



**OneView**<sup>®</sup>

**Tip Guide: FAC Profile Management**

**Add Provider:**  
Click here to start adding a FAC Profile.

## Getting Started:

Within OneView® you can create additional Groups/Organizations which we call "FAC Profiles" which allow you to track data, documents, and credentialing information for a facility (in the same way you would for a provider).

The screenshot displays the Modio OneView V2 interface for managing FAC Profiles. The top navigation bar includes the Modio logo, user information (Welcome Cierra Barnes | OneView® Trainer), and links for Support, Modio U, New Features, and Sign out. Below the navigation bar, there are tabs for Team, Forms, Tracking, Logins, Tasks, Notes, and Reports. The main content area shows the Modio University profile for Virginia Beach, VA. A search bar is present, and a table lists several FAC Profiles. The 'Add Provider' button is highlighted with an orange box and a callout.

Provider	Tags	Compliance	Actions
Group/Organization Name - FAC No Specialty NPI# 1111111111	Colorado Dermatology FAC...	1 alert	
Providence Care Payors - FAC No Specialty	Colorado Dermatology Georgia...	No alerts	
StarshipEnterprise - FAC Medical Education NPI# 567125	Blue MT	No alerts	
Sunrise Medical Lab - FAC No Specialty NPI# 1225547922	North Carolina Office 1	2 alerts	

**You can create a FAC Profile by applying the same process used to add a new provider.**

Simply navigate to the **'Add Provider'** button located in the top righthand corner of your OneView® Team dashboard and then follow the additional steps outlined in the image shown.

1. Click "Add Provider"

2. Check this box

3. **Facility Name:** Enter the name of your facility and click skip profile claim. The name you provide for your facility will help distinguish it amongst your provider roster and can be changed later.

4. **Facility Email:** This field will auto-populate with a Modio.email for your facility. You can change this leader if needed.

5. **Save & Continue**

## Creating your FAC Profile V2:

When using V2, you should adhere to the same workflow outlined in the previous slide.

3. **Facility Name:** Enter the name of your facility and click skip profile claim. The name you provide for your facility will help distinguish it amongst your provider roster and can be changed later.

4. **Facility Email:** This field will auto-populate with a Modio.email for your facility. You can change this leader if needed.

1. Click "Add Provider"

2. Check this box

3. Facility Name

4. Facility Email

**Add Facility**

Teams  
x Modio Health Master Practice (DEMO) (San Francisco, CA)

Tags  
Add Tag(s) to all selected Teams

Facility Name \*  
Type a facility name or NPI...

NPI #  
-----

Facility Title \*  
FAC - Facility

Specialty List \*  
x No Specialty \*

Facility Email \*

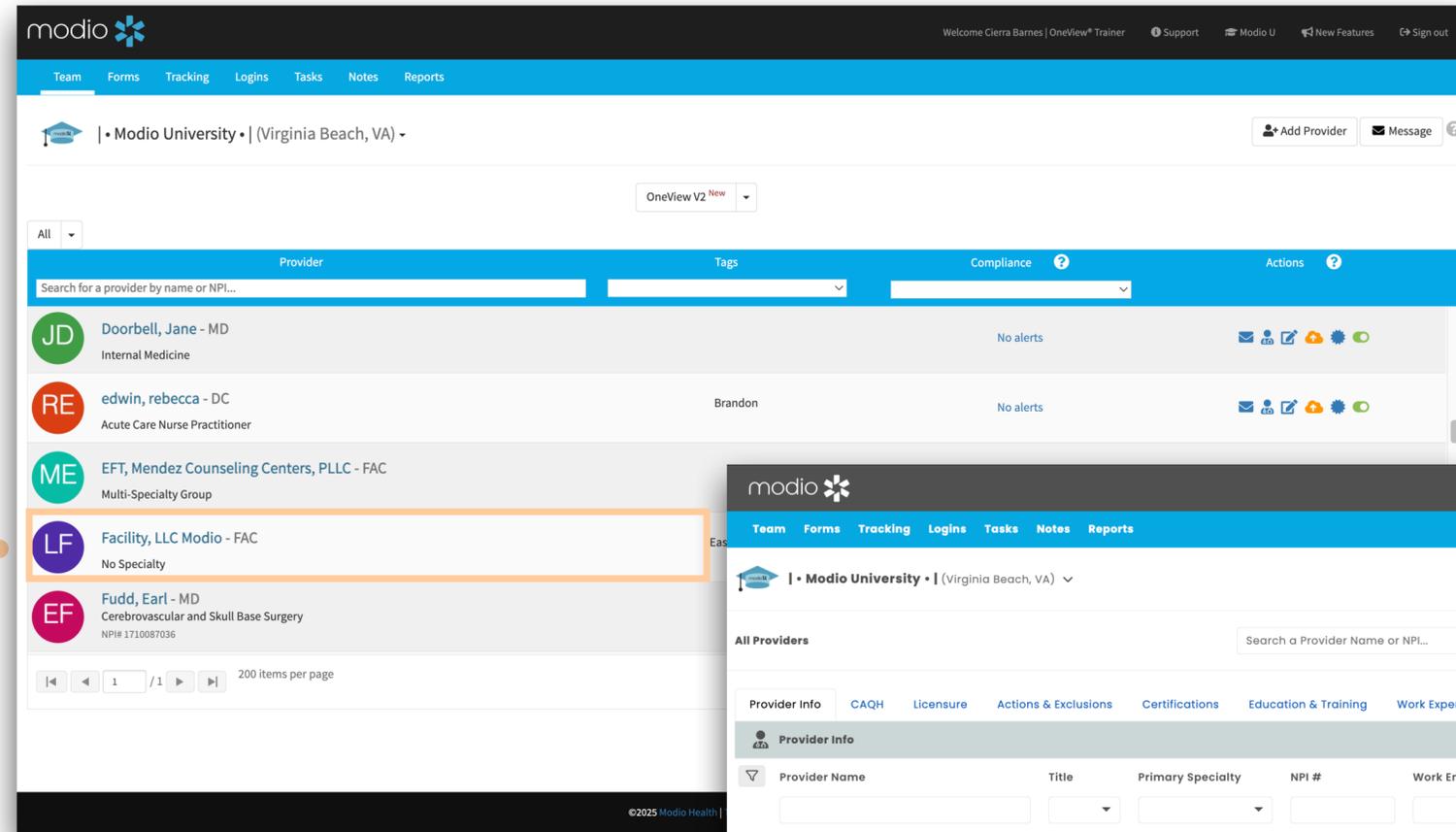
Cancel Save

60 Total

25 Total

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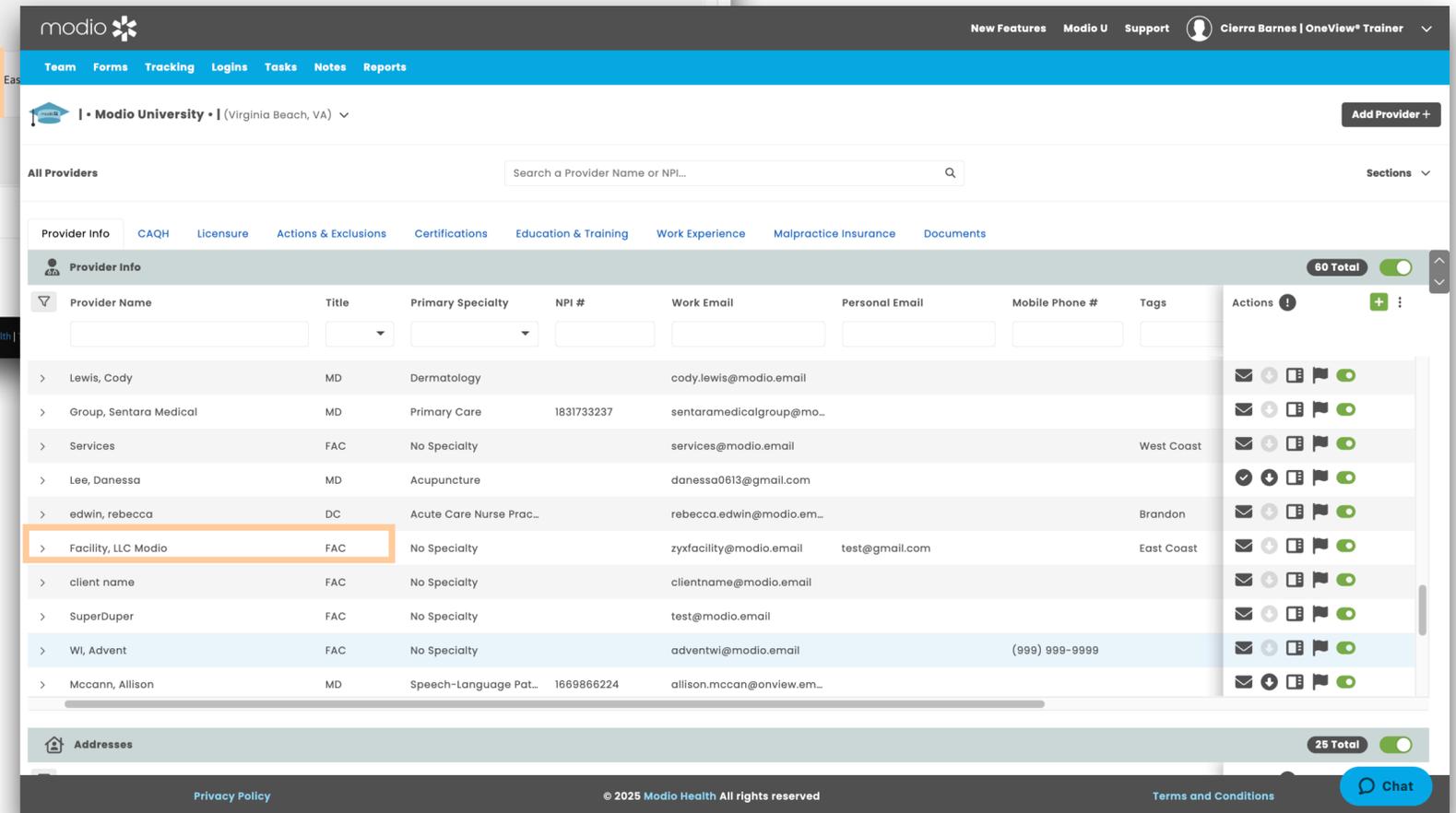
OneView V1



**New FAC Profile Here:**

You will find your new FAC Profile in your team roster with the abbreviation "FAC" following the facility name as outlined in the images for OneView V1

OneView V2



**New FAC Profile Here:**

You will find your new FAC Profile in your team roster with the abbreviation "FAC" following the facility name as outlined in the images for OneView V2

### Managing Your FAC Profile: Key Actions to Know:

When performing actions such as renaming your facility, adding payors, or uploading documents, follow the same steps and procedures used for completing a Provider Profile to populate your FAC Profile in both V1 & V2.

**Renaming Your Facility:** In the personal info tab, you can change the First/Last Name at anytime.

Healthcare Payors

Documents

The screenshot shows the 'Personal Info' tab for 'LLC Modio Facility FAC'. The form is divided into several sections:   
1. **Personal Info:** Includes fields for Prefix, First Name (LLC Modio), Middle Name (Middle name), Last Name (Facility), Suffix, and More Names (0) +.   
2. **Provider Title:** Includes Provider Title (FAC - Facility), Specialty List, Telemed Exp., and Fluent languages.   
3. **Contact Information:** Includes Work Email (zyxfacility@modio.email), Personal Email (test@gmail.com), Home Phone #, and Mobile Phone #.   
4. **Home Address:** Includes Address, Address 2, City, State/Province, Zip/Postal Code, County, and Country.   
5. **Birth Information:** Includes Gender (Identifies as transgender?), Date of Birth, Birth City, Birth State/Province, Birth County, Birth Country, Country of Citizenship, and Citizenship/Work Authorization (Authorized to work in U.S.?).   
6. **Identification:** (Partially visible at the bottom).   
7. **Actions:** A 'Save' button is located in the top right corner. A 'Chat' button is in the bottom right corner.   
8. **Documents:** A 'Drop documents here or Click here to browse' area is at the bottom left.

## Frequently Asked Questions

**Q: Many of my providers have the same list of Payors and locations. Would an FAC be helpful for me?**

Yes! An FAC profile is a great way to store information that you want to copy onto other provider profiles. Build a list of Payors and Locations in your FAC to quickly Copy/Paste from one profile to another. This can be a great time saver when creating a new provider profiles.

**Q: I have to credential for both groups and facilities. Can I have a group and/or facility as a profile type?**

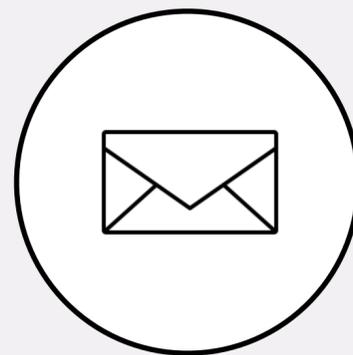
Yes, you can by creating the profile as a FAC. You can use the various sections of the profile to manage and keep track of expirable items, start tracking events, and various other credentialing items just as you would for an individual provider. Though not all integrations work for all facility types many of the features will and updates to the platform are made regularly.

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

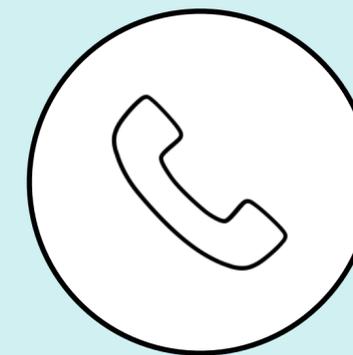
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