HPHC LCU Reporting User Guide

Medicare Advantage Membership Report

This user guide describes the steps to access member rosters for the Medicare Stride Product as of any date specified by the user.

For questions regarding access and/or report content, please email HPHC_NMM@point32health.org

This User Guide is posted at *www.harvardpilgrim.org/LCUReporting*

1.0 Introduction

HPHC supplies Medicare Advantage member rosters to provider groups to ensure the group is aware of the member, to promote engagement with the PCP practice, and to support care management processes that may benefit the Medicare Advantage member.

2.0   Navigating to the LCU Roster Reports folder

Once you are connected to the reporting suite, you will see the following screen with "**Provider Adhoc Reporting**" folder. You may also see other reporting folders for which you have been given access
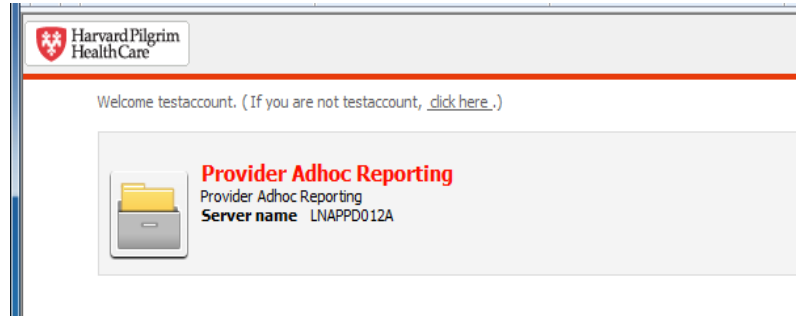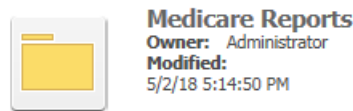

Click on the "Provider Adhoc Reporting" icon and you will see the following screen. Select **Shared Reports** icon.
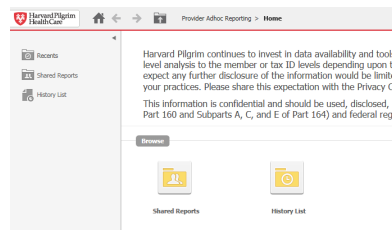
Select **Medicare Reports**

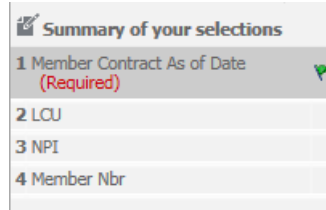Please allow a few moments for the next page to load.

Select **PCP Member Roster Report (Medicare Advantage)**

Note: Rosters of the **LCU's PCPs** who are enrolled to accept Medicare Advantage members are in the other 2 reports. Please refer to the user guide for LCU Rosters (PAR).

3.0 User Selections

There are **4 selections** the user can make

Input selected **as of date**
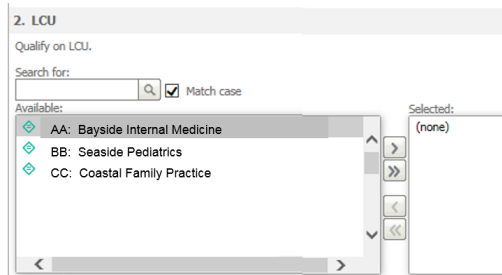
User can identify members enrolled as of a specified date (the default is the day the report is run). This is a required field.

Select desired **LCU** to view the MD Rosters
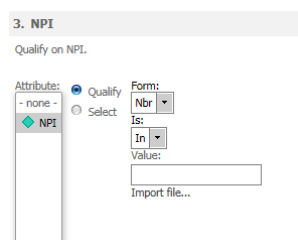
Note: Security is based on the Local Care Unit (LCU) level of physician group aggregation, not the Care Sub Unit (CSU) level as used in other HPHConnect reports.

Select **NPI** if you wish to view the members assigned to specific physician

Enter the specific NPI value into the text box. Leave the default set to none if you want all PCPs.

You may also import a file (.xlsx) if you wish to pull data for several providers. Click the Import file option under the text box, browse to the file with the desired NPIs, select import, and OK. You will see the desired values, separated by semi-colons, in the text box. Run the report as described below.

Select **Member** if you wish to view a specific member record.

4. Member Nbr
Enter Member Nbr.

Attribute:
- none -
◆ Member

○ Qualify
○ Select

Form:
Nbr

Is:
Equals

Value:

Import file...

Enter the specific Member HPHC ID value into the text box. Leave the default set to none if you want all members.

