



**OneView<sup>®</sup>**

TIP GUIDE - CREATING CV JOB AID

**Where in the platform can you access the CV generator? V1 has two locations to generate a CV from.**

**Option 1 - The Provider Profile Card.** To access it, click on the provider profile shown in the image below either where the picture is in the circle or the initials. This will open the modal box shown to the right. In the top right corner click on the word document icon.



The screenshot shows the Modio Health Master interface. On the left, a list of provider profile cards is visible. A yellow circle labeled 'A' highlights the profile card for Theophine Abakporo, MD. The modal box on the right displays the following information:

**Provider Profile for Theophine Abakporo, MD — Acupuncture**

Notes	Sunder Sandhu - licensed only in TX		
NPI #	1972564813	Updated: 04/18/2024	
OIG	Pass	DOB: 03/06/2024	Updated: 04/15/2024
Home Address	103 Station Place Way, 2545 Peshurst Way, Virginia Beach, VA 23456	Mobile: (757) 939-3939	Email: theophoine.test@gmail.com
Primary Practice	Medical Center North Tower (Cedars Sinai) 8700 Beverly Blvd, Los Angeles, CA 90048	Start Date: 01/23/2022	Status: testcomplete
Primary Affiliation	* Medical Center North Tower (Cedars Sinai) (Los Angeles, CA) 8700 Beverly Blvd, Los Angeles, CA 90048		
Professional School	Harvard Medical School (Boston, MA)		
Graduation Date			
State Licenses	IA 56456456 NY 201140	exp. 04/30/2025	upd. 03/28/2024 (a month ago) upd. 03/07/2024 (2 months ago)
DEA Licenses	CA 12345678978945 UT B23984734		upd. 11/09/2023 (6 months ago) upd. 03/28/2023 (a year ago)
Controlled Substance			
Board Certifications			
Telemed Exp.	4 Years		
Provider Onboarding	★ Complete Profile - Coordinator	Completed: 06/05/2023	

In the top right corner of the modal box, a document icon is highlighted with a yellow box, labeled 'B'.

**Where in the platform can you access the CV generator? V1 has two locations to generate a CV from.**

**Option 2 - Summary Section of a Profile.** Open the provider profile and navigate to the summary tab. Look to the upper right-hand corner click on the word document icon as shown in the image below.



The screenshot shows the Modio Health Master Practice (DEMO) interface for San Francisco, CA. The main header displays the user's name, 'Theophine Abakporo MD Summary', and navigation options like 'Team', 'Forms', 'Tracking', 'Logins', 'Tasks', and 'Notes'. A sidebar on the left contains various profile sections, with 'Summary' highlighted. The main content area shows the 'Personal Info: Theophine Abakporo MD' section, which includes fields for Prefix, First Name (Theophine), Middle Name (David), Last Name (Abakporo), Provider Title (MD - Medical Doctor), Telemedicine Experience (4 Years), and Fluent Languages (English). Below this is the 'Other Names' section with fields for Name Type, Start Date, End Date, First Name (a), Middle Name (c), and Last Name (b). The 'Contact Information' section includes Work Email, Personal Email, Home Phone #, and Mobile Phone #. A 'Chat' button is visible in the bottom right corner. A yellow box highlights the document icon in the top right corner of the profile summary section.



## Tip Guide - Creating CV Job Aid

Now that you have selected to generate the CV a pop window will appear. There are checkbox options for you to customize what information to include or exclude on the CV. Below is an example of how the options will display in V1.

By checking or unchecking the boxes shown here, customize what is or isn't included in the CV. When you are ready to generate the CV simply hit save and it will be generated as a word document.

