



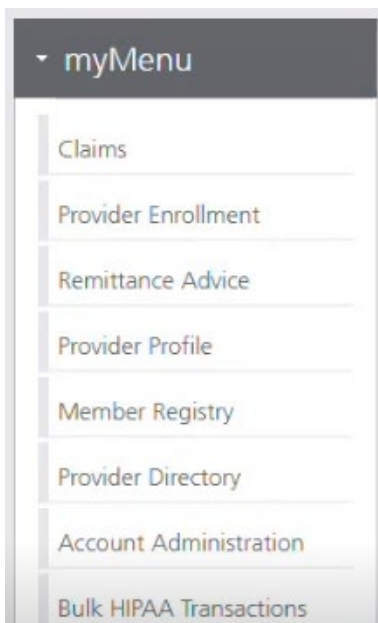
Viewing PCMT Member Registry and Quality Measures Lists in the Provider Services Portal (PEP)

ACCESSING THE PROVIDER SERVICES PORTAL

- Providers will access the Member Registry (Attribution List) and Quality Measures lists through the Provider Services Portal at <https://portal.mt.healthinteractive.net/icapPortal/>
- Click on the “Optum Provider” tile

GETTING YOUR OPTUM PROVIDER ID

- Provider will first need to manage their billing providers by clicking on “Provider Enrollment” in the left-hand menu



- Open the most current Optum Provider ID by clicking on the triangle to the left of the magnifying glass, then additional data will be visible



- Write down your Optum Provider ID (shown in the location of the green box). You will also need your NPI/API, TIN/FEIN, and the Organization or Provider Name as it is shown in Optum.

- Return to the Provider Home screen and click on “Account Administration” in the left-hand menu

- A new screen will open and you will need to click on the blue “Add Billing Provider” button at the bottom of the screen.
- A new screen will open and providers will need to enter their:
 - Provider Name or Organization Name
 - NPI or API
 - TIN/FEIN



- Provider ID Number (this is the Optum Provider ID you wrote down earlier)
- ▾ Add Provider Accounts

Note : Fields marked with an asterisk * are required.

Provider Name or Organization Name?*

☐ Provider Name ☐ Organization Name

NPI or API?*

☐ NPI ☐ API

TIN/FEIN:*

Enter Provider ID Number:*

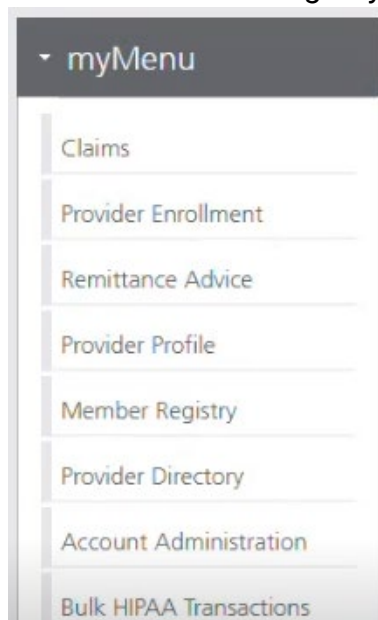
Submit

Cancel

- Click “Submit”, then “Continue”

VIEWING YOUR MEMBER REGISTRY (ATTRIBUTION LIST)

- You will be returned to the Provider Home screen
- Click on “Member Registry” in the left-hand menu



- Providers will be able to click on their NPI/API and the PCMT PID/EU that is associated with them. You will also need select the date range for the results you want to view. Then click “Search”. (The NPI and associated



PCMT PID/EUs will be saved for future searches in the Member Registry Search.)

- Results will display on the right side of your screen. Your results can be viewed on this screen or downloaded by clicking the “Download” button on the right side of the screen. All data tiles will be downloaded as separate tabs in an Excel spreadsheet.

Member Registry and Quality Measures lists will be available on the first business day of each month.