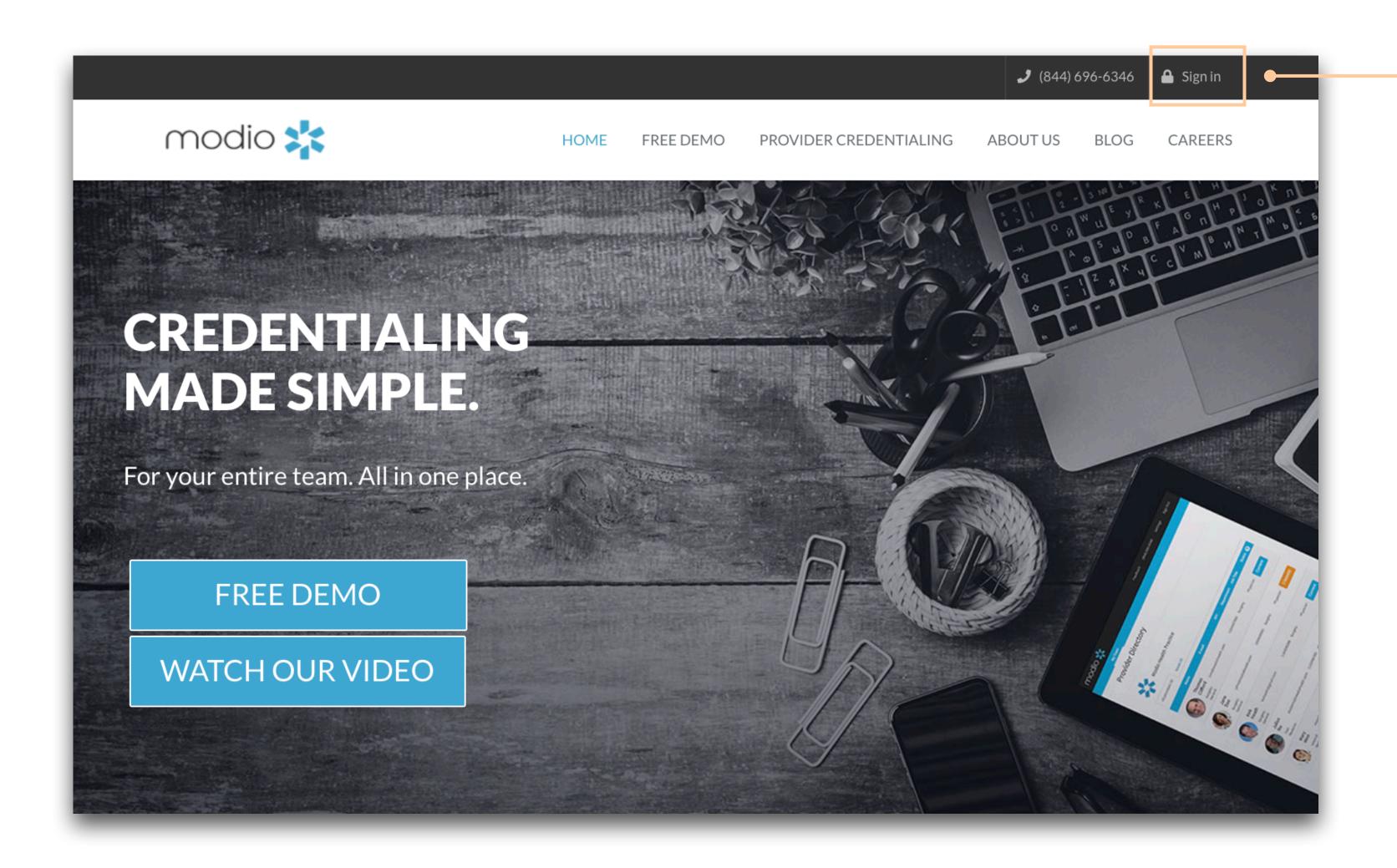


# OneView

TIP GUIDE - COORDINATOR READ-ONLY





#### **Navigate to Modio:**

Visit our website at:

www.modiohealth.com and click "Sign
in," which is located on the top right
hand corner.

If you have previously bookmarked the login page you will be automatically redirected to the new login page, which you can also bookmark for quick access.

Tip Guide: Read-Only





Read-only permissions grant access to your Team's Profiles within OneView.® The following lists the features which you can view.

# Main OneView Dashboard

#### **TEAM PAGE**

#### View the following:

- Entire Team Roster
- Individual Profile compliance report
- Provider profile cards
- Filter or Sort by Tags
- CMEs

Navigate to each provider's Manage Credentials section

#### INDIVIDUAL COMPLIANCE REPORT

- View provider's compliance status.
- Download documents directly from report

#### **PROVIDER PROFILE CARD**

- View provider's profile card with snapshot and quick link to credentialing sections.
- Customize and Download CV/Resume directly from profile card.

# Manage Credentials Section

#### **MANAGE CREDENTIALS**

#### View provider's credentialing data which includes:

- Personal Info
- Education & Training
- Practice/Employer
- Facility Affiliation
- Work History
- Peer References

- Licensure
- Certifications
- Medical Malpractice
- Healthcare Payors
- CME
- Documents
- Summary
- Read-only users can add and view General Notes in credentialing sections.
- View your provider's detailed credentialing data by clicking on the eye icon associated with different data entries.

#### **UPLOADING / DOWNLOADING DOCUMENTS**

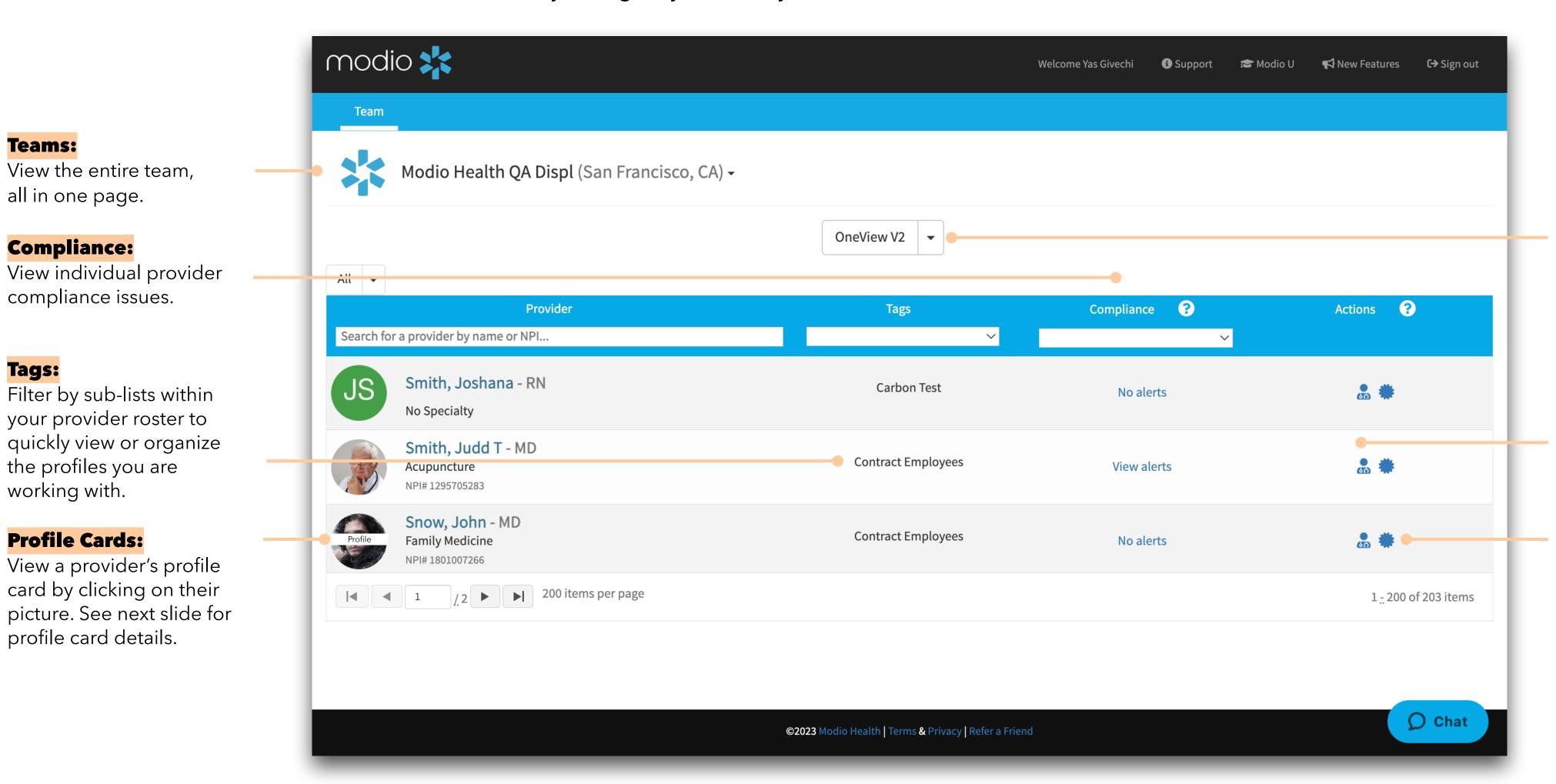
- Read-only users can View, Upload and Download documents.
- View & download completed Forms.