The screenshot displays the Modio Health Master Practice (DEMO) interface for Theophine Abakporo. A pop-up window is open, allowing users to customize the CV generation options. The pop-up window includes the following sections and options:

- Malpractice
- Education & Training
  - Professional School
  - Fellowships
  - Residencies
  - Internships
  - Other Education
  - Training
- Practice/Employer
- Practice/Employer
- Work History
  - Work History
  - Military Experience
- Facility Affiliations
  - Facility Affiliations
    - Cedars Sinai Medical Center North Tower (Los Angeles, CA) ✖
    - AdventHealth Winter Garden (Winter Garden, FL) ✖
    - Banner - University Medical Center Family Medicine Clinic (Phoenix, AZ) ✖
    - Cabinet Peaks Medical Center (Libby, MT) ✖
    - Canyon Vista Medical Center (Sierra Vista, AZ) ✖
    - Duke Raleigh Hospital (Raleigh, NC) ✖
    - Eastern New Mexico Medical Center (Roswell, NM) ✖
    - EVMS Infectious Disease (Norfolk, VA) ✖
    - Heart Hospital of New Mexico (Albuquerque, NM) ✖
    - Intermountain Health Care - Budge Clinic (Logan, UT) ✖
    - Jamaica Hospital Medical Center (Richmond Hill, NY) ✖
    - Tennova Healthcare - Harton (Tullahoma, TN) ✖
    - WakeMed Cary Hospital (Cary, NC) ✖
    - Sentara Medical Center ✖
- Peer References
- Peer References

At the bottom of the pop-up window, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a yellow border.

## V2 has one location to generate a CV from.

Step 1 - Open the V2 Feature.

Step 2 - Navigate to the Provider info Tab in the provider info grid.

Step 3 - Right-click on the name of the provider you would like to generate the CV for and chose from the menu the option to generate CV as seen in the image below.

