

## Maximize the Use of your Panel Roster

Your PR is more than just a list of names. The 2 versions (PDF & Excel/CSV) offer two ways to view the data.

### CSV (excel) format

Sort data to target certain segments of your patient population:

- a. all patients who need a particular service: well child visit, developmental screening, vision screening, lead screening, mammogram, pap smear
- b. patient age
- c. disease management eligible

### PDF Format:

This is the format that was/is mailed to you. The first page has updates from HFS regarding payments, announcements and other useful information.

The last page has a breakdown of your patients in terms of percentages of who needs what service

### Getting there

Once you login to MEDI, click on the **Illinois Health Connect (IHC)** link which is about half way down the page

This will bring you to the **Provider Portal Menu**. The links on the right side of the page will bring you to the various options .

Click on **Provider Panel Roster** link.

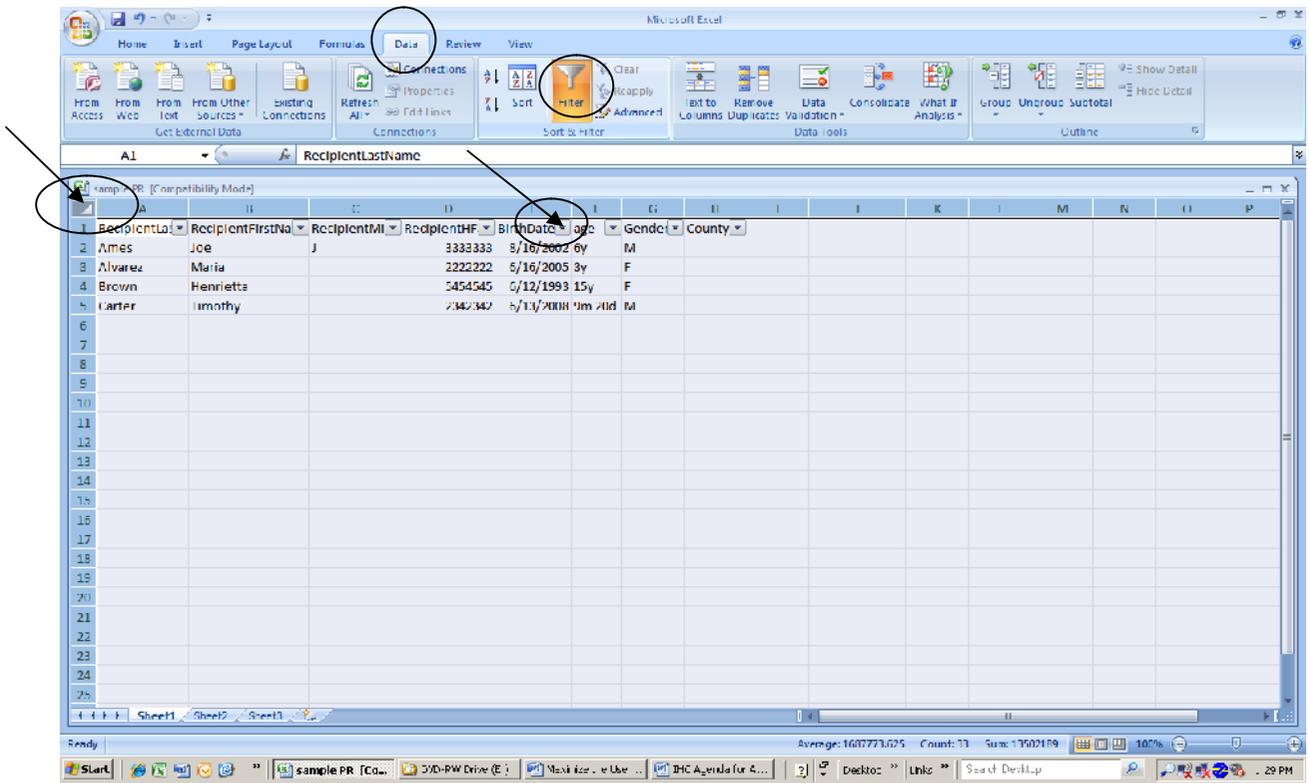
PDF version: click on PDF link you want to open/save that version

CSV version: click on CSV link to open/save that version.

Click on 'save as' to save the document for that month. For example, name it PR 4.09 (panel roster, April, 2009). Previous months are not accessible.

To sort the data with CSV/Excel:

1. Click on the square on the upper left side (between #1 and A fields) of the document which highlights the entire document
2. Click on "Data" and select "Filter". Each column will have an arrow which will sort the data. Click on the arrow & a drop down list will appear with choices.
3. The sample below is for Excel, 2007.



If you have an older version of Excel, it will look like this:

