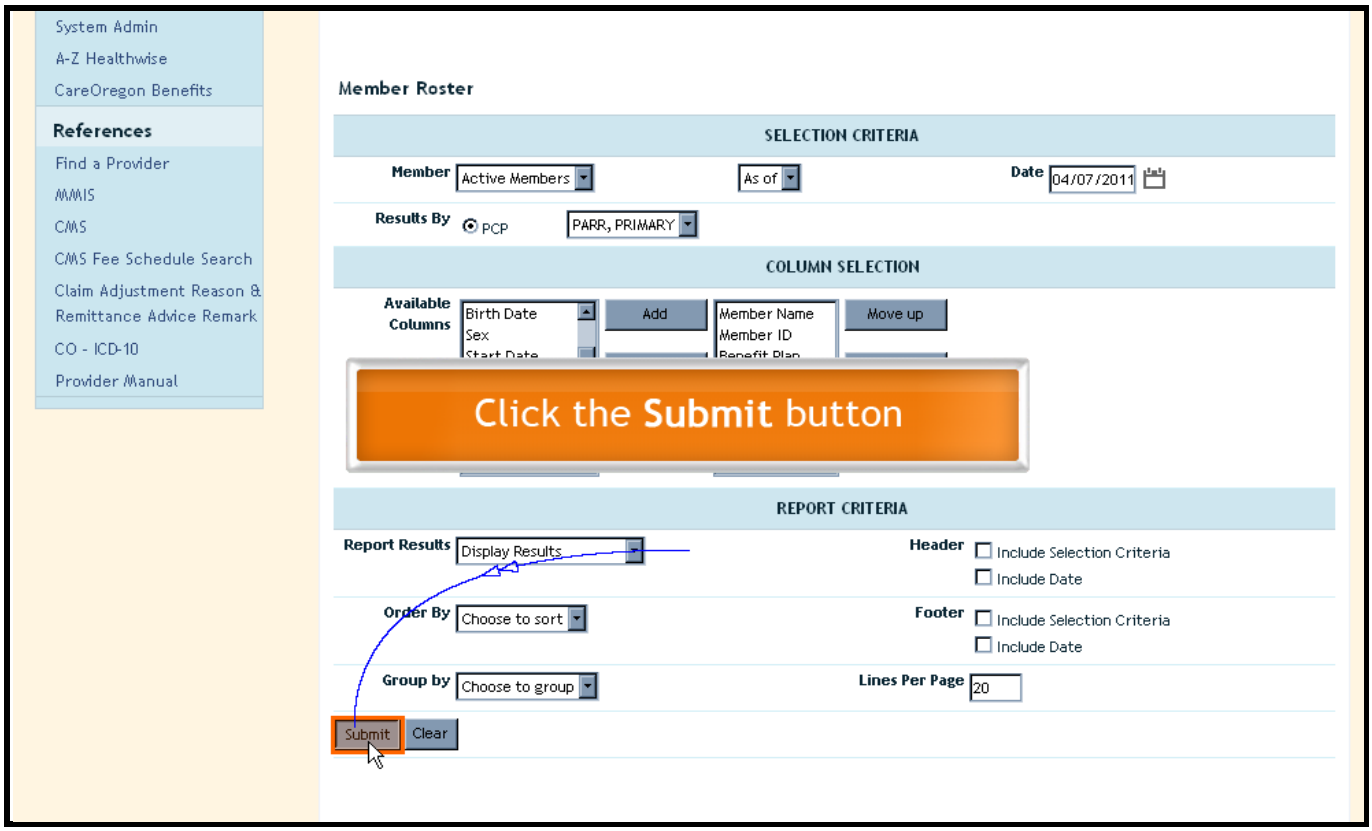

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Birth Date
Sex
Start Date
End Date
Line of Business
Network
Add
Remove
Member Name
Home Phone
Member ID
Benefit Plan
Move up
Move down
The selected column names will appear on the report in the order listed. To move an item, select it and then click the Move Up or Move down button