#### **VIEW SUMMARY**

- Download printable provider summary.
- Download printable CV/Resume.



# When you log in, you'll see your **Team(s) in the Provider Dashboard.**



#### **Inactive Profile Roster:**

Use the dropdown to toggle between Active and Inactive Profiles.

#### **Manage Credentials:**

Click here or on the provider icon to view your provider's credentials.

#### **CME Tracking:**

Hover over the CME Certification icon to view the provider's CME goals and credits.

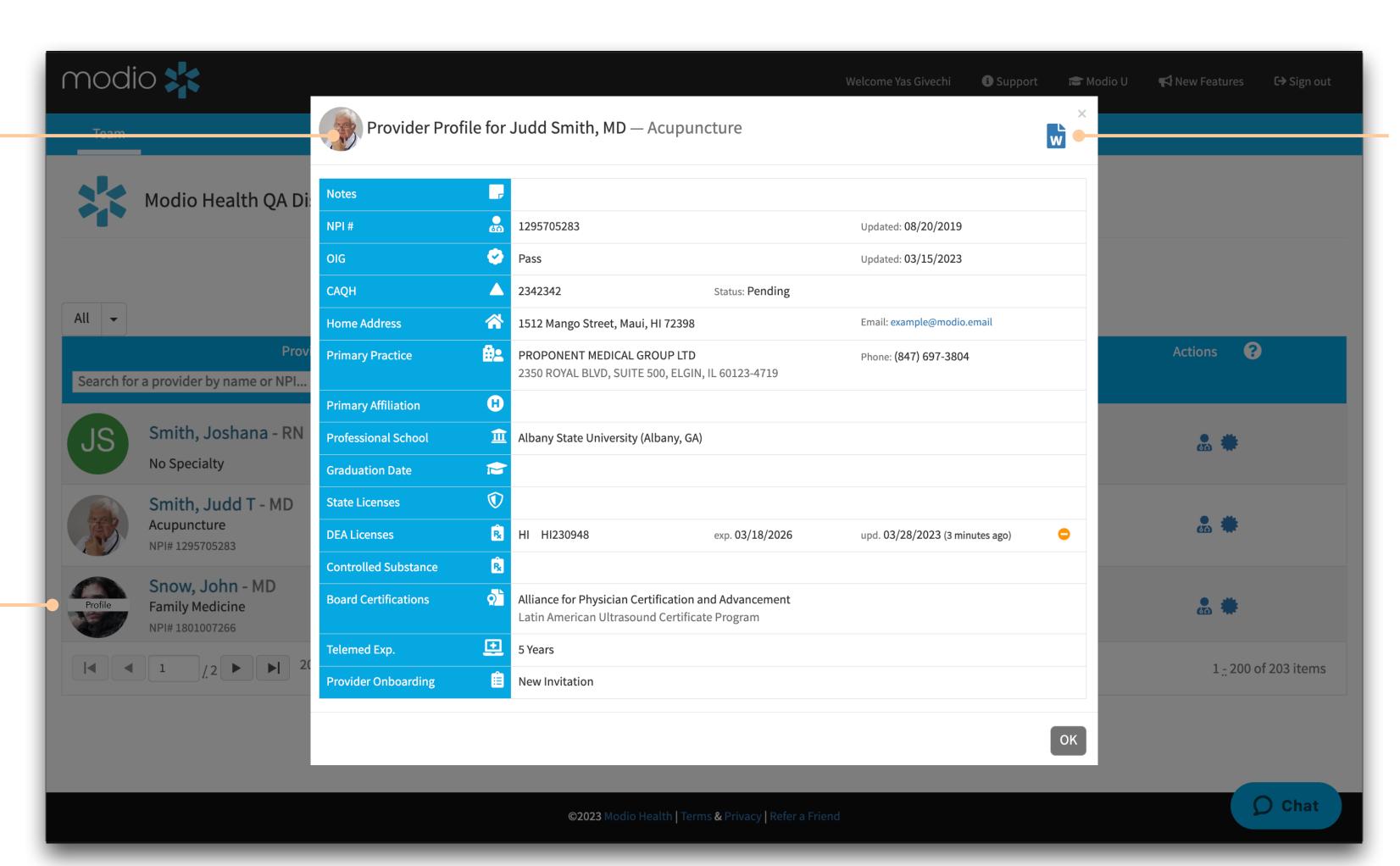


#### **Profile Card:**

View a snapshot of credentialing data within your provider's profile. Click on the blue sections for a quick link to access the corresponding section with additional data.

