

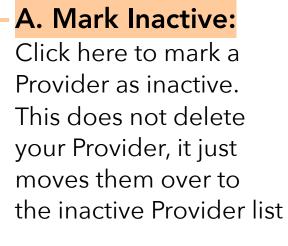
Tip Guide: Inactive/Active Providers

<mark>Start Here</mark>

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Team Forms Tracking Logins Tasks Notes Reports			
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	I Facility Master Update		
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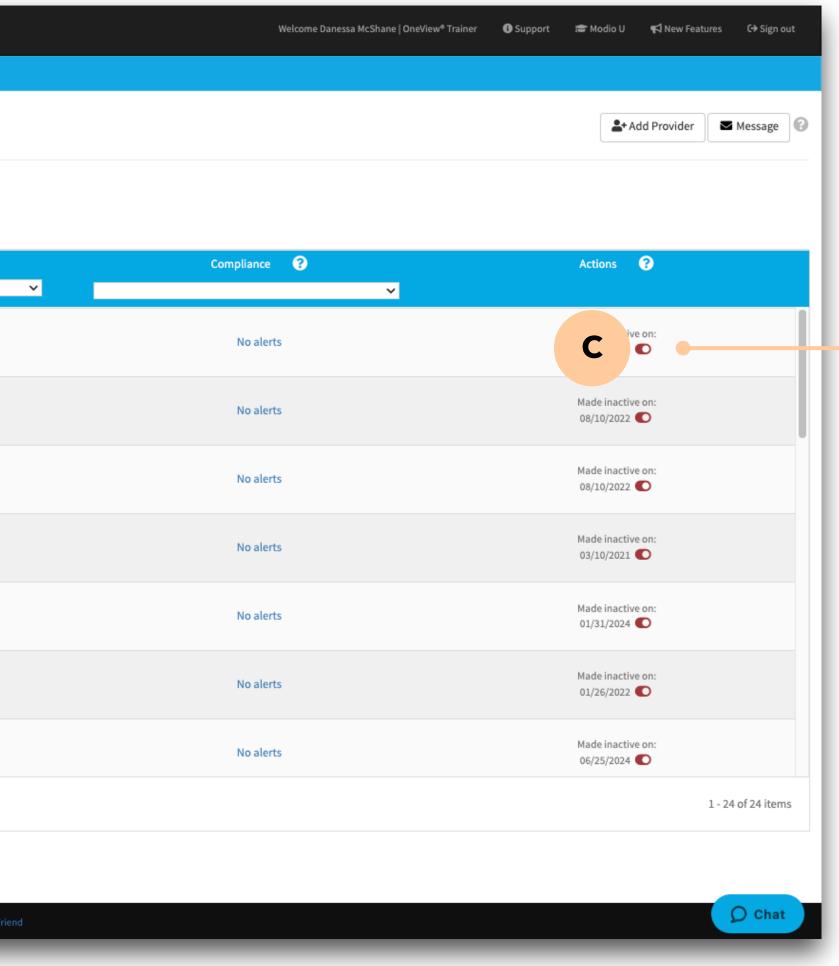
B. Inactive Providers List:

Access your list of inactive provider's by selecting the red toggle at the bottom of the reports drop down list.





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Nexus Wound Care - FAC No Specialty	
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C. Mark Active: Click here to make your provider **active.** Once you've reactivated that provider, their profile will switch back to your active team list



Tip Guide : Inactive/Active Providers

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A ABC Clinic - FAC No Specialty	∰ CME ∰ Compliance ∰ Documents	No alerts	Made inactive on: 08/10/2022 O
A ABC Health Center - FAC No Specialty	Ⅲ Education Ⅲ Event Log Ⅲ Facilities	No alerts	Made inactive on: 08/10/2022 ()
A ABC Primary Care - FAC No Specialty	 	No alerts	Made inactive on: 03/10/2021 O
A Avel eCare, LLC - QMHS No Specialty	Medical Malpractice Missing Field More Names OIG	No alerts	Made inactive on: 01/31/2024 O
Modio NY - Master Lists No Specialty	Payors Providers Recredentialing	No alerts	Made inactive on: 01/26/2022 O
Nexus Wound Care - FAC No Specialty 200 items per page	Tasks (All Teams) Tracking (All Teams) Work History	No alerts	Made inactive on: 06/25/2024 💽
200 items per page	Work History Peer References Facility Master Update Inactive Providers Audit History		1 - 24 of 24 items
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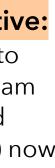
E. Reporting for Inactive Providers:

Open the Reports module to run Standard Reports for your Inactive Providers

D.Make Provider Active:

Click "Active Providers" to navigate back to your team page where you will find your inactive provider(s) now active.

