



## PROVIDER ALERT

### PHARMACY CONFIGURATION

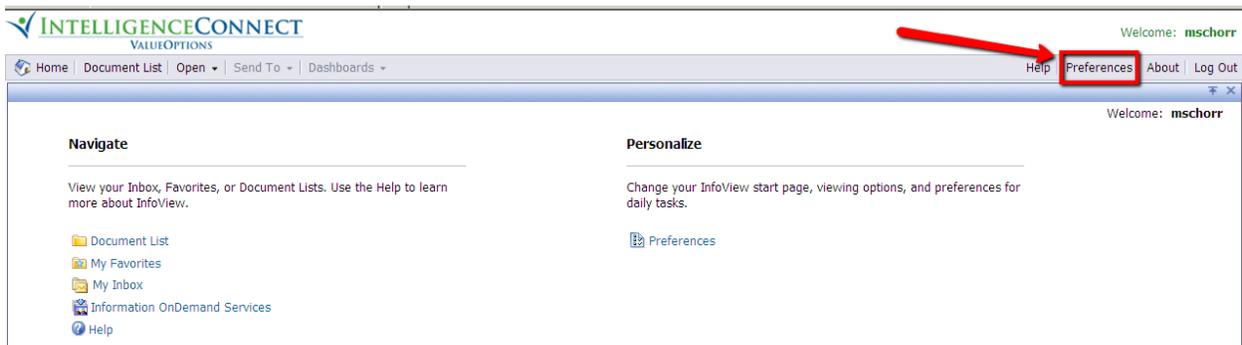
June 3, 2011

#### Step 1: How to Configure Easy Access to the Pharmaceutical Utilization Report

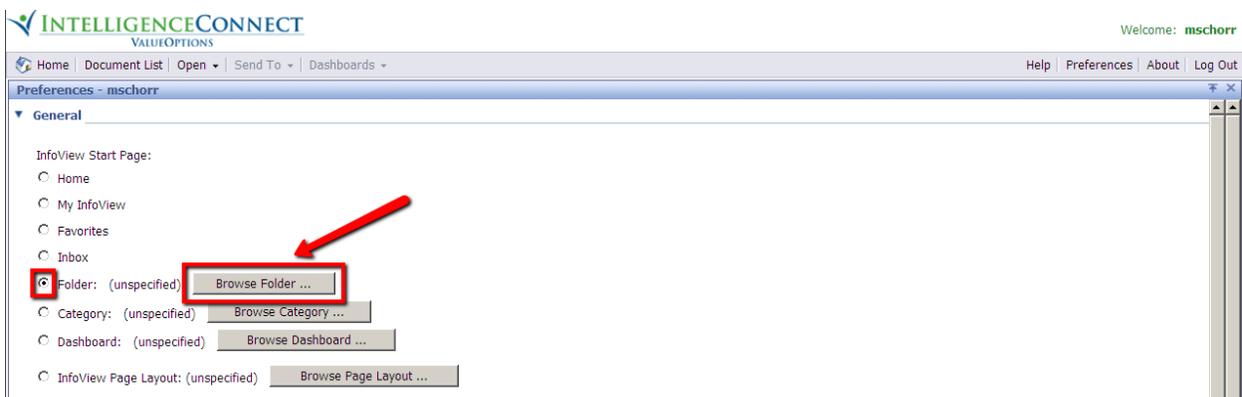
Click the "Reports" link on the left pane in Provider Connect home page.

The screenshot shows the ValueOptions ProviderConnect home page. At the top left, there is a "Staging" watermark and the "PROVIDERCONNECT" logo. The top navigation bar includes links for "ValueOptions Home", "Provider Home", "Contact Us", and "Log Out". The left sidebar contains a list of navigation links: Home, Specific Member Search, Register Member, Authorization Listing, Enter an Authorization Request, View Clinical Drafts, Claim Listing and Submission, Enter an Individual Plan, EDI Homepage, Enter Member Reminders, On Track Outcomes, **Reports** (highlighted with a red box and a red arrow), My Online Profile, My Practice Information, Provider Data Sheet, Compliance, Handbooks, Forms, Network Specific Information, Education Center, ValueSelect Designation, and Contact Us. The main content area features a welcome message: "Welcome . Thank you for using ValueOptions ProviderConnect." Below this is a "YOUR MESSAGE CENTER" section with "INBOX" and "SENT" icons, and a message stating "Your Recent Inquiries box is empty". A section titled "WHAT DO YOU WANT TO DO TODAY?" contains several expandable menus: "Eligibility and Benefits" with links for "Find a Specific Member" and "Register a Member"; "Enter or Review Authorization Requests" with links for "Enter an Authorization Request", "Enter an Individual Plan", "Review an Authorization", "Update Monthly Wage Information", and "View Clinical Drafts"; "Enter Member Reminders"; "Enter or Review Claims" with links for "Enter a Claim", "Review a Claim", and "View My Recent Provider Summary Vouchers"; and "View My Recent Authorization Letters". At the bottom, there is a "CLINICAL SUPPORT TOOLS" section.