#### **Start Here:**

View a provider's profile card by click on their profile image or initials



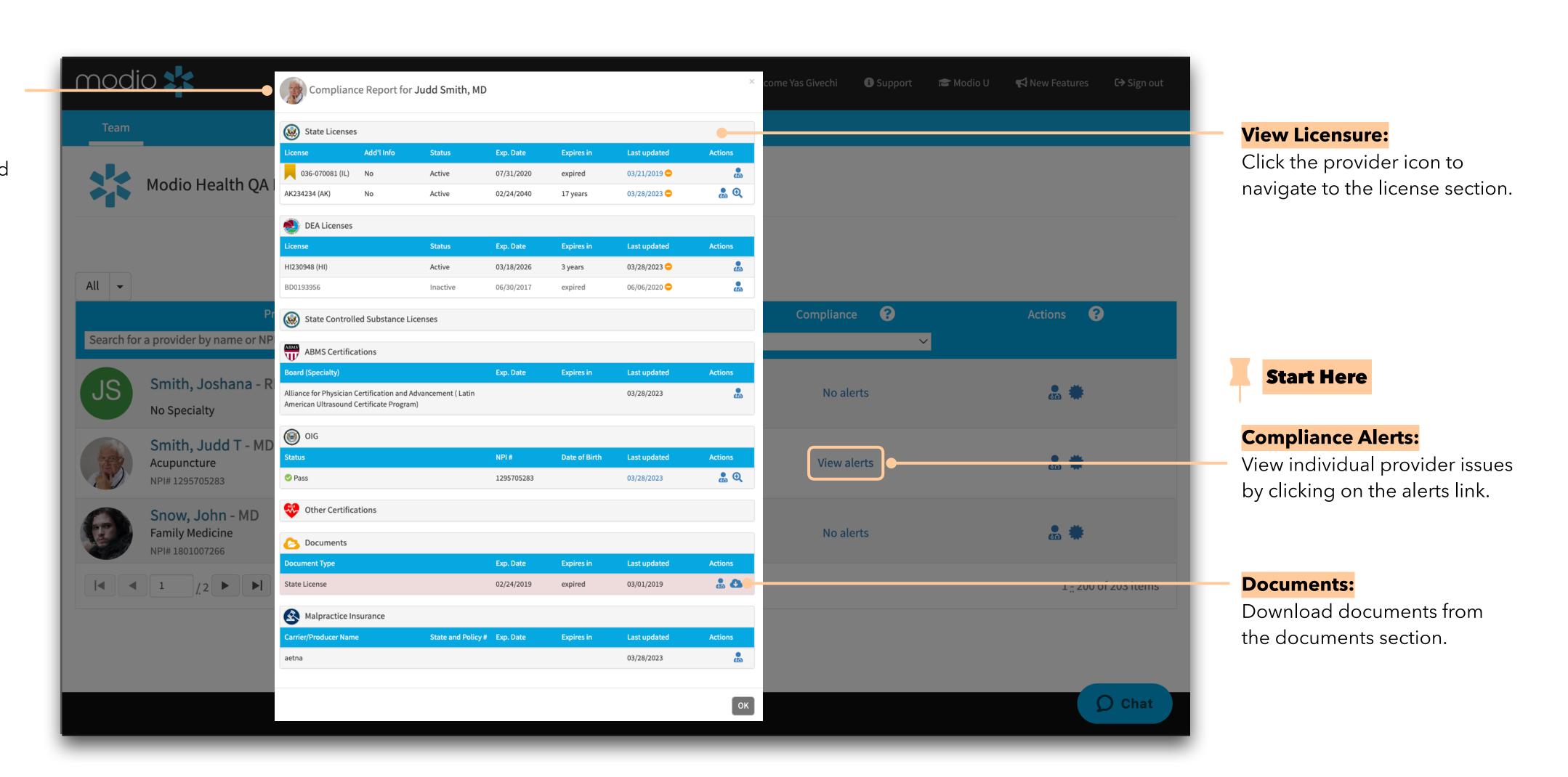
#### **CV/Resume**

Click here to generate a customizable CV using the data in your provider's profile



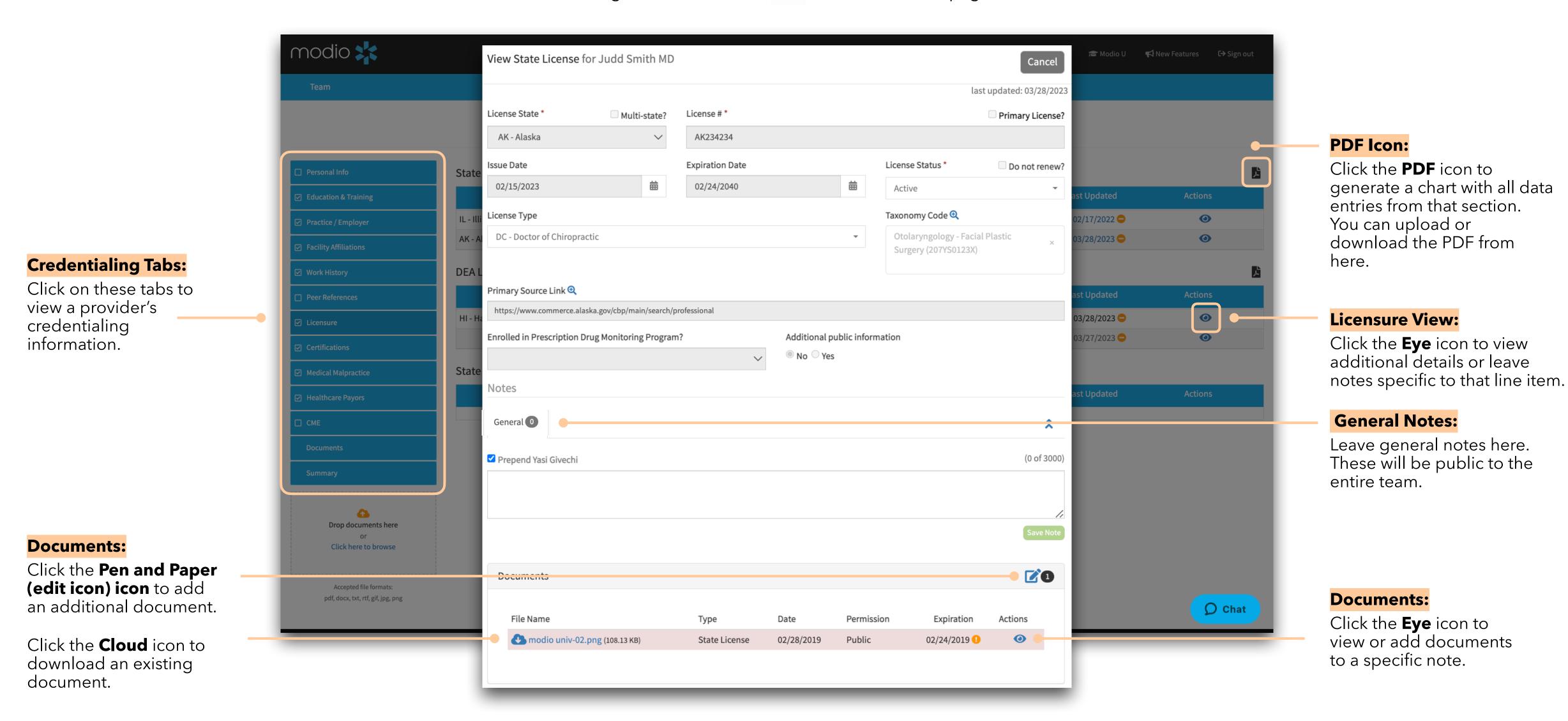
# **Individual Compliance** Report:

View the status of your provider's State, DEA, and Controlled Substance Licensure, ABMS, OIG, Documents, etc...