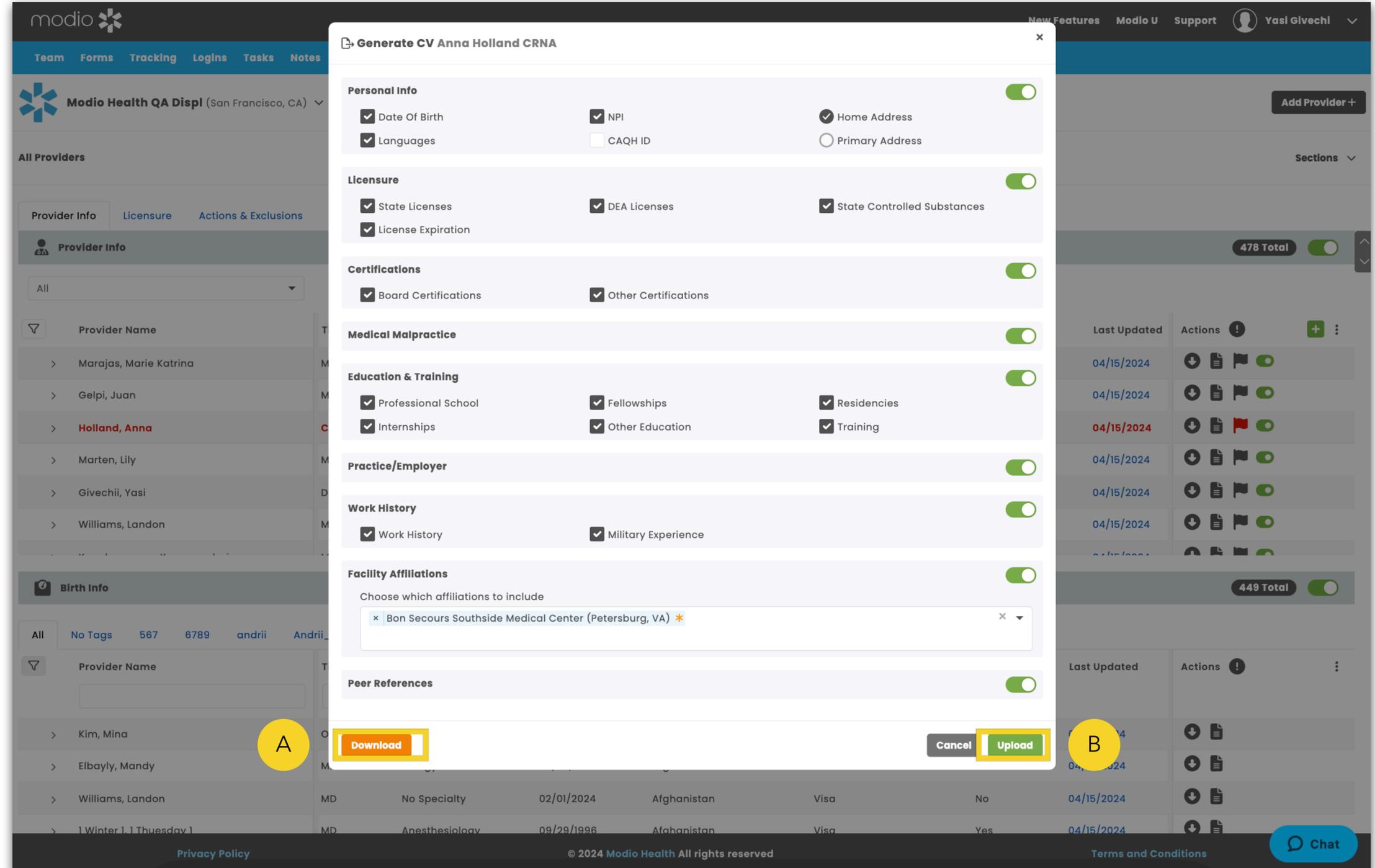
The screenshot shows the Modio Health QA Displ interface. The top navigation bar includes 'Team', 'Forms', 'Tracking', 'Logins', 'Tasks', and 'Notes'. The main header displays 'Modio Health QA Displ (San Francisco, CA)' and an 'Add Provider +' button. Below the header is a search bar for 'All Providers' and a 'Sections' dropdown. The 'Provider Info' tab is selected, showing a table of providers. A context menu is open over the provider 'Holland, Anna', with the 'Generate CV' option highlighted. A yellow box highlights the provider name, and another yellow box highlights the 'Generate CV' option in the menu. The table columns include 'Provider Name', 'Title', 'Primary Specialty', 'Work Email', 'Personal Email', 'Mobile Phone #', 'Last Updated', and 'Actions'. Below the table is a 'Birth Info' section with a table of birth information for providers, including columns for 'Provider Name', 'Title', 'Primary Specialty', 'Date Of Birth', 'Country Of Citizenship', 'Citizenship/Work Auth', 'US Work Au...', and 'Last Updated'. The footer contains 'Privacy Policy', '© 2024 Modio Health All rights reserved', and 'Terms and Conditions'.

Provider Name	Title	Primary Specialty	Work Email	Personal Email	Mobile Phone #	Last Updated	Actions
Marajas, Marie Katrina	MD	Pediatr	katrinamarajas@yahoo.co...	tfgjsdggfjhg@sdjfhjksdf.com	(345) 345-3453	04/15/2024	[Icons]
Gelpi, Juan	MD	Colore	boyet3bn@evms.edu	jrgelpi@gmail.com	(555) 555-5555	04/15/2024	[Icons]
Holland, Anna	CRNA	Anesth	mrsi...@aol.com		(657) 657-5575	04/15/2024	[Icons]
Marten, Lily	MD	Family	ygive...@mail.edu	hfgruutyu2@hdyys.com	(415) 244-0527	04/15/2024	[Icons]
Givechii, Yasi	DC	Generc	ygivechi@ucdavis.edu		(456) 576-6768	04/15/2024	[Icons]
Williams, Landon	MD	No Spe	landongoodson@gmail.co...			04/15/2024	[Icons]