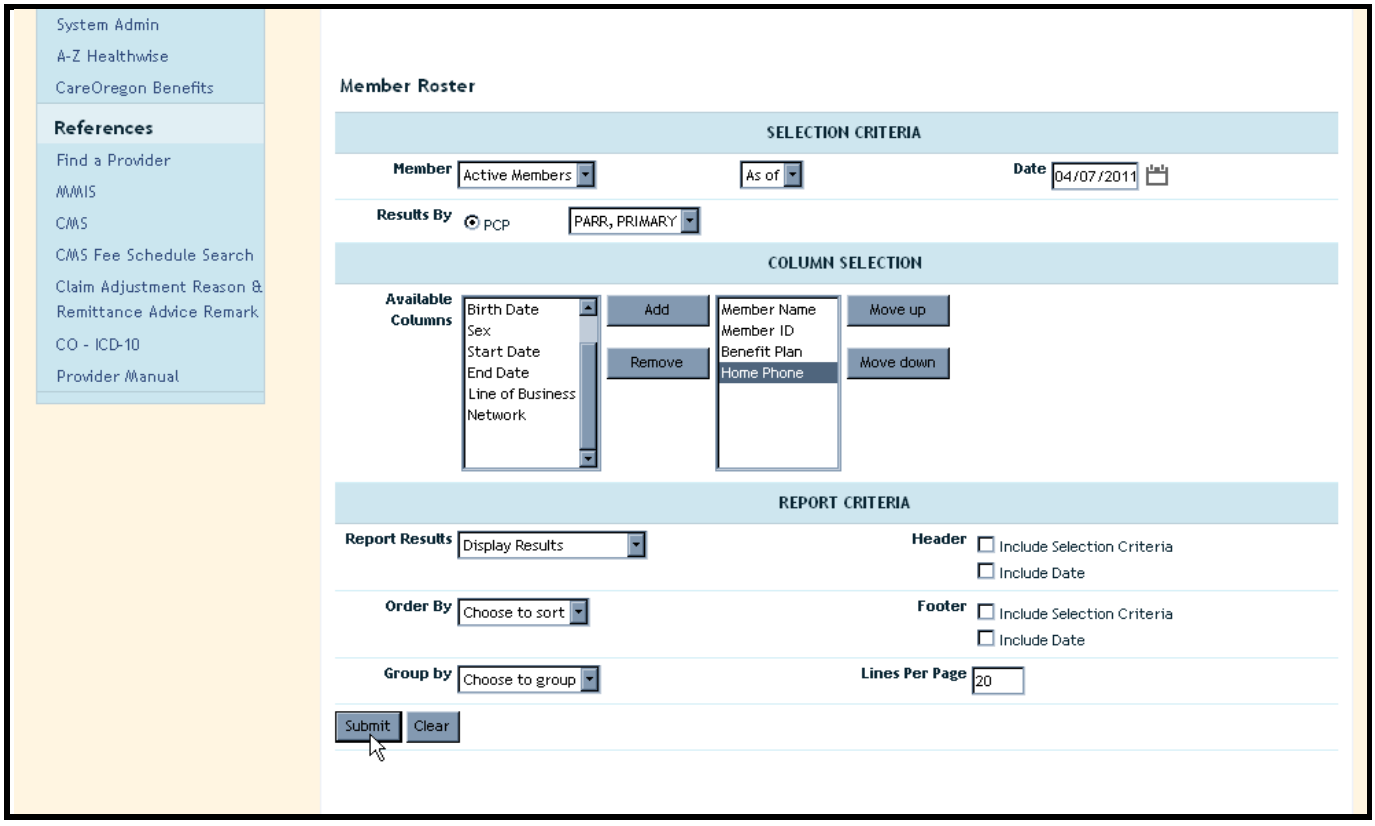

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Birth Date
Sex
Start Date
End Date
Line of Business
Add
Remove
Member Name
Member ID
Home Phone
Benefit Plan
Move up
Move down
Click the Move down button again if needed.
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

