How to use the Member Roster Tutorial
Your screen may look slightly different from the demonstration screen.

It may be necessary to scroll up or down to see the full screen.

Play/Pause and other controls are at the bottom of the screen.
Welcome to CareOregon Connect!

CareOregon is excited to bring you our new provider portal, CareOregon Connect.

CareOregon Connect will allow you to:

- Confirm member eligibility for all CareOregon Plan members.
- Check PCP assignment for members and print clinic rosters.
- Check claim status, confirm payment information for your Clinic/Group.
- Verify benefits, copayments and review plan summary’s.
- Review authorizations submitted and check status.
- Contact Customer Service.
- Find out what’s new at CareOregon.

2011 CareOregon Closure Dates

- Monday, January 17 Birthday of Martin Luther King, Jr.
- Monday, May 30 Memorial Day.
- Monday, July 4th Independence Day.
- Monday, September 5 Labor Day.
- Thursday, November 24 Thanksgiving Day.
- Friday, November 25 Day after Thanksgiving.
- Monday, December 26 Christmas (observed).

Contact Us

Office Hours: Monday - Friday

The Member Roster search screen appears.

Please Note: Report data is updated every 24 hours. Report results requested today will be accurate as of the previous business day.
Connect Tutorial: How to use the Member Roster

Member Roster

SELECTION CRITERIA

Member: Active Members

Available Columns

- Name
- Street Address
- City
- State
- Zip Code
- Home Phone
- Birth Date
- Sex

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REPORT CRITERIA

Report Results: Display Results

- Include Selection Criteria
- Include Date

Order By: Choose to sort

- Include Selection Criteria
- Include Date

Group By: Choose to group

- Include Selection Criteria
- Include Date

Filter by: Choose to filter

- Include Selection Criteria
- Include Date

Select all

Submit New

Enter the Selection Criteria.

Column Selection

Add

Move Up

Remove

Move Down

Report Criteria

- Include Selection Criteria
- Include Date

Order By: Choose to sort

- Include Selection Criteria
- Include Date

Group By: Choose to group

- Include Selection Criteria
- Include Date

Filter by: Choose to filter

- Include Selection Criteria
- Include Date

Select all

Submit New
Connect Tutorial: How to use the Member Roster

Member Roster

SELECTION CRITERIA

Member: Active Members As of 01/07/2011

Results By: PCP E PPM, PRIMARY

COLUMN SELECTION

Available Columns:
- Member Name
- Street Address
- City
- State
- Zip Code
- Home Phone
- Birth Date

Add
Remove
Move up
Move down

Customize the Column Selection criteria.

Select an item, then click the Add button
Connect Tutorial: How to use the Member Roster

Member Roster

SELECTION CRITERIA

Member: Active Members As of: Date: 04/07/2011

Results By: PGP SURF, PRIMARY

COLUMN SELECTION

Available Columns: Street Address, City, State, Zip Code, Home Phone, Phone, Sex, Member ID

Add, Remove, Member Name, Move up, Move down

Order By: Choose to sort

Footer: Include Selection Criteria, Include Date

Group By: Choose to group

Lines Per Page: 20

Continue to add or remove selections.

The selected column names will appear on the report in the order listed. To move an item, select it and then click the Move Up or Move down button.
Click the Move down button again if needed.

Select how you would like the report to be created in the Report Criteria section.
If this selection is left at **Display Results**, the report will display on the screen after hitting Submit.

Other options include Delimited, Excel or PDF files. If a Download file is selected, the report will be created and moved to the **File Transfer Agent** module until download.
Connect Tutorial: How to use the Member Roster

Member Roster

SELECTION CRITERIA

Member: Active Members

Date: 02/07/2014

Results By: OPC

COLUMN SELECTION

Available Columns:
- Birth Date
- Sex
- Start Date
- End Date
- Line of Business Network

Add
Remove

REPORT CRITERIA

Report Results: Display Results

Order By: Choose to sort

Group By: Choose to group

Submit Clear

01/28/2013 JP

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This provider only has one member assigned to them but it shows two lines due to the member having dual eligibility on CareOregon plans.

Select the Return to Previous Page link.
Had we selected a **Download** option, the screen would look like this.

Notice that it prompts you to go to the File Transfer Agent Inbox to pick up the report.
Thank you!
Please view our other tutorials