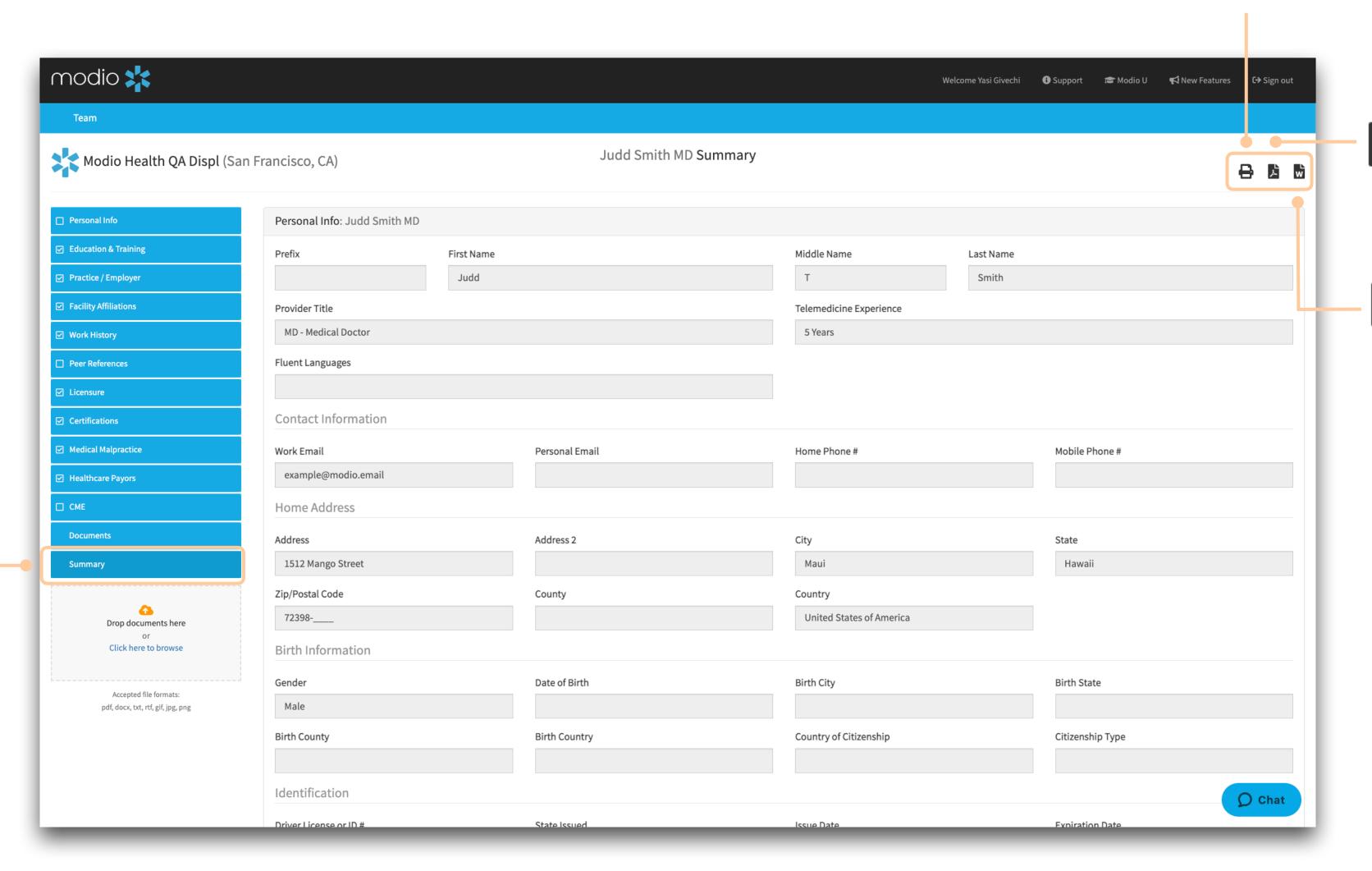
Navigate to a credentialing profile buy clicking on the providers name or selecting the "Manage Credentials" Icon 🚠 from on the Team page.







Click here to print a copy of the provider's credentialing summary.





Click the PDF icon to generate a PDF version of the provider summary.

# **CV/Resume Download:**

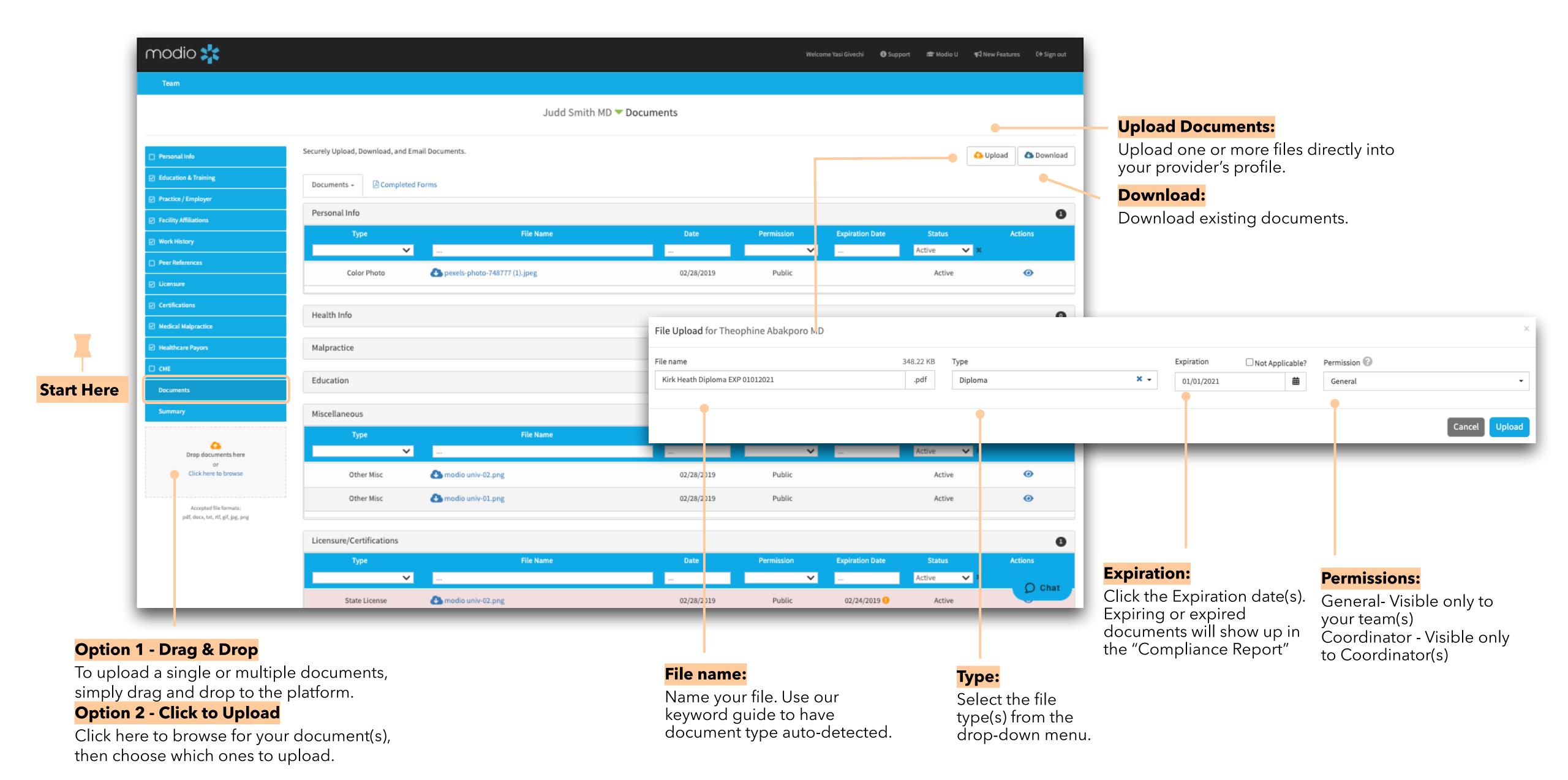
Click the document icon to generate a copy of the provider's CV.