You may also import a file (.xlsx) if you wish to pull data for several members. Click the Import file option under the text box, browse to the file with the desired NPIs, select import, and OK. You will see the desired values, separated by semi-colons, in the text box. Run the report as described below.

Receive **Output**

The output from this report goes directly to Excel. When you open or save the file, it will be an .xlsx file.

Do you want to open or save **PCP Member Roster Report (Medicare Advantage).xlsx** from **healthtrioconnect.com**?   Open   Save ▼   Cancel   ✕

If you use the Open option, remember to save your file.

Fieldname	Description
Prov Nbr	**provider number** - An HPHC source-specific application number that uniquely identifies a clinician, medical facility, or group practice.
Prov First Name	**provider first name** - The first name of a clinician; when the provider is a facility or a dummy provider, the first and last name fields will contain the name of the organization or the dummy provider.
Prov Last Name	**provider last name** - The last name of a clinician; when the provider is a facility or a dummy provider, the first and last name fields will contain the name of the organization or the dummy provider.
Educ Degr Typ Cd	**education degree type code** - A source-specific application code that represents the licensure level at which practitioner is permitted to treat patients. EXAMPLES: 1) Psychiatrist 2) Licensed Social Work 3) Psychiatric Clinical Nurse Specialist
LCU Cd	**local care unit code** - An HPHC source-specific application code representing a grouping of providers for both financial and utilization reporting purposes; often providers in the same Local Care Unit (LCU) share the same financial terms.
LCU Name	**local care unit name** - The name of a grouping of providers for both financial and utilization reporting purposes; often providers in the same Local Care Unit (LCU) share the same financial terms.
CSU Cd	**care sub unit code** - An HPHC source-specific application code that represents a subset of providers within a Local Care Unit (LCU), a provider contracting entity.
CSU Name	**care sub unit name** - The name of a Care Sub Unit, i.e. a subset of providers within a Local Care Unit (LCU), a provider contracting entity.
Primary Prac Addr Line 1	**primary practice address line 1** - The first line of the physical address for the provider's address
Primary Prac Addr Line 2	**primary practice address line 2** - The second line of the physical address for the provider's address
Primary Prac City	**primary practice city** - The city of the physical address for the provider's address
Primary Prac State	**primary practice state** - The state of the physical address for the provider's address
Primary Prac Zip	**primary practice zip code** - The zip code of the physical address for the provider's address
Primary Prac Phone Nbr	**primary practice phone** - The phone number of the physical address for the provider's address
Prov Specl Cd	**provider specialty type code** - A code that represents, within a source application, the specialty of the provider.
Prov Specl Desc	**provider specialty type description** - A source-specific description of the specialty of the provider; some values are based on national certifying boards while others are homegrown.
Prov Role Cd	**provider role code** - This column is populated for practitioners only, not providers (organizations). The practitioner must be contracted for this column to be populated. EXAMPLES: 1) P = Primary Care 2) D = Dual 3) S = Specialist
Prov Role Desc	**provider role description** - A source-specific description of the provider role
NPI Nbr	**national practitioner identifier** - the provider's NPI number

Payee Nbr	**payee number** - The HPHC internal identifier of the payee (This is not the same number as the TIN.)
Payee Name	**provider contract affiliation pay to address name** - The name of the payee
Stride Id	**Stride ID** – the Stride Identification number for this member. Standard format is "P"*
Member Nbr	**member number** – the identification number assigned by HPHC. Standard format is "HO*"
Member First Name	**member first name** – the first name of the member
Member Last Name	**member last name** - the last name of the member
Member Gender	**member gender** – the gender of the member
Member Birth Dt	**member birth date** – the date of birth of the member
Member Addr Line	**member addr line** – the address of the member
Member City	**member city** – the city in which the member resides
Member State	**member state** – the state in which the member resides
Member County	**member county** – the county in which the member resides
Member Zip	**member Zip** – the Zip code for the community in which the member resides
Member Phone Nbr	**member phone number** – the phone number provided by the member
Hospice Ind	**Hospice indicator** – flag to indicate member is participating in hospice program
Esrd Ind	**ESRD indicator** - flag to indicate member is participating in hospice program
Nursing Home Ind	**nursing home indicator** - flag to indicate member is residing in a nursing home
Institutional Ind	**institutional indicator** - flag to indicate member is residing in an institution (long term placement)
Medcaid Ind	**Medicaid indicator** - flag to indicate member is dually eligible for Medicaid (in addition to Medicare)
Enrollment Dt	Enrollment date – date of enrollment in HPHC Medicare Stride
Term Dt	Term date – date of termination of enrollment in HPHC Medicar