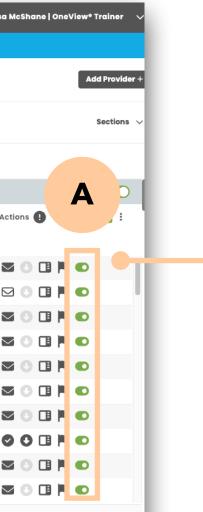




Tip Guide : Inactive/Active Providers

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> Kahlo, Frida	LPATA Art Therapy	Frida.Kahlo@gmail.co	2m				•	V	ou would lik	to mark as	inactive
> Doorbell, Jane	MD Internal Medicine	Jane.Doorbell@modio	o.email			⊠ 0 ⊡ ⊧	•	y			
> EFT, Mendez Counseling Centers, PLLC	FAC Multi-Specialty Group	mendezcounselingcer	ntersplic@modio.email			N O D F	•				
> Holmes, Brandon	MD Anesthesiology	brandon.holmes@mo	odiohelath.email								
> Lewis, Cody	MD Dermatology	cody.lewis@modio.em	nail								
> Services	FAC No Specialty	services@modio.emai	il	West Coast							
> Lee, Danessa	MD Acupuncture	danessa0613@gmail.c	com								
> edwin, rebecca	DC Acute Care Nurse Pra	rebecca.edwin@modi	io.email.com	Brandon							
> Facility, LLC Modio	FAC No Specialty	zyxfacility@modio.em	nail	East Coast							
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		>	zMSO, Hudson Valley	FAC	No Specialty			hudsonvalleymso@modio.email			Show Flagged Items Show Unflagged Items
			ABC Clinic	FAC	No Specialty			abcclinic@modio.email			Export to Excel
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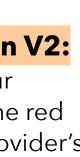




Inactive Provider List in V2: Click on the three-dot icon to open additional filtering options for the grid that you are in. Select **"Show Inactive Providers"** .

Mark a Provider Active in V2:

Once you've switched to your Inactive providers, click on the red toggle to **reactivate** your provider's profile.

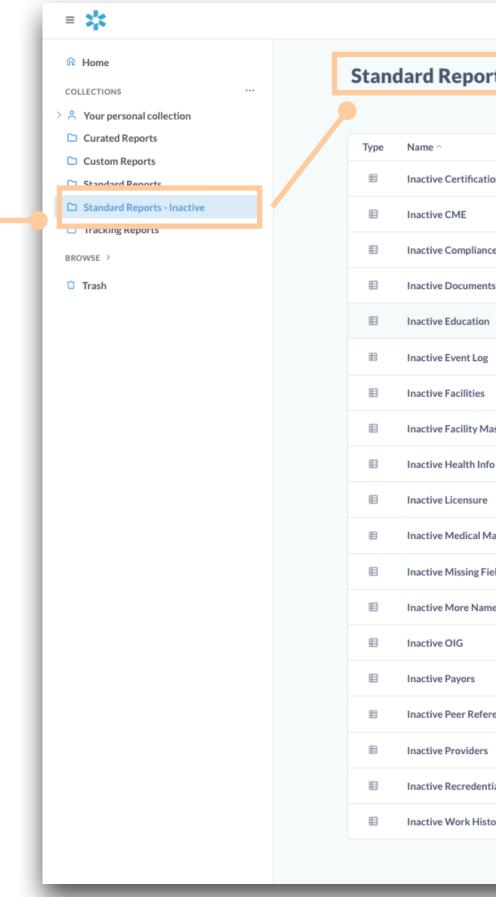




Tip Guide : Inactive/Active Providers

Reports for Inactive Providers:

After clicking on the **Reports** module, click on the Standard Reports - Inactive folder under your sidebar to view all reports specifically for your inactive providers that are on your team.



