MPOG
MULTICENTER PERIOPERATIVE OUTCOMES GROUP

Module 11
Provider Contacts Tool

MPOG
MULTICENTER PERIOPERATIVE OUTCOMES GROUP

Provider Contacts Overview

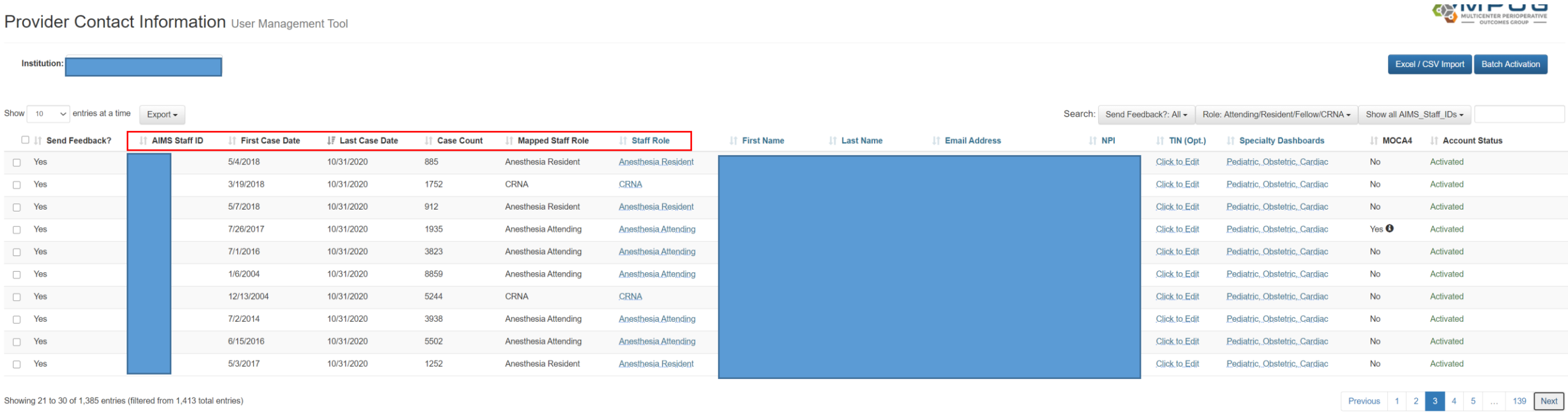
- Allows ASPIRE sites to update provider information for the purpose of sending feedback emails.
- If opting out of ASPIRE and the feedback emails, the Provider Contacts tool does not need to be populated.
- The Provider Contacts tool cannot be populated until data has been submitted to MPOG Central. 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 https://www.aspirecqi.org/AppSuite//UserManagement/Index/

- 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 (support@mpog.zendesk.com) 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: [redacted]

Excel / CSV Import | Batch Activation

Show 10 entries at a time | Export

Search: Send Feedback?: All | Role: Attending/Resident/Fellow/CRNA | Show all AIMS_Staff_IDs

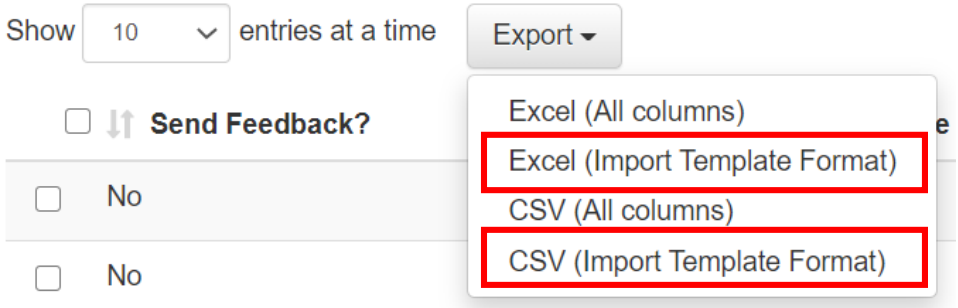
Send Feedback?	AIMS Staff ID	First Case Date	Last Case Date	Case Count	Mapped Staff Role	Staff Role	First Name	Last Name	Email Address	NPI	TIN (Opt.)	Specialty Dashboards	MOCA4	Account Status
Yes	[redacted]	5/4/2018	10/31/2020	885	Anesthesia Resident	Anesthesia Resident	[redacted]				Click to Edit	Pediatric, Obstetric, Cardiac	No	Activated
Yes		3/19/2018	10/31/2020	1752	CRNA	CRNA					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	CRNA					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)