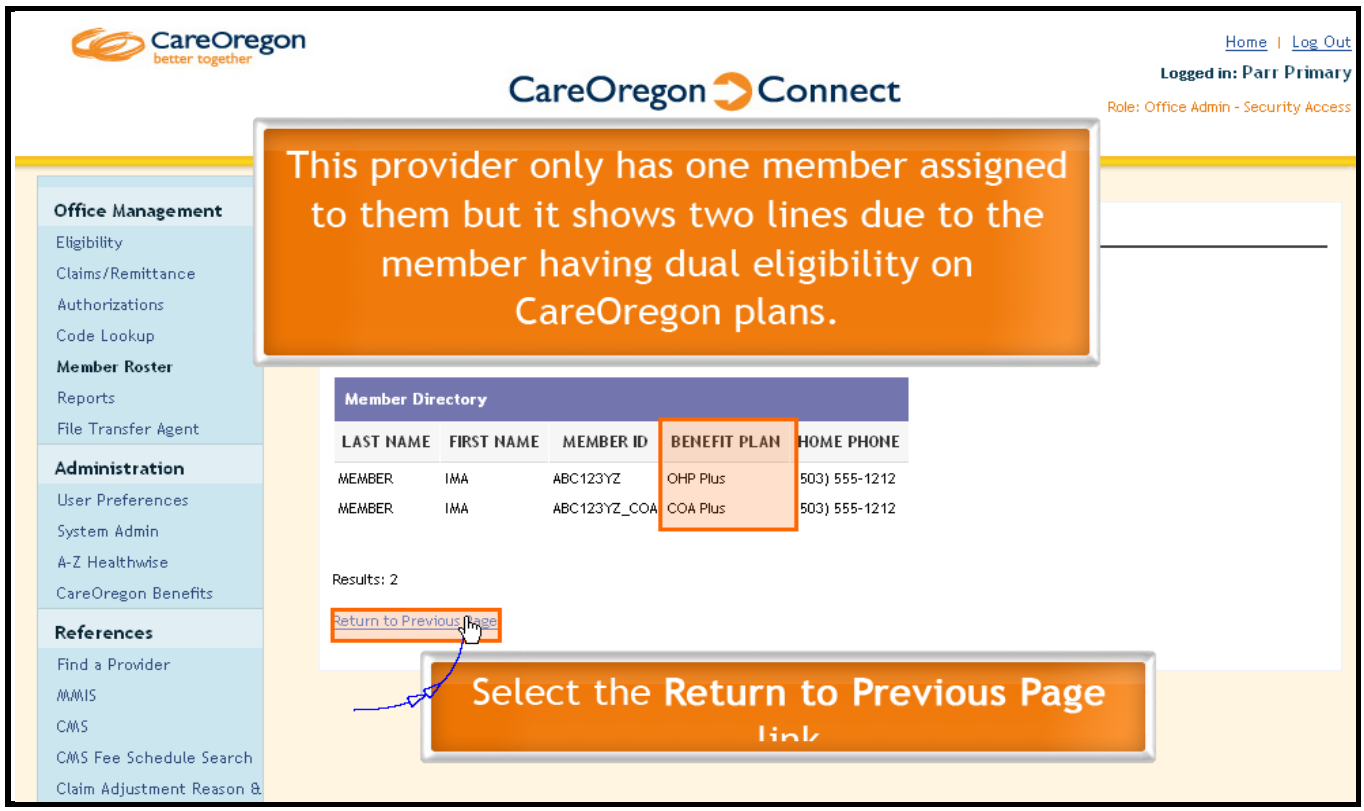

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule
Claim Adjustment Re
Remittance Advice
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
As of
Date
04/07/2011
COLUMN SELECTION
Add
Remove
Member Name
Member ID
Benefit Plan
Move up
Move down
Select how you would like the report to be created in the Report Criteria section
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

