Printing the MPATH Value Based Care Program Member Registry

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Introduction

The MPATH Value Based Care Program Member Registry is a list of Medicaid members assigned to your practice. This report provides a list of attributed members in order by attribution date. The report can be saved and printed for clinic use.
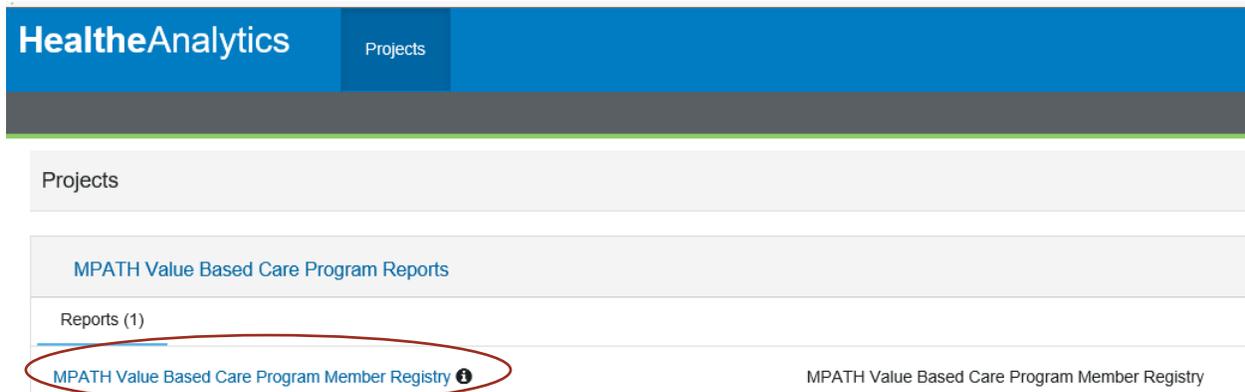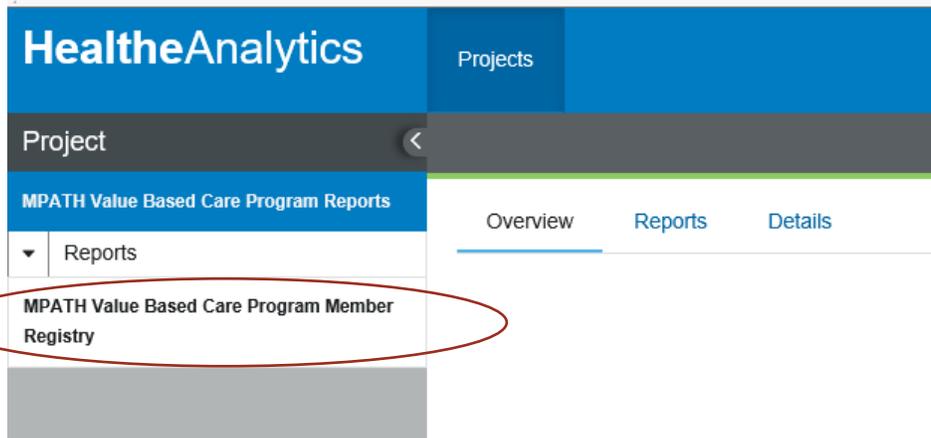
NOTE: Medicaid membership can change frequently. This Member Registry is not to be used as verification for Medicaid eligibility.

How to Run a Member Registry Report

1. Log into HealtheRegistries at https://mtdphhs.registries.healtheintent.com.
2. From the HealtheRegistries landing page in the upper right corner, click on *Apps*, and select *HealtheAnalytics*.
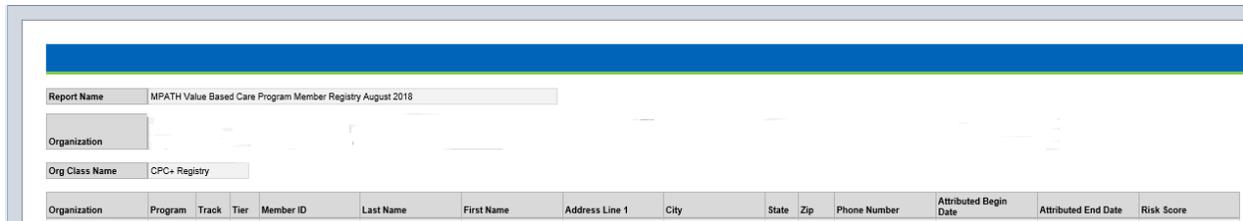