Previous 1 2 3 4 5 … 139 Next

Mass Import

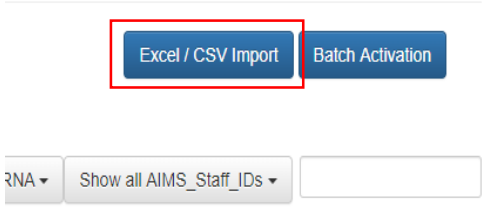
- To send the technical lead a list of the AIMS Staff IDs to obtain the corresponding first and last names, it may be useful to **export** the current list from the Provider Contacts tool. To do so, click on *'Export,'* and then *'Import Template Format' (CSV or Excel).*



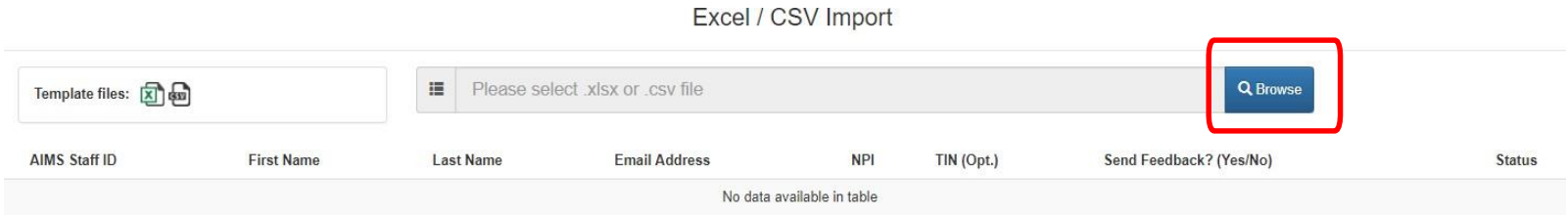
*The "All Columns" options will export all columns in the provider contact tool and should be used to obtain information only. The 'all columns' format will not work when trying to import first/last names and NPI numbers into the provider contacts tool.

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**



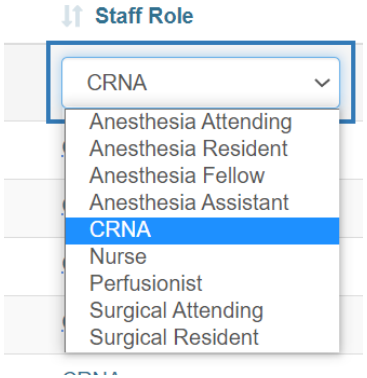
- Return to the Excel/CSV Import page, select 'Browse' and locate the file on your computer and click 'Open.'



- 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.'

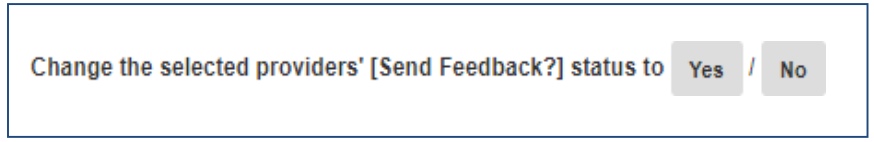
- Some sites have a single AIMS variable for anesthesia providers that is then mapped to the MPOG staff role concept: **Staff Level – Unable to Determine Anesthesia Provider**.
- In these instances, MPOG will display ‘Unknown’ in the ‘Mapped Staff Role’ column and rely on the site to populate the actual 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 incorrectly 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.

