

## Provider Contacts Tool



### Provider Contacts Overview

- Allows ASPIRE sites to update provider information for the purpose of sending feedback emails.
- If opting out of ASPIRE and the feedback emails, the Provider Contacts tool does not need to be populated.
- The Provider Contacts tool cannot be populated until data has been submitted to MPOG Central. There will be no case information available until a site has successfully transferred to the Coordinating Center.



## **Accessing Provider Contacts**



 Can access via the MPOG Suite or this link <u>https://www.aspirecqi.org/A</u> <u>ppSuite//UserManagement/I</u> ndex/



MULTICENTER PERIOPERATIVE OUTCOMES GROUP
Login to MPOG
Log in with your username and password below.
Lusername
A Password
<b>≙</b> Login
Porgot your password?
Powered By C Careevolution
An audit trail of all user activity is maintained for this system as it provides access to protected health
information. Authorized access is limited only to those with a need to know for the purposes of patient
care, billing, medical records review, or quality assurance.

- Clicking on the link will open the login screen.
- An additional level of access is needed to populate the User Management Tool.
- If your ASPIRE username and password does not work at this point, please contact the coordinating center (<u>support@mpog.zendesk.com</u>) to obtain access.



- The AIMs Staff ID, First Case Date, Last Case Date, Case Count, Mapped Staff Role, and Staff Role columns of the User Management Tool (Provider Contacts) will be auto-populated based upon case information in the MPOG database.
- The technical team lead at your site should be able to assist with pulling the corresponding names for the AIMS Staff IDs listed.

Provider Contact Information User Management Tool																
Institution:															Excel /	CSV Import Batch Activation
Show 10 ~ entries at a time	e Export -	•									Search:	Send Fee	dback?: All 🗸	Role: Attending/Resident/Fellow/CRNA -	Show all AIMS_	_Staff_IDs -
$\Box \downarrow \uparrow$ Send Feedback?	J† AIMS S	Staff ID	↓↑ First Case Date	↓ E Last Case Date	↓↑ Case Count	1 Mapped Staff Role	↓↑ Staff Role	1 First Name	↓↑ Last Name	1 Email Address	J1	NPI	J↑ TIN (Opt.	) 1 Specialty Dashboards	J↑ MOCA4	↓↑ Account Status
Yes			5/4/2018	10/31/2020	885	Anesthesia Resident	Anesthesia Resident						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			3/19/2018	10/31/2020	1752	CRNA	CBNA						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			5/7/2018	10/31/2020	912	Anesthesia Resident	Anesthesia Resident						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			7/26/2017	10/31/2020	1935	Anesthesia Attending	Anesthesia Attending						Click to Edit	Pediatric, Obstetric, Cardiac	Yes 🚯	Activated
Yes			7/1/2016	10/31/2020	3823	Anesthesia Attending	Anesthesia Attending						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			1/6/2004	10/31/2020	8859	Anesthesia Attending	Anesthesia Attending						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			12/13/2004	10/31/2020	5244	CRNA	CBNA						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			7/2/2014	10/31/2020	3938	Anesthesia Attending	Anesthesia Attending						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			6/15/2016	10/31/2020	5502	Anesthesia Attending	Anesthesia Attending						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes			5/3/2017	10/31/2020	1252	Anesthesia Resident	Anesthesia Resident						Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated

Showing 21 to 30 of 1,385 entries (filtered from 1,413 total entries)





## Mass Import

• To send the technical lead a list of the AIMS Staff IDs to obtain the corresponding first and last names, it may be useful to **export** the current list from the Provider Contacts tool. To do so, click on *'Export,'* and then *'Import Template Format' (CSV or Excel)*.



\*The "All Columns" options will export all columns in the provider contact tool and should be used to obtain information only. The 'all columns' format will not work when trying to import first/last names and NPI numbers into the provider contacts tool.



## Mass Import

- Update the template with the provider information and save to your computer.
- Open the saved document using the "Excel/CSV Import" button. Select the format you wish to use for import. The
  import tool will only accept files using one of these two templates. Errors will result from using a modified version
  of either of these templates

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• Return to the Excel/CSV Import page, select 'Browse' and locate the file on your computer and click 'Open.'



• The Provider Contacts tool will begin to update information from the selected file and will notify of any errors. Correct any errors as needed and then click 'Submit.'



Contact: <a href="mailto:support@mpog.zendesk.com">support@mpog.zendesk.com</a>

#### Some sites have a single AIMS variable for anesthesia providers that is then mapped to the MPOG staff role concept: Staff Level – Unable to Determine Anesthesia Provider.

- In these instances, MPOG will display 'Unknown' in the 'Mapped Staff Role' column and rely on the site to populate the actual staff role in the seventh column.
- This column allows for provider feedback to include comparisons by role.