3. From the HealtheAnalytics landing page. Click on the title *MPATH Value Based Care Program Member Registry* (from either view as shown below).
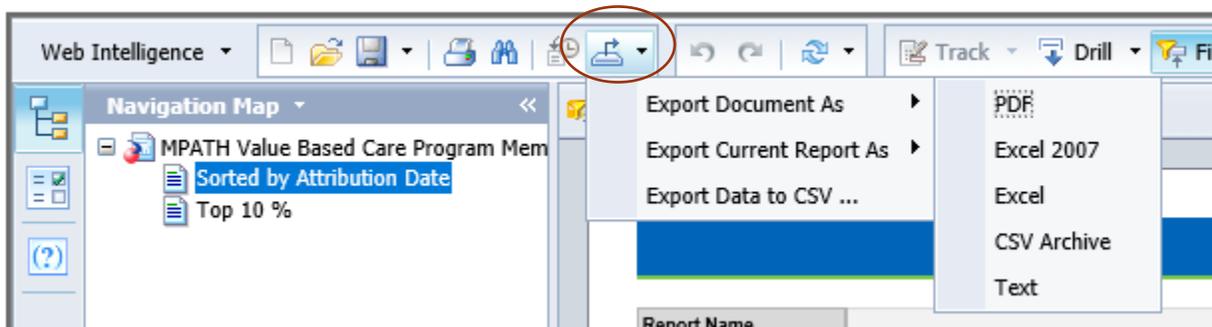
4. The report will display the members currently attributed to the clinic by attribution date.
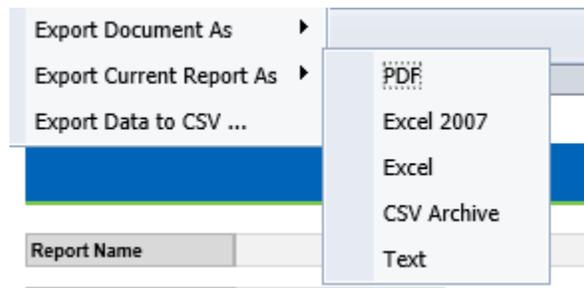
NOTE: Clinic super users will see members currently attributed to the clinic. Health system super users will see members attributed to all clinics within the health system. A list of all health systems will display at the top of the report.
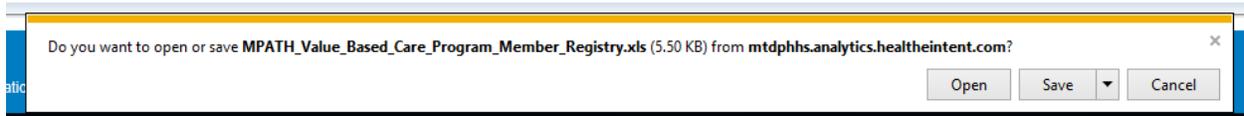
5. To export the report, select the dropdown arrow next to the *Export* icon.

6. Select the destination file type (PDF, Excel 2007, Excel, CSV, or Text).

7. A message box will appear at the bottom of the screen. Select the arrow next to the *Save* button, select *Save as*, and select the folder where the report will be saved. We recommend naming the report with a date or a different name to avoid overwriting previous reports in the folder.

Contacts

For any questions on the report or problems with an account, contact the appropriate person shown below.

Clinic Type	Contact
CPC+ and PCMH	Lisa James Lisa.James@mt.gov (406) 444-9633
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