Provider Name	Title	Primary Specialty	Date Of Birth	Country Of Citizenship	Citizenship/Work Auth	US Work Au...	Last Updated	Actions
Kim, Mina	OPA	Pediatric Endocrinolo...	08/15/2023	Afghanistan	Visa	Yes	04/15/2024	[Icons]
Elbayly, Mandy	MD	Allergy and Immunolo...	03/23/2017	Afghanistan	Visa	No	04/15/2024	[Icons]
Williams, Landon	MD	No Specialty	02/01/2024	Afghanistan	Visa	No	04/15/2024	[Icons]
1 Winter 1 1 Thursday 1	MD	Anesthesiology	09/29/1996	Afghanistan	Visa	Yes	04/15/2024	[Icons]

## V2 has one location to generate a CV from (Part II)

Now that you have selected to generate the CV a pop window will appear. There are checkbox options for you to customize what information to include or exclude on the CV. Below is an example of how the options will display in V2. Once you have made your selections, either select Download to generate the CV as a word document or you can hit Upload and the CV will be saved as a document in the provider's profile. You can see these options in visual example below.



## CV Feature Tips

There are several areas in the selection options that need further explanation. For example, choosing whether to include the **provider's home address or primary practice address. The Primary Practice Address** comes from whichever practice is designated as the primary practice in the **Practice/Employer section** of the provider profile.

There is a system limitation that requires an email address to be listed in the record of the primary practice before the radio button for practice address will become available. If an email isn't part of that record it needs to be updated through the facility record update report before this would become available. The images below indicate the email is missing from the practice record on the left. but on the right, there is one listed.



Facility Link 

Address

Update address info from master record

Mailing Address?

Address

Address 2

City

State/Province

Zip/Postal Code

County

Country

Email **(highlighted with a yellow border)**

Phone #

Fax #



Facility Link 

Address

Update address info from master record

Mailing Address?

Address

Address 2

City

State/Province

Zip/Postal Code

County

Country

Email **(highlighted with a yellow border)**

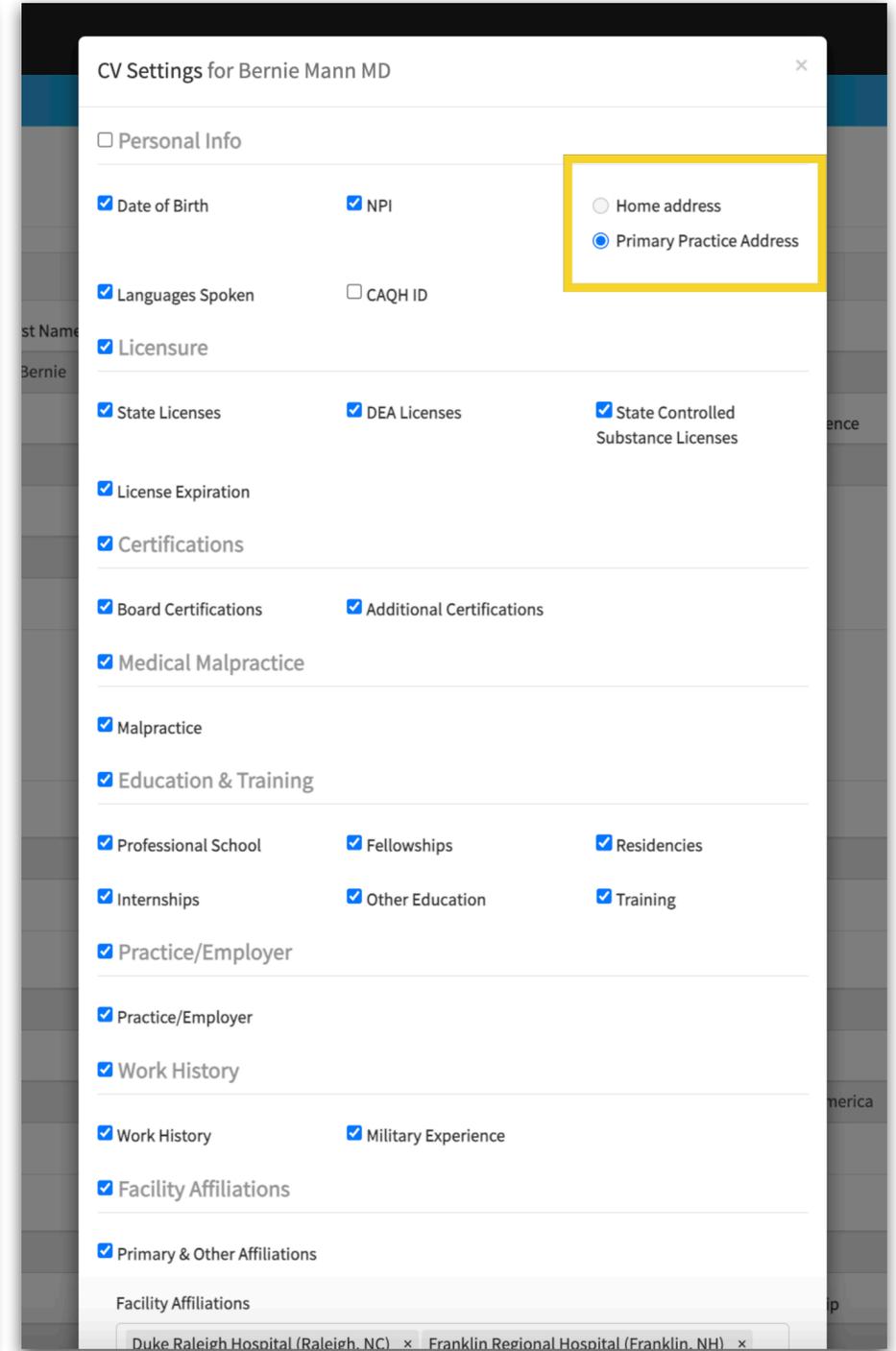
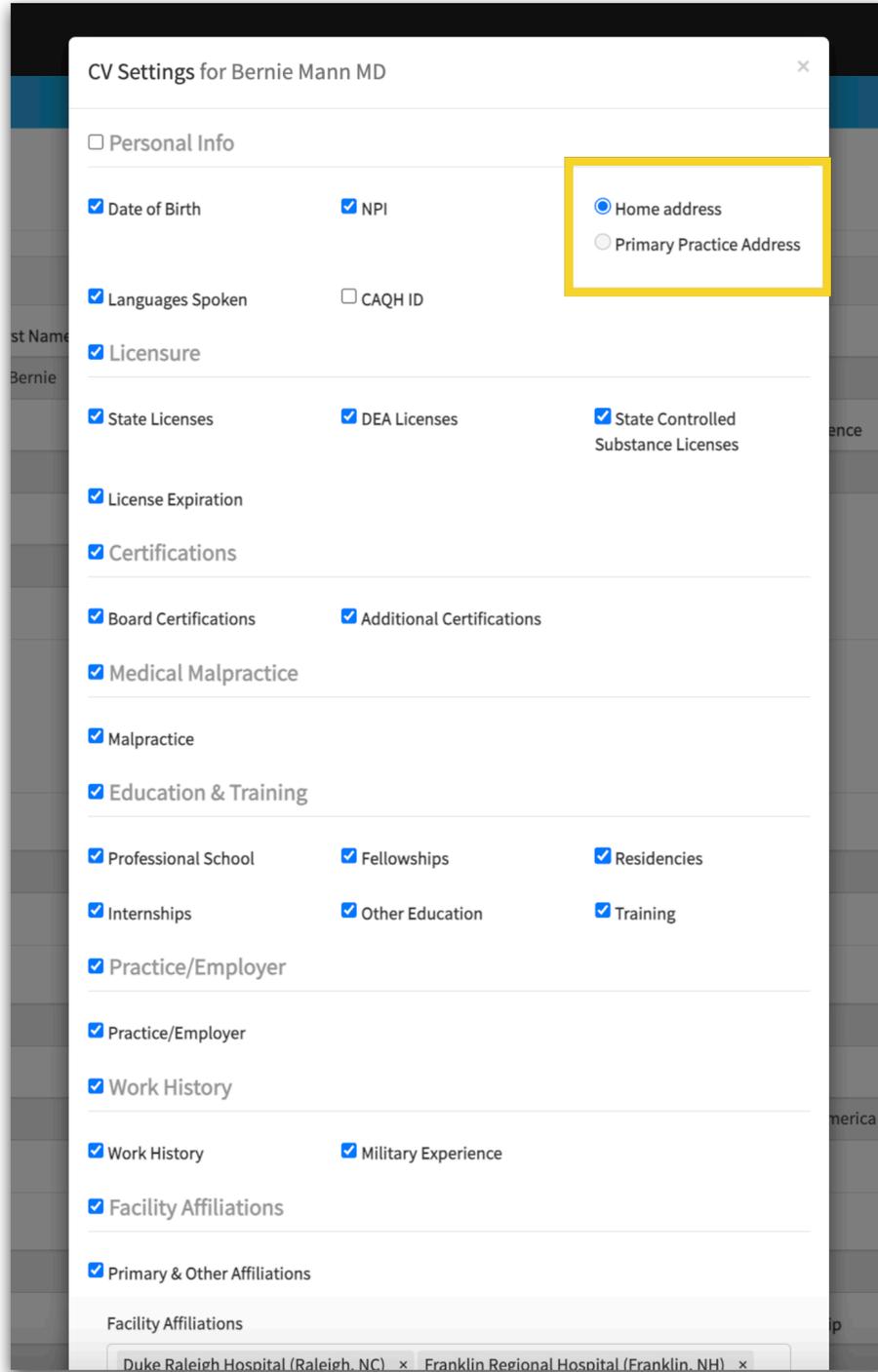
Phone #