# • If the 'Staff Role' and the 'Mapped Staff Role' columns match and are indicative of the providers' actual roles in the clinical setting, no additional entry is required for the 'Staff Role' column.

• If the 'Mapped Staff Role' column is displaying <u>incorrectly</u> for a provider, you can update the 'Staff Role' directly within the user management tool (i.e. if the mapped staff role displaying for a CRNA is "Attending") you can update it to read "CRNA" under the staff role column.



## Managing Feedback Email Recipients

- An 'Active' provider is defined as one who receives feedback emails.
- To update a provider's [Send Feedback?] status click the selection box on left hand side.
  - 'Yes' status means that the provider will receive feedback emails
  - 'No' status means that the provider will not receive feedback emails
  - 'Archive' status means that the provider no longer works at your institution and will not receive feedback emails.
- A prompt will then show in the top left corner where you can click 'Yes', 'No', or 'Archive' to update provider status

Change the selected providers' [Send Feedback?] status to Yes / No / Archive



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- You can change the status for multiple providers by selecting multiple rows or select all rows by clicking the top box next to "Send Feedback"
- You can change the provider's status from 'Yes' to 'No' to 'Archive' and back. For example, if a provider no longer practices at your institution, change status from 'Yes' to 'Archive'. If that provider returns later, you can change the status back to 'Yes'.

Show 10 🗸 entries at a time	Export -									Search:	Send Feedback?: All +	Role: Attending/Resident/Fellow/CRNA -	Show all AIMS_	Staff_IDs +
If Send Feedback?	AIMS Staff ID	11 First Case Date	17 Last Case Date	11 Case Count	11 Mapped Staff Role	11 Staff Role	11 First Name	11 Last Name	11 Email Address	11		pt.) 11 Specialty Dashboards	MOCA4	11 Account Status
🗆 Yes		5/4/2018	10/31/2020	885	Anesthesia Resident	Anesthesia Resident					Click to Ed	it Pediatric, Obstetric, Cardiac	No	Activated
🗆 Yes		3/19/2018	10/31/2020	1752	CRNA	GRNA					Click to Ed	it Pediatric, Obstetric, Gardiac	No	Activated
🗆 Yes		5/7/2018	10/31/2020	912	Anesthesia Resident	Anesthesia Resident					Click.to Ed	it Pediatric, Obstetric, Cardiac	No	Activated
🗌 Yes		7/26/2017	10/31/2020	1935	Anesthesia Attending	Anesthesia Attending					Click to Ed	it Pediatric, Obstetric, Cardiac	Yes O	Activated

• You can also filter the provider contacts list by status.





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Further details regarding Account Status are shown for each provider in the last column:

- *Activated:* Activation email has been sent and provider has successfully set up their account.
- Not Activated: Activation email has not been sent
- Activation Email Sent: Activation email sent successfully. Provider has yet to click on the activation link to set up his or her account.
- Activation Email Expired: To resend an activation email, click 'Activation Email Expired" in the last column and follow the prompt

	1 Account Status
	Activated
	Account does not exist 🎎
	Account does not exist 💦
	Activated
	Activated
	Activation email expired 🔀
incel	



Activation email expired

Contact: support@mpog.zendesk.com

www.aspirecqi.org says

Are you sure you want to resend an activation email to

• Information regarding a provider's MOCA 4 Status is also available through the user management tool by clicking the information icon within the MOCA column





## **Batch Activation**

		OUTCOMES GROUP
	Excel /	CSV Import Batch Activation
NA 🗸	Show all AIMS	_Staff_IDs -
	J↑ MOCA4	Account Status
	No	Account does not exist 🎎
	No	Account does not exist 🎎
	No	Account does not exist 🎎
	No	Account does not exist 🔍 🖂

- To send an activation email to all providers who have yet to receive one and to those who have let their activation email expire, you can use the Batch Activation button in the top right corner
- Click 'Send' when prompted



## Multiple AIMS Staff IDs

- Sites who convert from MPOG's Legacy Production method to Import Manager may see 2 AIMS Staff IDs listed for each provider in the provider contacts tool.
- To manage the AIMS Staff IDs affiliated with Import Manager only, select 'Hide old AIMS Staff IDs' in the dropdown menu seen below.

Search:	Send Feedback?: All	Staff Role	e: All 🗸 📔	Show all AIMS_Staff_IDs $\checkmark$			
11	Email Address	IT NPI	Lt TI	Show	all AIMS_	Staff_IDs	count Status
Cli	ick to Edit	Click to Edit	Click	Hide o	old AIMS_	Staff_IDs	nt does not exist 🎎
Cli	ick to Edit	Click to Edit	Click t	o Edit	No	Acco	unt does not exist 💑 🕿