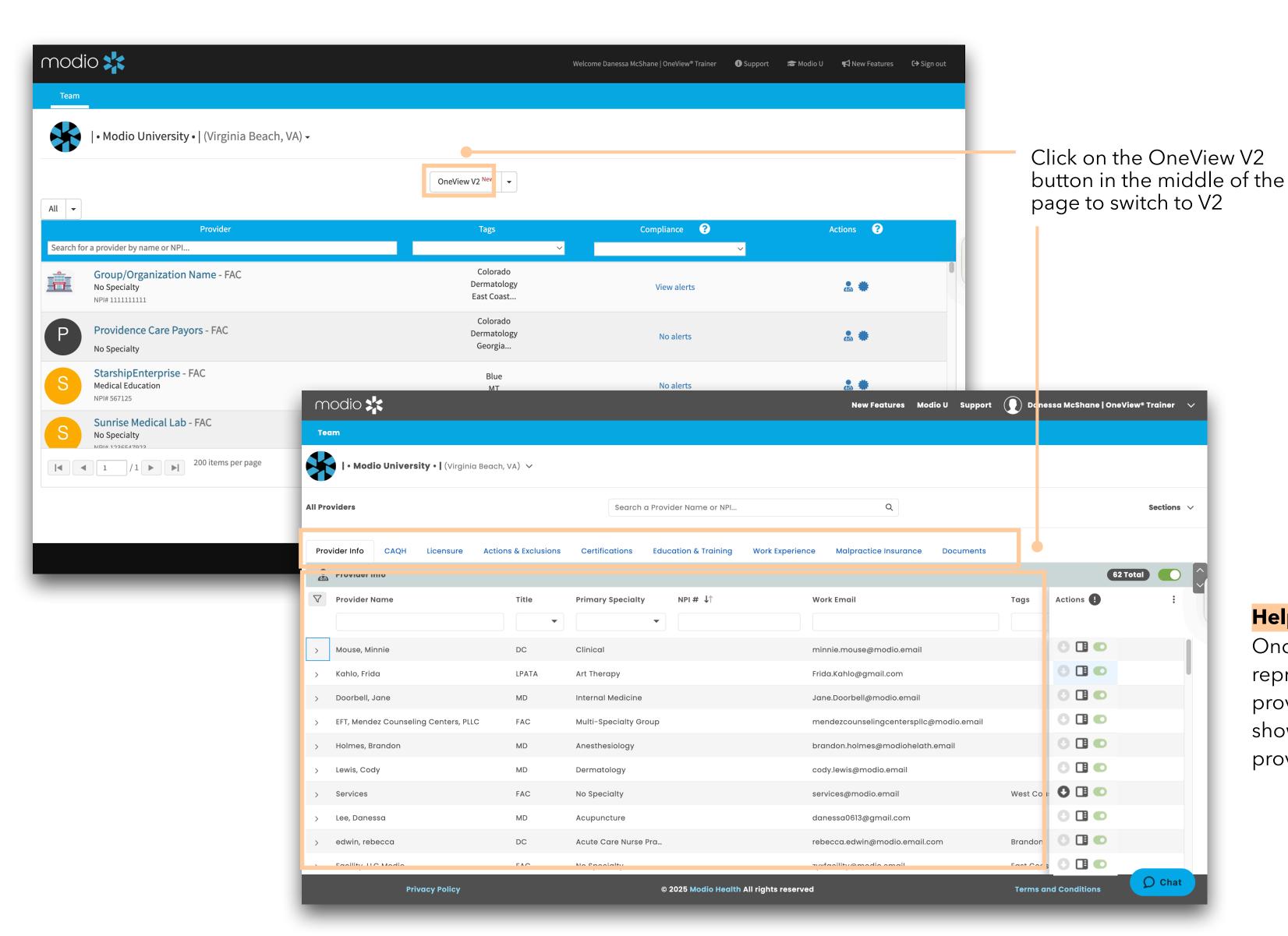
#### **Summary:**

View a complete credentialing summary for your provider by starting here.





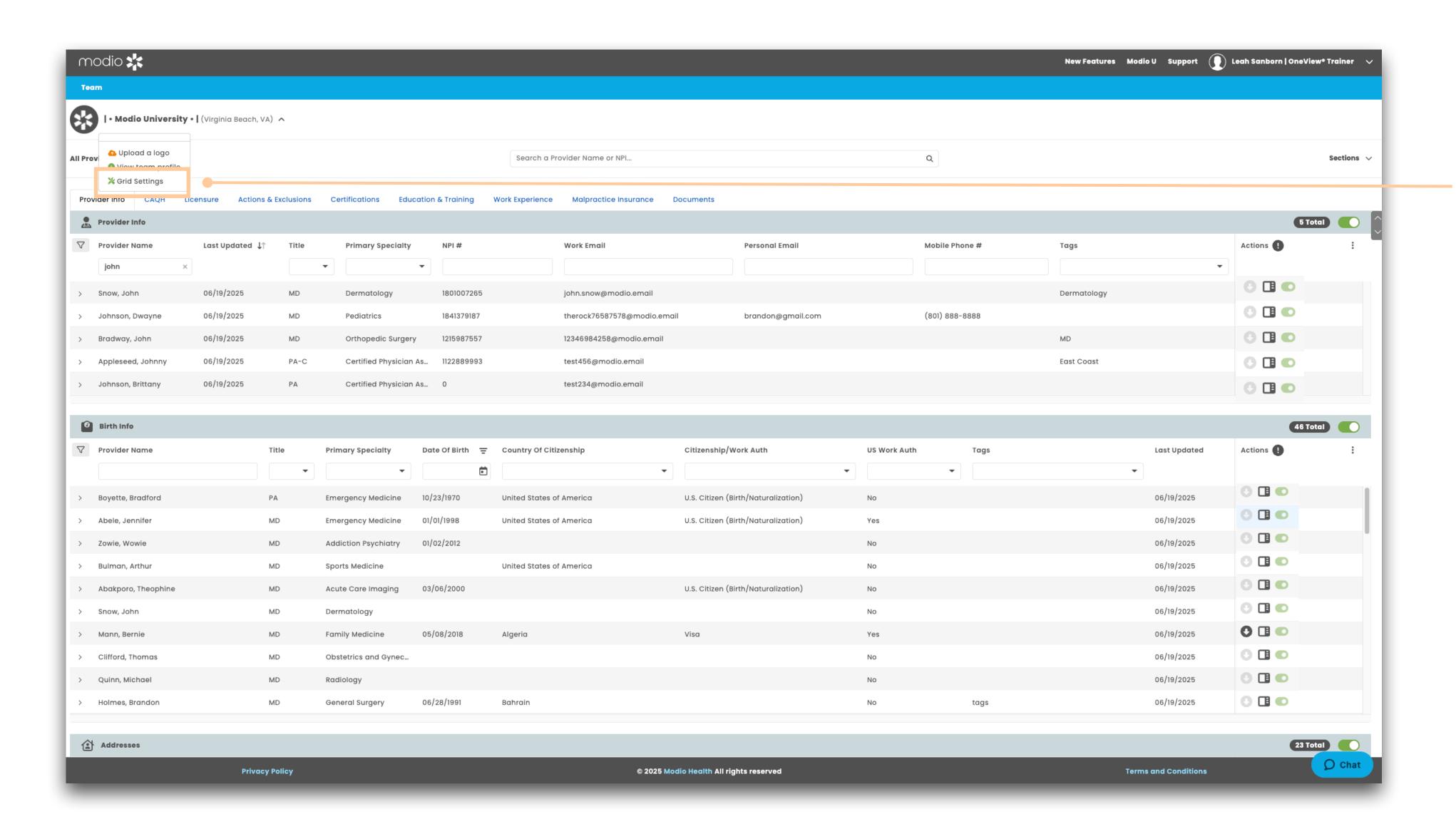




#### **Helpful Tip:**

Once you're in V2, the tabs at the top represent the different sections of a provider profile (blue in V1). Each grid shows the different data points for all providers on your team





# Customizing Grid Settings:

Click on the arrow to access your team dropdown. Click the last option at the bottom, "Grid Settings" to customize your tabs and grids.