Fax #

### CV Feature Tips

When there isn't an email listed in the Primary Practice facility record the option to select the Primary Practice Address will not be available to select as shown in the image on the left.

The image on the **right** though the email address exists though, and you can see the Primary Practice Address is an option.

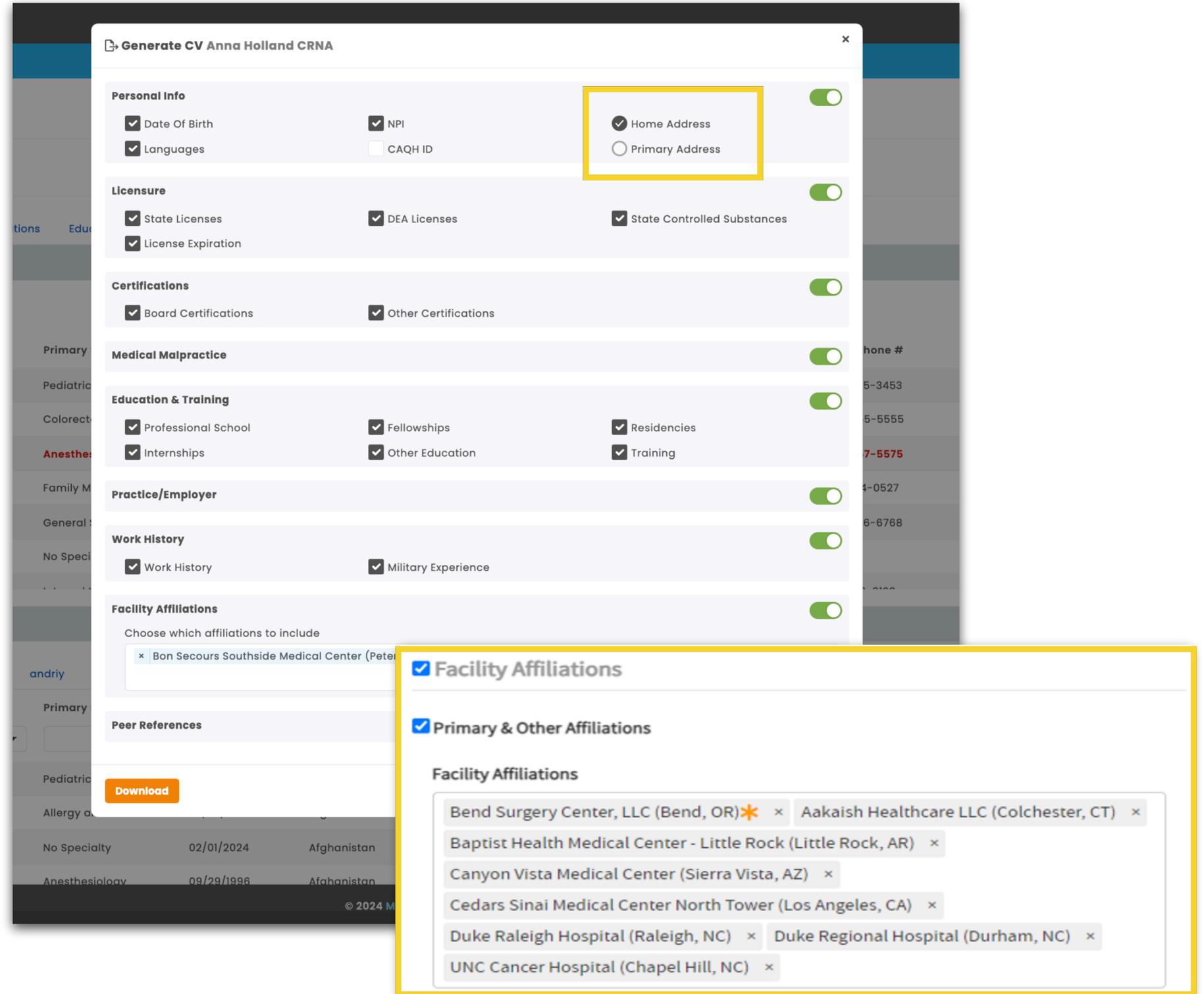


## CV Feature Tips

In V2 the wording on the option is slightly different. The options are the same, and will pull the address from the facility listed as the Primary Practice Address. In V2 though the language is shortened to simply Primary Address as shown in the image below.

You may make selections on what Facility Affiliations show on the CV by excluding the ones you don't want included. These are pulled from the Facility Affiliation section of the provider profile. You will see a list of the ones in the profile with an x next to each one like the example in the image below. If you do not wish to include it simply click the x to have it removed.

Pro Tip - The key to creating the most complete and up to date CV, like many features in the platform, is to have the most complete profile possible. The more information and data in the profile, the more robust and complete the CV will be.

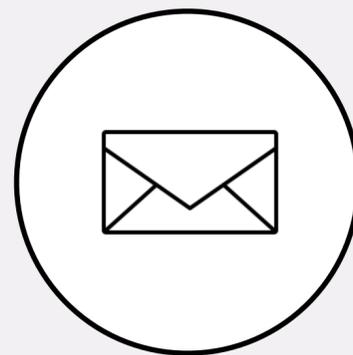


For additional questions or further training,  
contact the Modio Team:

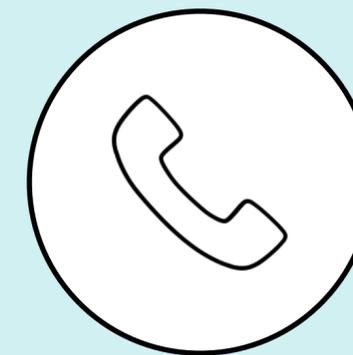
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