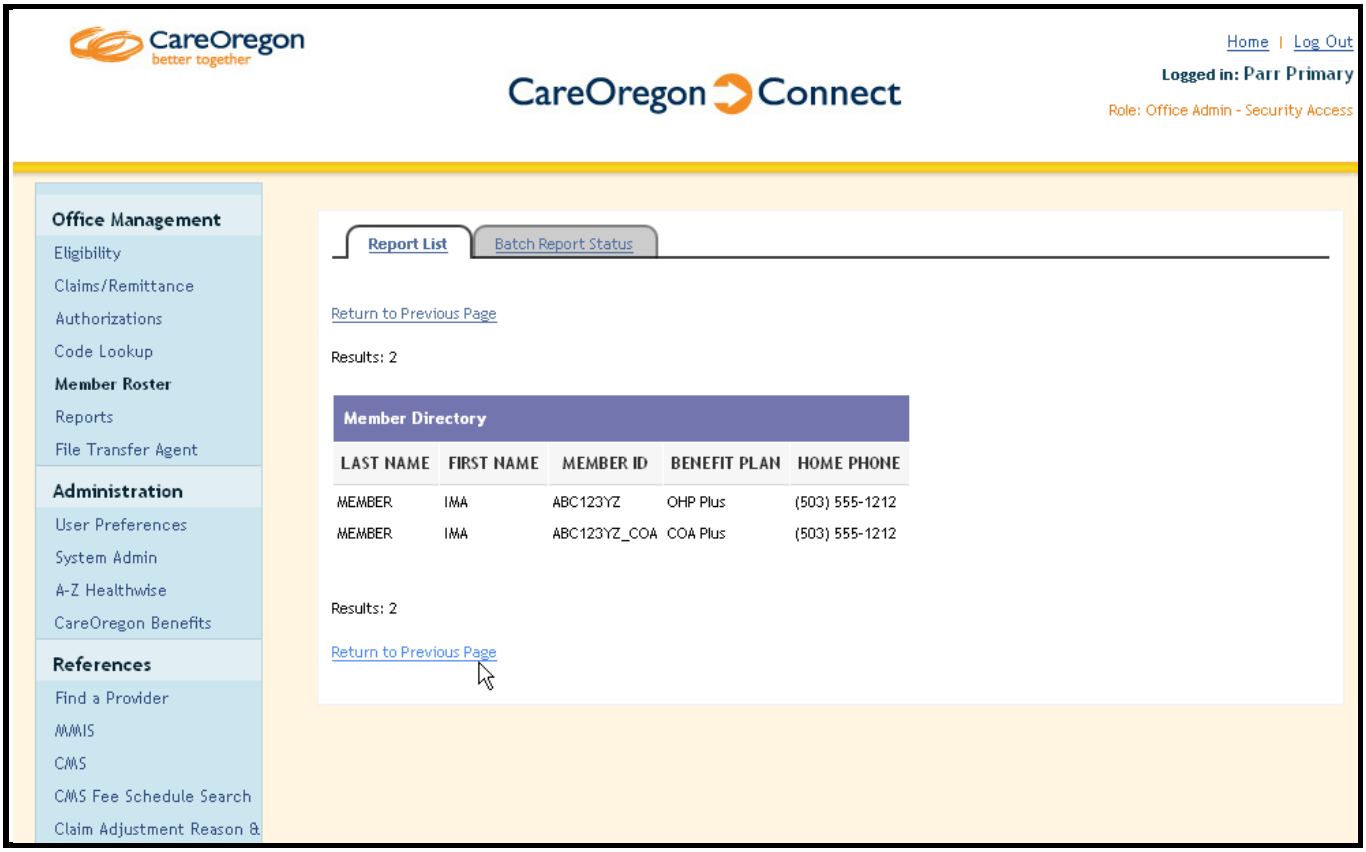

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
If this selection is left at Display Results, the report will display on the screen after hitting Submit.
REPORT CRITERIA
Report Results
Display Results
Display Results
Download Delimited File
Download MS Excel File
Download PDF File
Header
Include Selection Criteria
Include Date
Order By
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear

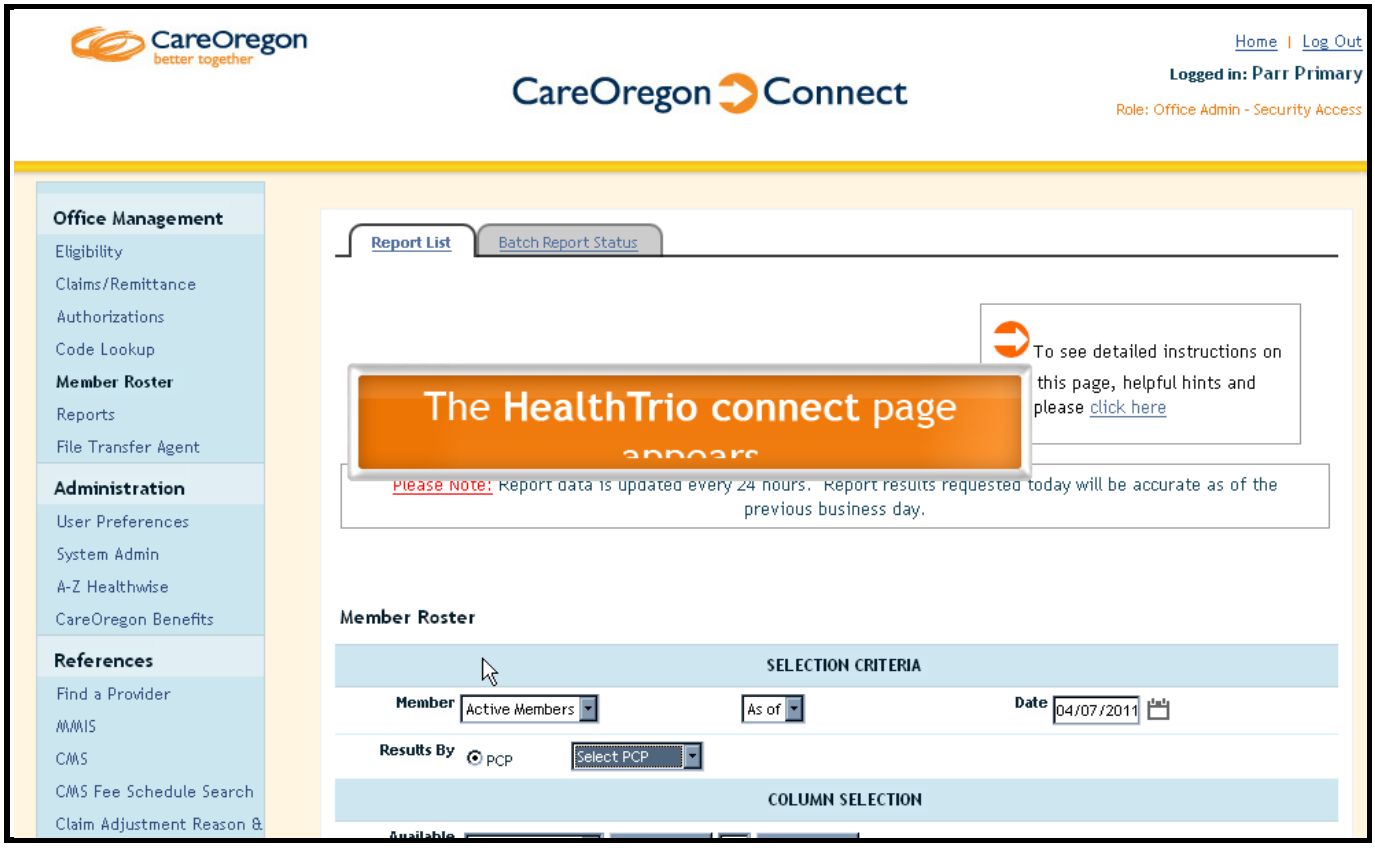

System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Other options include Delimited, Excel or PDF files. If a Download file is selected, the report will be created and moved to the File Transfer Agent module until download.
Report Results
Display Results
Display Results
Download Delimited File
Download MS Excel File
Download PDF File
Header
Include Selection Criteria
Include Date
Order By
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear


System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Birth Date
Sex
Add
Member Name
Member ID
Move up
Click the Submit button
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear


System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason & Remittance Advice Remark
CO - ICD-10
Provider Manual
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
PARR, PRIMARY
COLUMN SELECTION
Available Columns
Birth Date
Sex
Start Date
End Date
Line of Business
Network
Add
Remove
Member Name
Member ID
Benefit Plan
Home Phone
Move up
Move down
REPORT CRITERIA
Report Results
Display Results
Header
Include Selection Criteria
Include Date
Order By
Choose to sort
Footer
Include Selection Criteria
Include Date
Group by
Choose to group
Lines Per Page
20
Submit
Clear


CareOregon
better together