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246616	10/28/2020	New Invitation						ABC Clinic		FAC			abcclinic@modio.er	mail
719814	8/6/2024	New Invitation				Hassan		Luann	Kay	MD	1	376681270	testingfsmberrors@	@mod
356272	10/21/2021	New Invitation				Health		Modio		FAC			modiohealth@mod	lio.em
787817	2/17/2025	New Invitation				test 123				FAC			test123@modio.em	nail
104455	3/30/2022	New Invitation						ABC Health Center		FAC			abchealthcenter@n	modic
343887	9/1/2021	New Invitation			Master Lists			Modio NY		FAC			modiodemollc@mo	odio.e
172927	10/7/2022	New Invitation				PP		Health Info for		FAC			healthinfoforpp@m	nodio
159835	8/25/2022	New Invitation				Holmes		Brandon		MD	1	275527384	bholmes@gmail.org	g
728655	9/3/2024	New Invitation				holmes		brandon		MD	1	234567892	testing99823@gma	ail.cor
526320	11/9/2023	New Invitation				down		sit		MD	1	234567898	kotavet648@fanne	at.co
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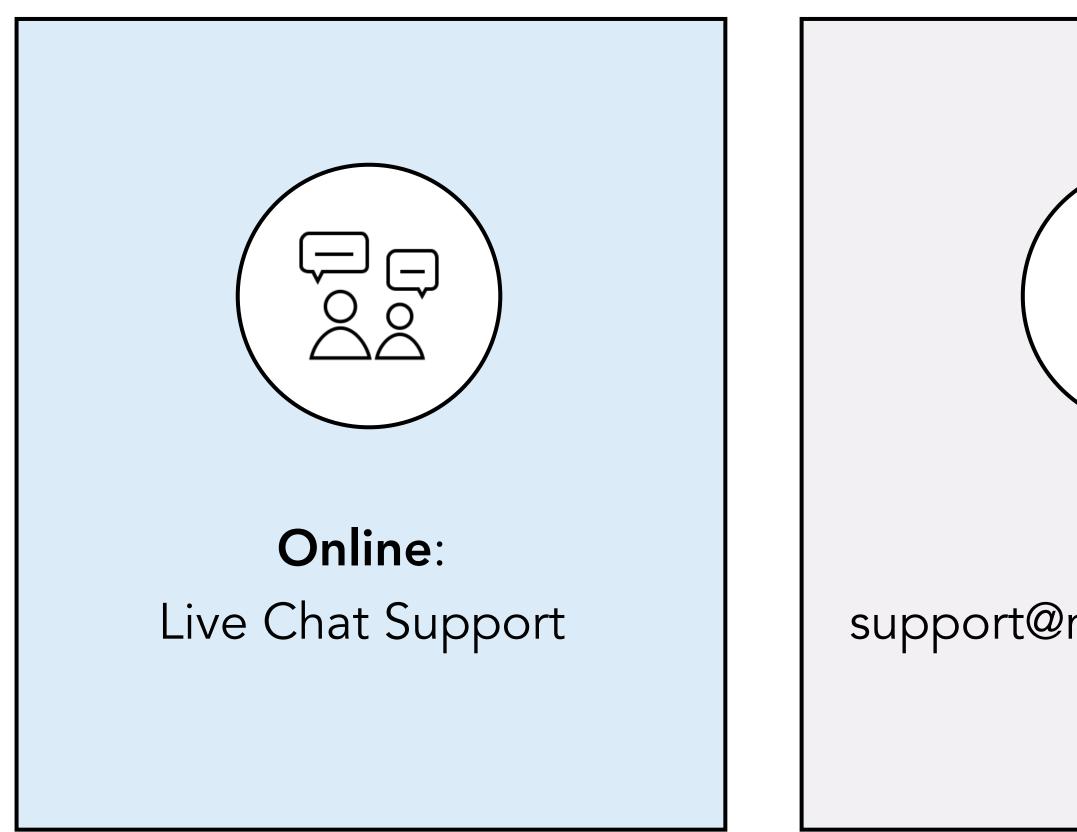
Pro Tip \checkmark :Make sure to view the OneView Tip Guide: Reporting Module to get more information on applying Filters and other customization opportunities within the Reports Module

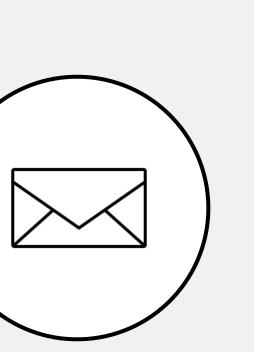
Downloading Reports for Inactive Providers:

Once you've selected the report you would like to view. Click on the cloud with the down arrow icon to select the format you would like to download the report as. You can download the report as a CSV, XLSX, or JSON.



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





Email: support@modiohealth.com



Phone: 844.696.6346