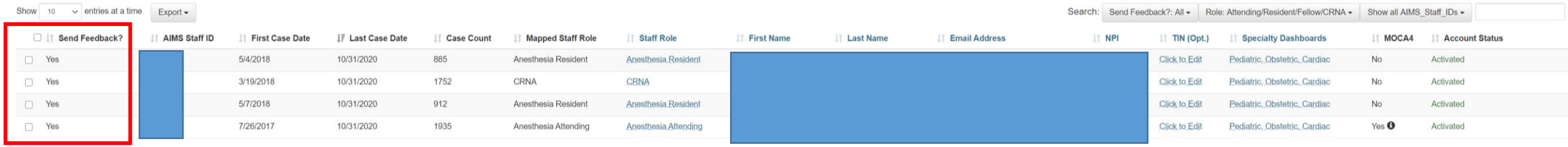


Managing Feedback Email Recipients

- An ‘Active’ provider is defined as one who receives feedback emails.
- To update a provider’s status to Active or Inactive, click the selection box on left hand side.
- A prompt will then show in the bottom left corner where you can click Yes or No to update provider status

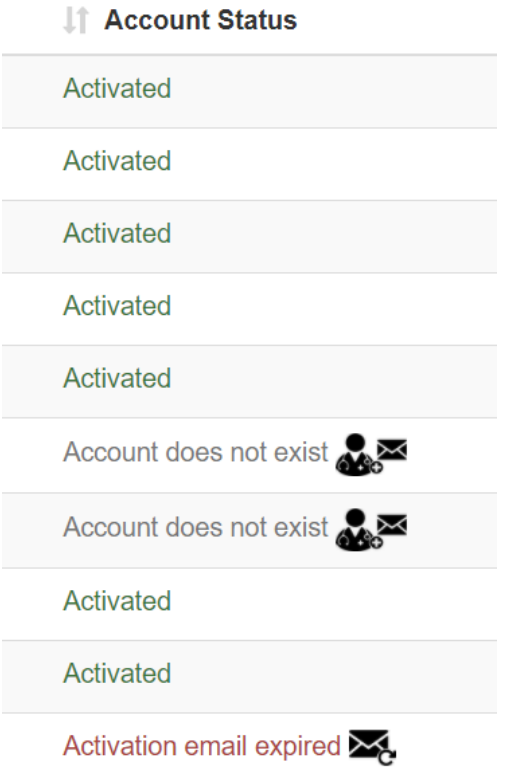


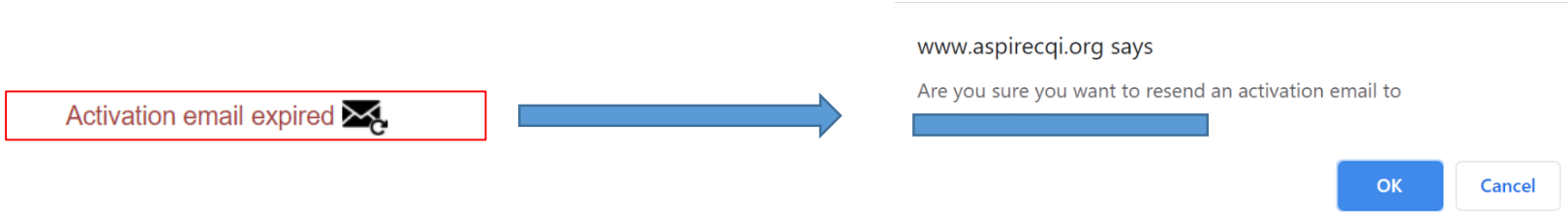
- You can change the status for multiple providers by selecting multiple rows or select all rows by clicking the top box next to “Send Feedback”



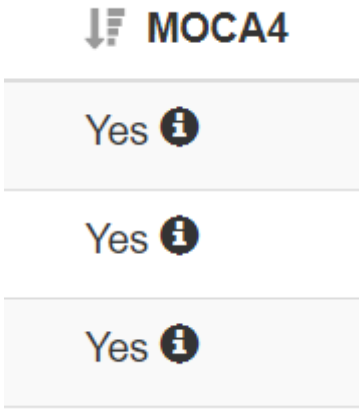
Further details regarding Account Status are shown for each provider in the last column:

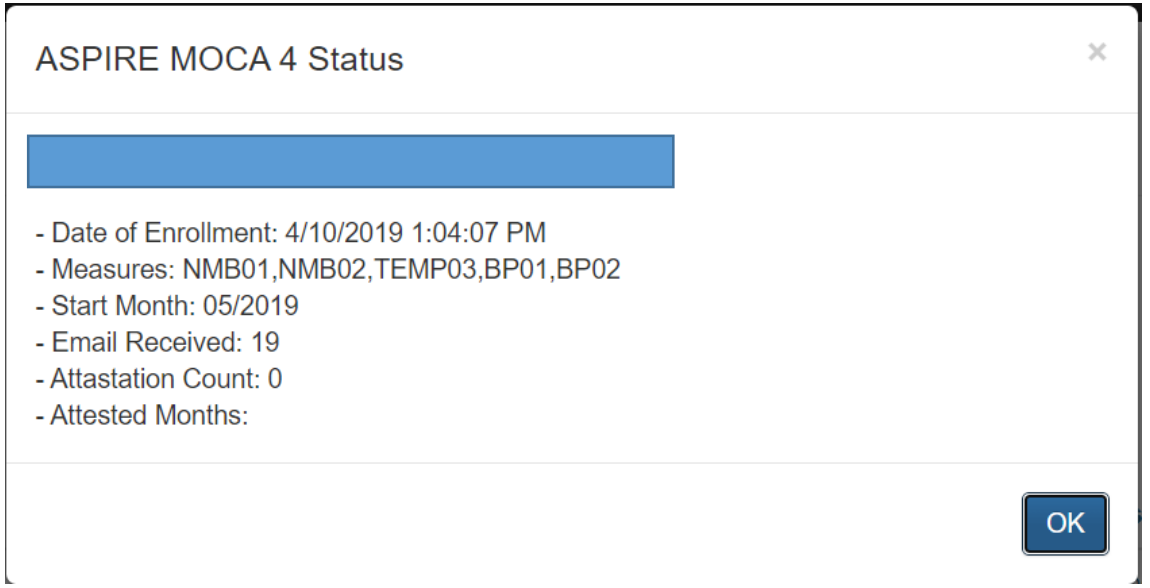
- *Activated:* Activation email has been sent and provider has successfully set up their account.
- *Not Activated:* Activation email has not been sent
- *Activation Email Sent:* Activation email send successfully. Provider has yet to click on the activation link to set up his or her account.
- *Activation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



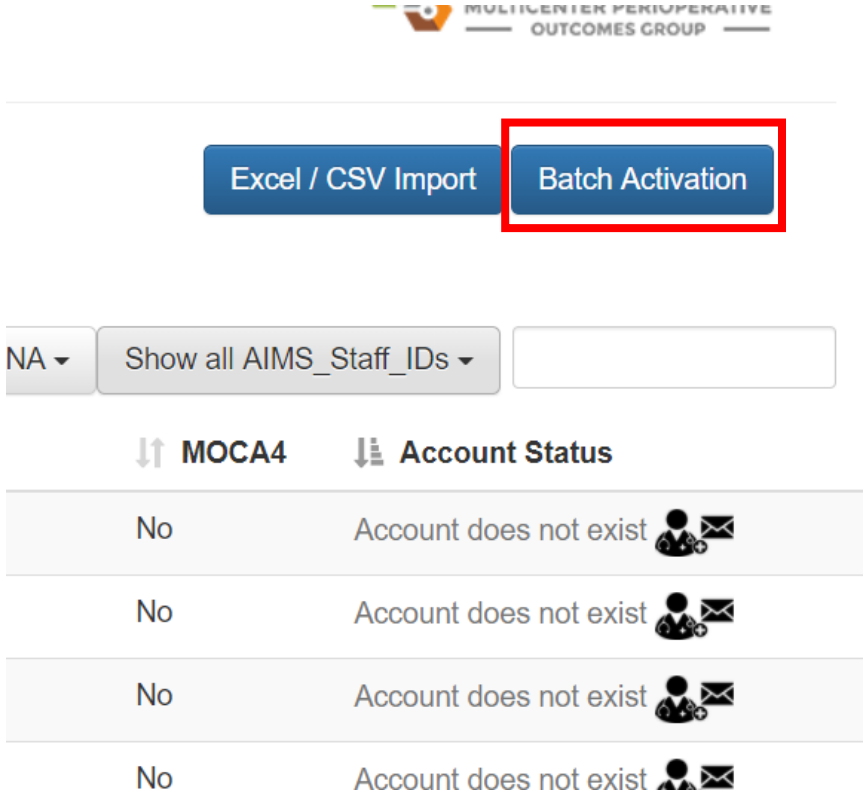


- Information regarding a provider's MOCA 4 Status is also available through the user management tool by clicking the information icon within the MOCA column





Batch Activation



- 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.