



To: Keystone First, Keystone First Community HealthChoices (CHC) and Keystone First VIP Choice Providers

Date: May 12, 2021

Subject: Providers Now Able to Run NaviNet Reports at the Tax ID Number (TIN) Level

Keystone First, Keystone First CHC and Keystone First VIP Choice are very happy to announce that we have enhanced NaviNet to give providers the capability to run certain reports on a “RollUp” basis. Instead of having to run a report for each of the Provider ID numbers that may exist for your group, you can now run **ONE** report with data consolidated for the practice at the TIN level. The specific reports that can be run at the RollUp TIN-level are:

Administrative Reports

- Claims Status Summary RollUp
- Panel Roster Report RollUp

Clinical Reports

- Admit Report RollUp
- Care Gap Query RollUp
- Discharge Report RollUp

To create a RollUp report in NaviNet:

1. Under **Workflows for this Plan** on Plan Central, select **Report Inquiry**.
2. Select either *Administrative Reports* or *Clinical Reports*.
3. Select the specific report you would like to run.
4. Select ANY of the “Group Name – PIN” options available in the “**Choose a Provider Group**” drop down menu.
5. Click **Search**.

Questions:

If you have questions about this communication, please contact your Account Executive or call Provider Services at **1-800-521-6007**.