CareOregon Connect
Home | Log Out
Logged in: Parr Primary
Role: Office Admin - Security Access
This provider only has one member assigned to them but it shows two lines due to the member having dual eligibility on CareOregon plans.
Office Management
Eligibility
Claims/Remittance
Authorizations
Code Lookup
Member Roster
Reports
File Transfer Agent
Administration
User Preferences
System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason &
Member Directory
LAST NAME FIRST NAME MEMBER ID BENEFIT PLAN HOME PHONE
MEMBER IMA ABC123YZ OHP Plus 503) 555-1212
MEMBER IMA ABC123YZ_COA COA Plus 503) 555-1212
Results: 2
Return to Previous Page
Select the Return to Previous Page link


CareOregon
better together
CareOregon Connect
Home | Log Out
Logged in: Parr Primary
Role: Office Admin - Security Access
Office Management
Eligibility
Claims/Remittance
Authorizations
Code Lookup
Member Roster
Reports
File Transfer Agent
Administration
User Preferences
System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason &
Report List
Batch Report Status
Return to Previous Page
Results: 2
Member Directory
LAST NAME FIRST NAME MEMBER ID BENEFIT PLAN HOME PHONE
MEMBER IMA ABC123YZ OHP Plus (503) 555-1212
MEMBER IMA ABC123YZ_COA COA Plus (503) 555-1212
Results: 2
Return to Previous Page