Click the "**Back**" button to apply all your changes

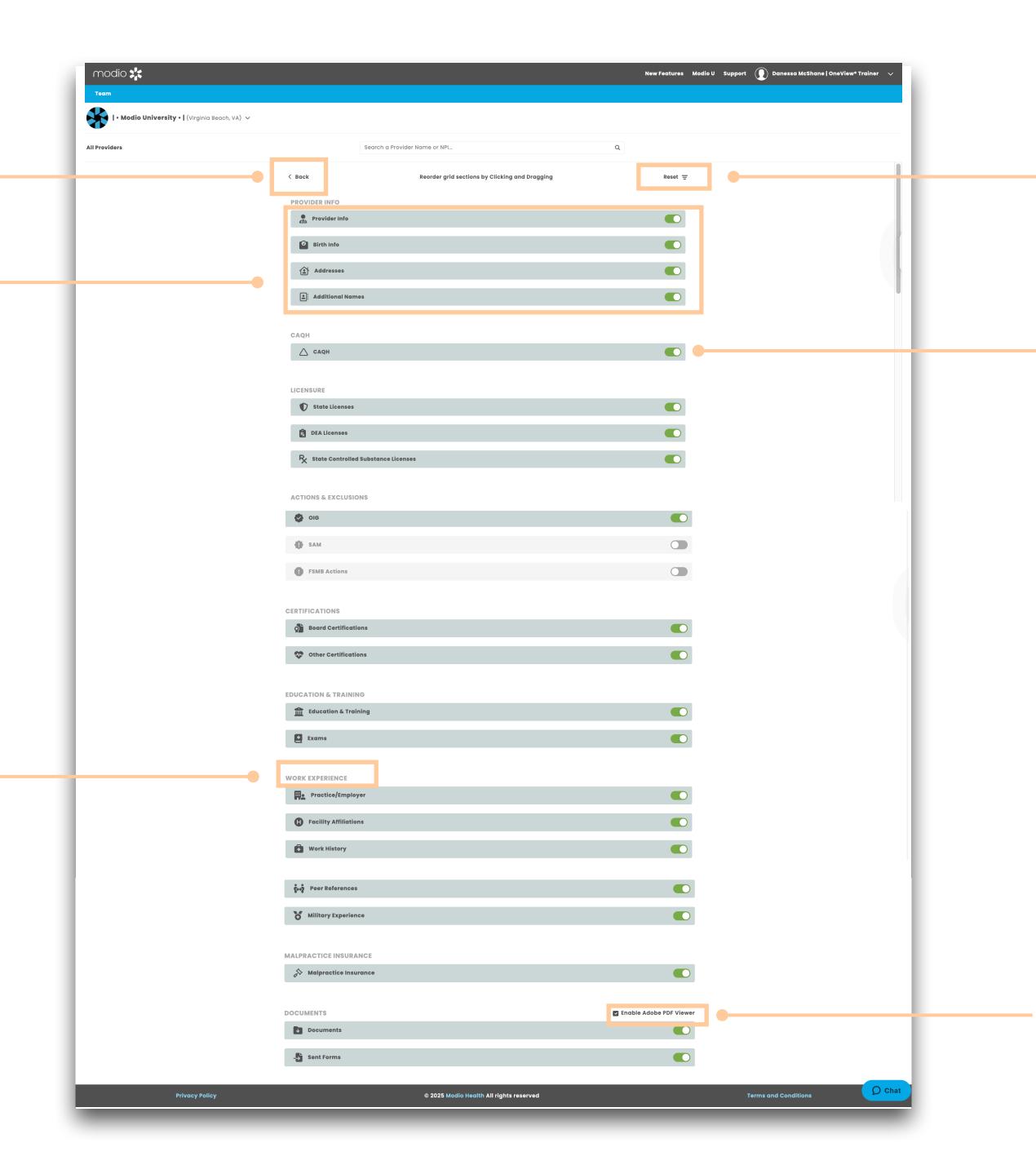
Tip Guide: Read-Only V2

Click on the grey toolbar and drag and drop them to rearrange the order of the different grids

Drag and drop entire sections to rearrange your tabs

# Pro Tip:

This feature is customizable per coordinator. And any changes you make are considered sticky. So, every day when you log in, those settings will apply.



Click "**Reset**" to switch grid settings back to default

Click on the green toggle to mute grids you may not need

Check the box next to "Enable Adobe
PDF Viewer" to have the option to just
view documents without downloading
them to your computer.

