

The search criteria for the Member Roster report have been expanded. You can now search by any one of the following options:

- PCP — to view the member roster of an individual PCP
- Practice — to view the member rosters of all PCPs at a group practice, represented on your Access List
- Access List — to view the member rosters of all PCPs on your access list

## PCP search reminder:

When the Access List has <20 Providers, the provider names appear on the drop-down list. To request the Member Roster report for one of your PCP's, select the provider from the list.

### Member Roster

**Selection Criteria**

<b>Member</b>	<input type="text" value="Active Members"/>	As of	<input type="text" value="11/18/2019"/>
	<input checked="" type="radio"/> PCP <input type="text" value=""/> <input type="radio"/> Name <input checked="" type="radio"/> NPI		<input type="button" value="SEARCH"/>
<b>Results By</b>	<input type="radio"/> Practice <input type="text" value=""/> <input checked="" type="radio"/> Name <input type="radio"/> ID		<input type="button" value="SEARCH"/>
	<input type="radio"/> Access List HPHC All Claims (715)		
<b>Filter By</b>	<input type="checkbox"/> Subscribers Only		

When the Access List has >20 Providers, there is no drop-down list of provider names. To request the report for one of your PCPs, you must Search by, Name or NPI, and enter the appropriate information in the space provided. If searching by name, enter last name first followed by a comma and first name or initial, with no spaces.

### Selection Criteria

<b>Member</b>	<input type="text" value="Active Members"/>	As of	<input type="text" value="11/18/2019"/>
	<input checked="" type="radio"/> PCP <input type="text" value="Jolly S Abeskheron (AA507334)"/> <input type="radio"/> Name <input checked="" type="radio"/> NPI		
<b>Results By</b>	<input type="radio"/> Practice		
	<input type="radio"/> Access List		
<b>Filter By</b>	<input type="checkbox"/> Subscribers Only		

# HPHConnect Provider Member Roster Quick Reference Guide

## Report Results:

<b>If you select</b>	<b>And the requested report has</b>	<b>Then</b>
Display Results	Fewer than 2000 records	The report will display directly online
Display Results	More than 2000 records	You will be prompted to select a downloadable format. The report will be run overnight as an Extended Length report and will be available the next day in your File Transfer Agent Inbox for downloading
sDownload any format	Fewer than 2000 records	The report will be immediately available in your File Transfer Agent Inbox for downloading
Download any format	More than 2000 records	The report will be run overnight as an Extended Length report and will be available the next day in your File Transfer Agent Inbox for downloading