CareOregon
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Home | Log Out
Logged in: Parr Primary
Role: Office Admin - Security Access
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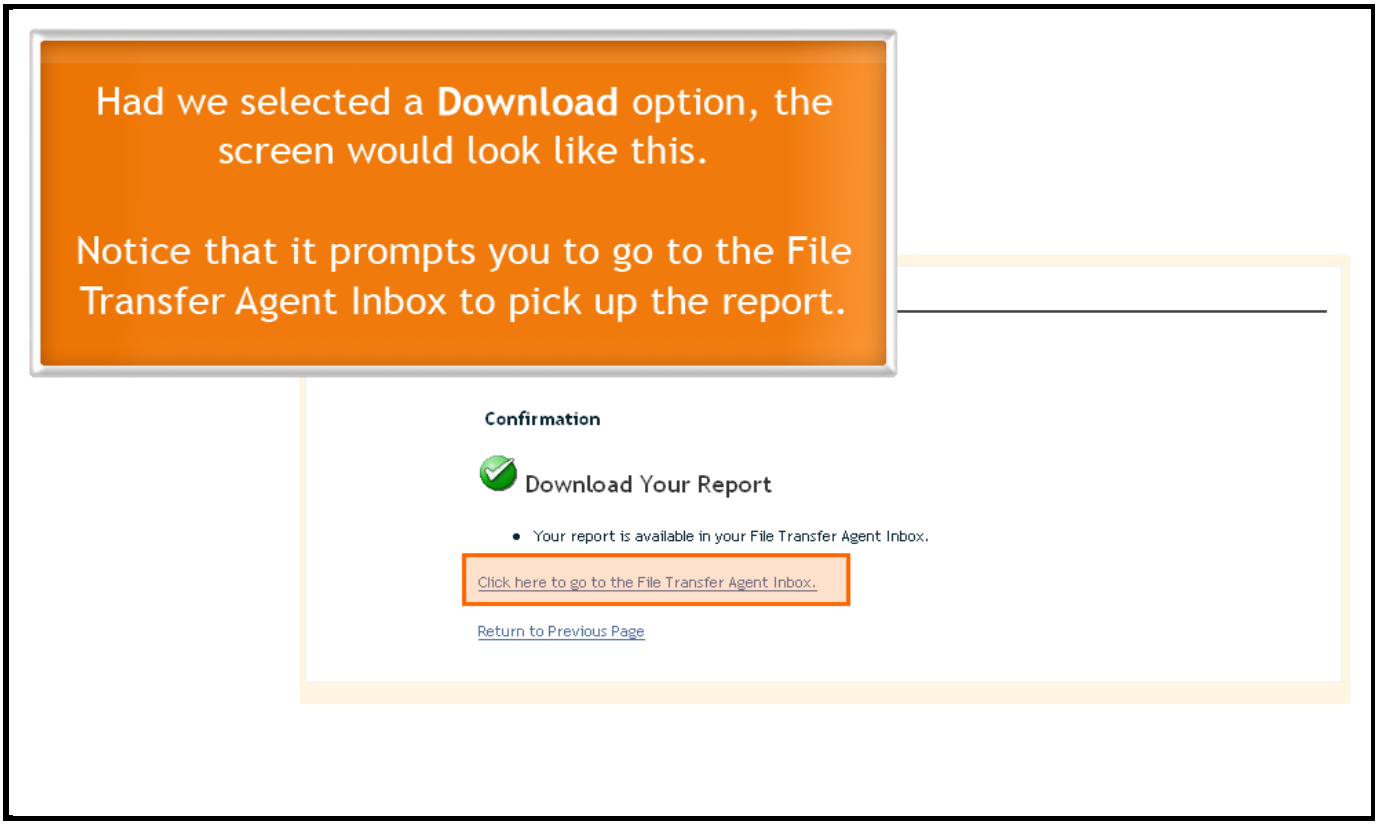
Eligibility
Claims/Remittance
Authorizations
Code Lookup
Member Roster
Reports
File Transfer Agent
Administration
User Preferences
System Admin
A-Z Healthwise
CareOregon Benefits
References
Find a Provider
MMIS
CMS
CMS Fee Schedule Search
Claim Adjustment Reason &
Report List
Batch Report Status
To see detailed instructions on this page, helpful hints and please click here
The HealthTrio connect page appears
Please Note: Report data is updated every 24 hours. Report results requested today will be accurate as of the previous business day.
Member Roster
SELECTION CRITERIA
Member
Active Members
As of
Date
04/07/2011
Results By
PCP
Select PCP
COLUMN SELECTION


Had we selected a Download option, the screen would look like this.
Notice that it prompts you to go to the File Transfer Agent Inbox to pick up the report.
Confirmation
Download Your Report
Your report is available in your File Transfer Agent Inbox.
Click here to go to the File Transfer Agent Inbox.
Return to Previous Page

Thank you!
Please view our other tutorials