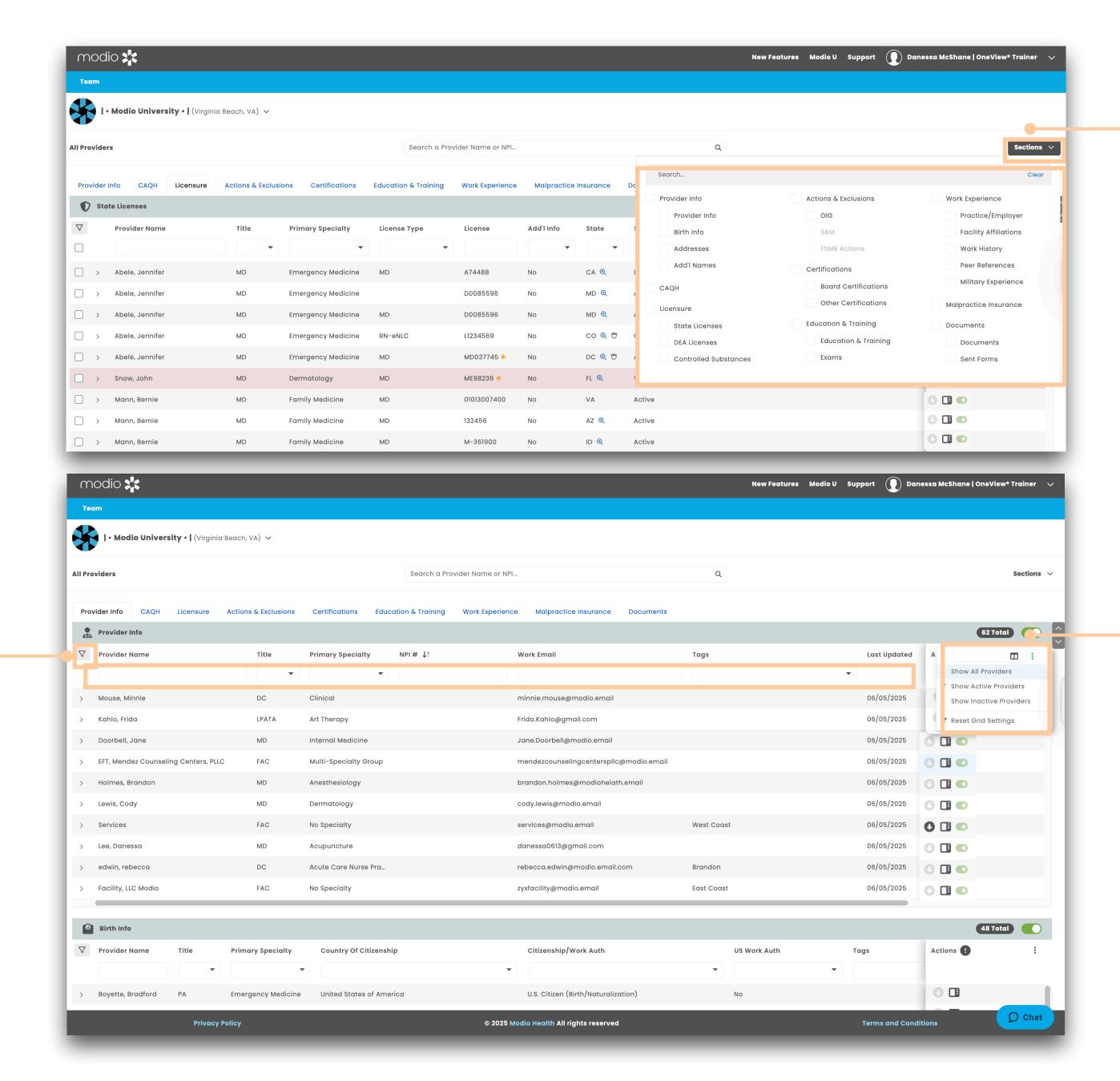
# **Tip Guide: Read-Only V2**

Click on the funnel icon to utilize

the filter boxes to narrow down the

data you are viewing in each grid





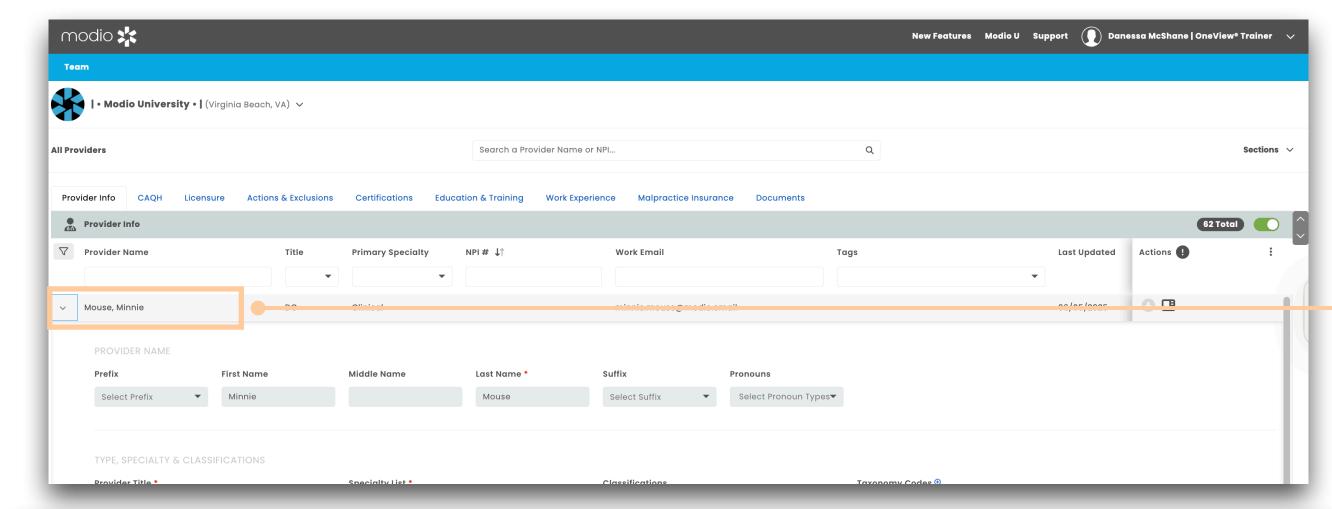
Select the "**Sections**" dropdown to select different sections that you would like to focus on

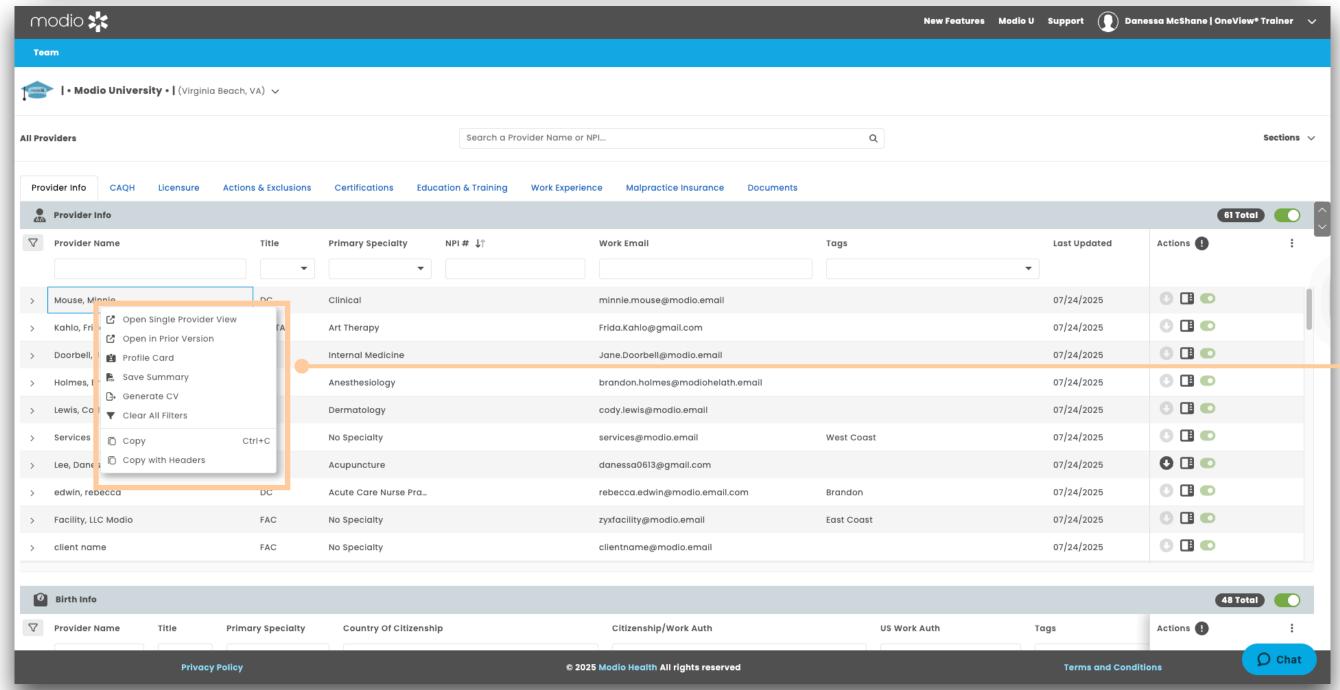
# **Additional Filtering Options:**

Click the three-dot icon in each grid to filter between All records, Active Records, and Inactive Records

# **Tip Guide: Read-Only V2**







Click on the provider's name to view their record

#### **Additional Options:**

Right-click on the provider's name under the Provider info grid to see additional options.

