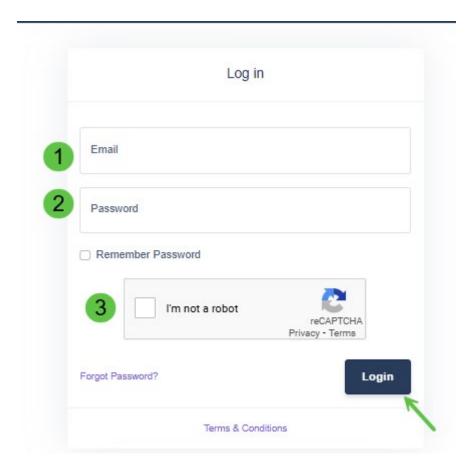
Login Page:



Step 1: Type in Email

- Step 2: Type in Password
- Step 3: Click the I'm not a robot box. At this time, you might have to fill out a captcha image
- Step 4: Click the "Login" button

Note: Only select "Remember Password" if this is a work computer that you are the only one who has access.

Dashboard Home Screen

Once you login, you will be taken to the dashboard main screen. The Dashboard screen has several main areas.



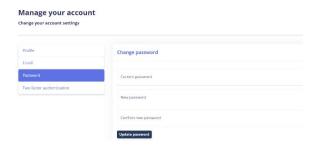
- 1. Claims Data: shows the most recent conversion dates based on healthcare plans.
- 2. Admissions Data shows the most recent conversion dates based on healthcare plan.
- 3. Rosters Data: shows the most recent conversion dates based on healthcare plans.
- 4. Unmapped PCP(S)
- Menu and User Icons: Takes you to a drop down menu where you can access additional resources for your user and a menu that takes you to additional resources.

User Icon:

When you click on the user icon, it will provide a drop-down menu that gives you any user related tasks.



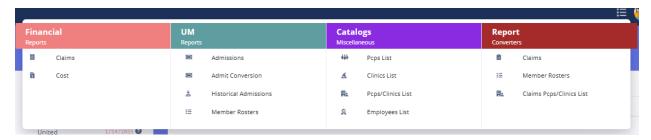
- 1. My Profile: Navigates the user to their personal profile, displaying their individual information.
- 2. Settings: Navigates the user to the settings page where they can reset their password, update their email address, and enable two-factor authentication.



- 3. Users: Navigates the user to a directory of users.
- 4. Users Roles: Displays various user roles.
- 5. Dash Settings: Navigates the user to a dashboard displaying widget tables accessible to specific user roles.
- 6. Dash Widgets: Navigates the user to a list of widget names and their corresponding tables.
- 7. Logout: Signs the user out of the application.

Menu Icon:

The menu icon provides a drop-down menu that allows the user to find additional report resources.



Financial Reports:



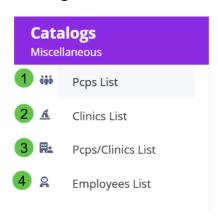
- 1. Claims: Navigates the user to where claims can be filtered based on Clinic(s), Member, Date range, Plan, and Part A and/or B. Filtered results can be exported as a csv or a pdf.
- 2. Cost: Navigates the user to where cost can be filtered based on Clinic(s), Member, Date Range and Plans. Filtered results can be exported as a csv or a pdf.

UM Reports:



- 1. Admissions: Navigates the user to the admissions table. Data can be filtered based on Clinic(s), Member, and Plans. Filtered results can be exported as a csv or a pdf.
- 2. Admit Conversion: Navigates the user to a file convertor for .xls, .xlsx, .csv files.
- 3. Historical Admissions: Navigates the user to the historical admissions table. Data can be filtered based on Clinic(s), Member, Date range, and Plans. Filtered results can be exported as a csv or a pdf.
- 4. Member Rosters: Navigates the user to a table of members. Members can be filtered by Member Id, Clinic(s), Date, and Plans.

Catalogs:



- 1. Pcps List: Navigates the user to a list of PCPs.
- 2. Clinics List: Navigates the user to a list of Clinics.
- 3. Pcps/Clincs List: Navigates the user a list that cross references the Pcps and Clinics.
- 4. Employees List: Navigates the user to a list of employees.

Reports:



- 1. Claims: Navigates the user to a section where they can generate various claims reports based on medical plans.
- 2. Member Rosters: Navigates the user to a section where they can generate various member roster reports based on Health Plan(s).
- 3. Claims Pcps/Clinics List: Navigates the user to a cross referenced table of Pcps and Clinics.

Filtering:

On most screens, a filter bar at the top allows users to filter based on specific fields. Users can select one or more fields for filtering. Once a field is selected, a dropdown menu will appear with additional options.