**Open Single Provider View:** Click this to open that provider's profile in single provider view.

**Open in Prior Version:** Click this to open that provider's profile in V1.

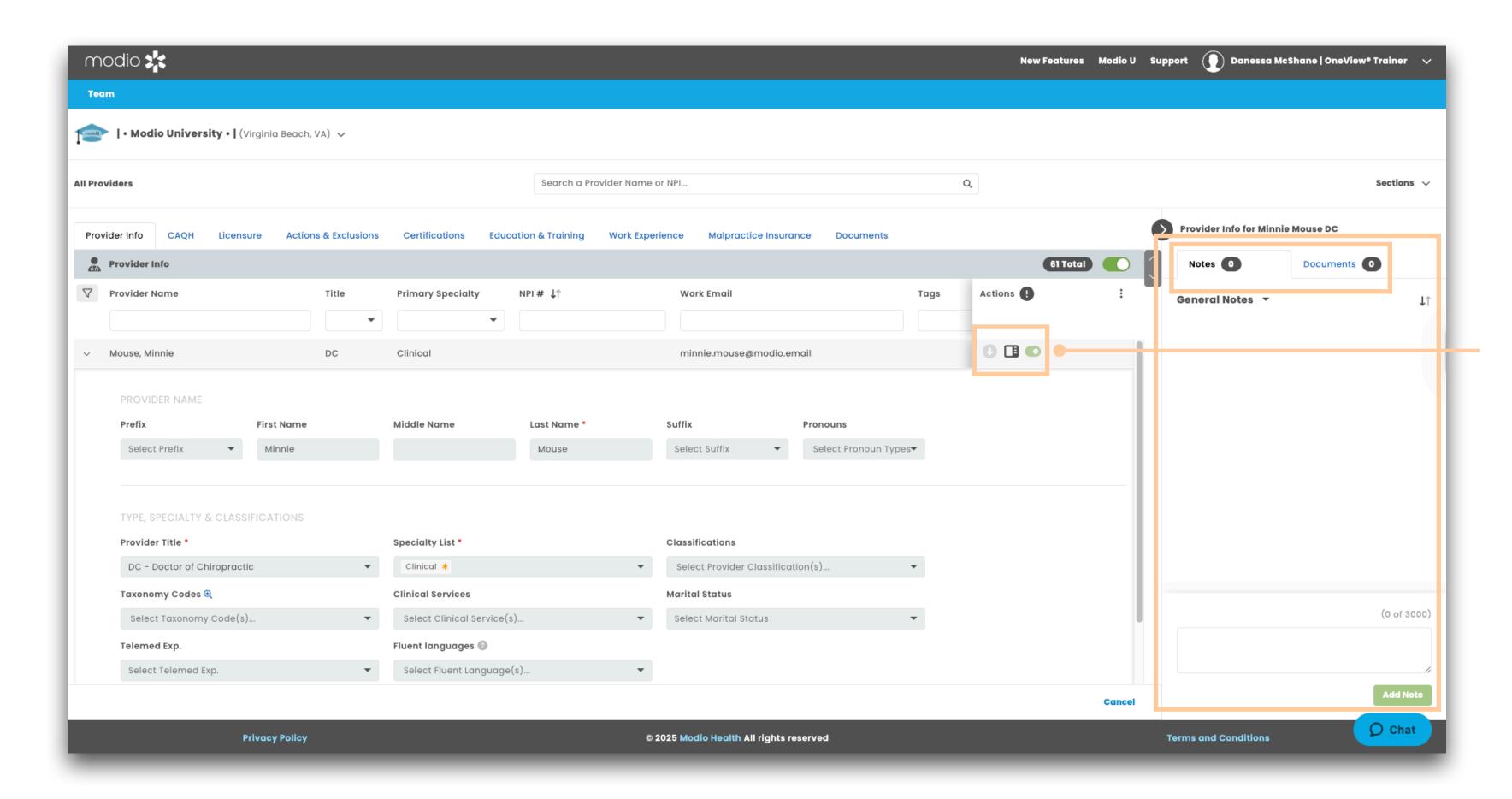
**Profile Card:** Click this to open that provider's profile card to view basic credentialing information for that provider.

**Save Summary:** Click this to download and/or upload the provider's profile summary.

**Generate CV:** Click this to generate and customize a quick CV for your provider.







#### **Actions Item Column:**

**Down Arrow:** Click this icon to view and/or download the provider's document

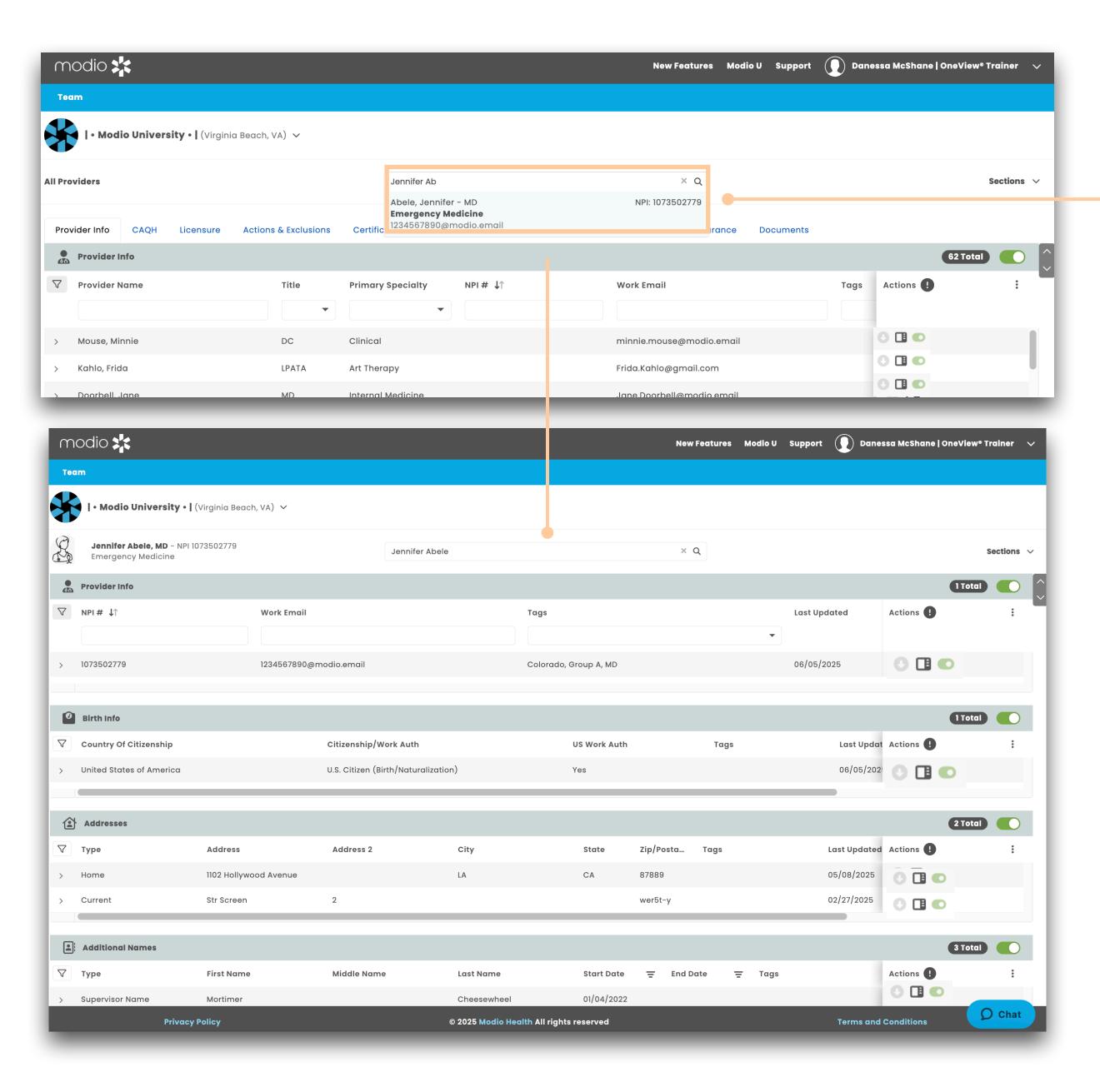
**Side Panel:** Click this icon to view the Notes and Documents. You can add notes by typing them in the free text box and then clicking the green "Add Note" Button.

To add documents, make sure to click the "Documents" tab within the side panel, and you can drag and drop and drop them to upload.

**Green Toggle:** This icon indicates that the provider is active. To see inactive providers, click on the three-dot icon shown on page 13 of this guide

# Tip Guide: Read-Only V2





**Single Provider View:** Type your provider's name in the search bar to switch to single provider view

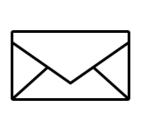


For additional questions or further training, contact the Modio Team:



Online:

Live Chat Support



**Email:** 

support@modiohealth.com



**Phone:** 

844.696.6346