Click the “Preferences” link located near the top right of the reports Start page.



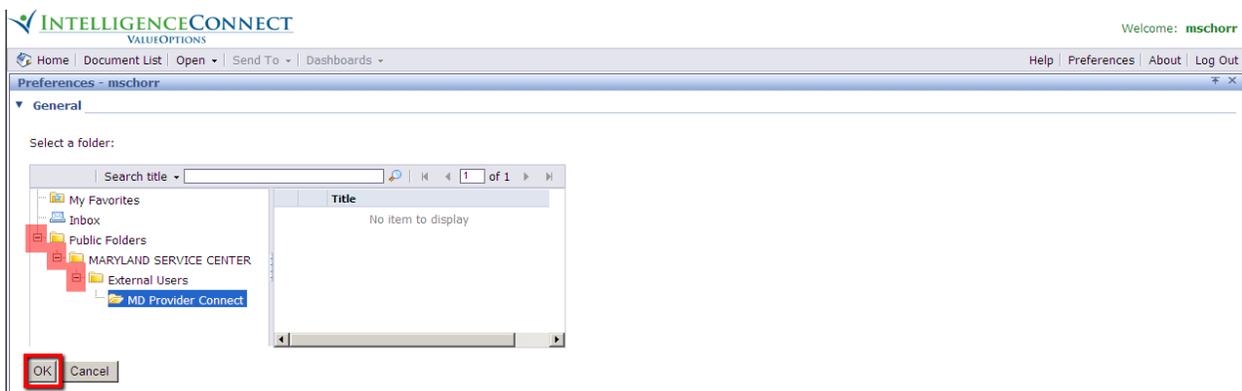
In the “General” section of the preference page, select the “Folder” option and click the adjacent “Browse Folder ...” button to navigate as shown in the next step.



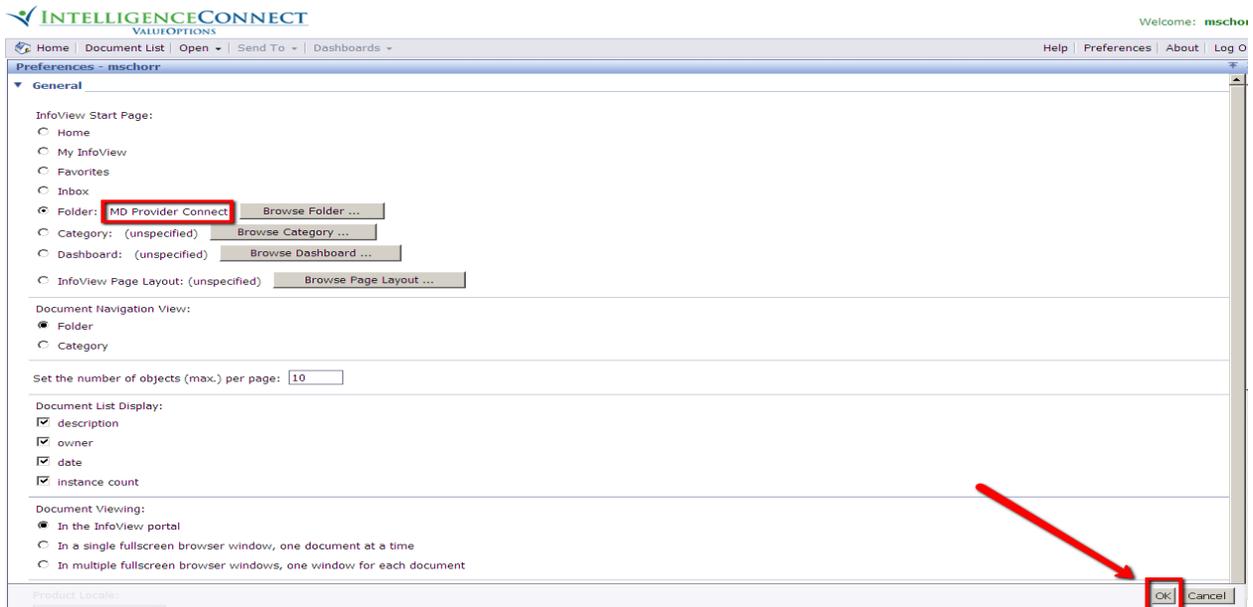
Expand the folder structure by single-clicking the + signs to the left of each folder icon:

- + Public Folders
- + MARYLAND SERVICE CENTER
- + External Users

Click the “OK” button to accept the highlighted “MD Provider Connect” as the default Start Page view.



Click the “OK” button on the bottom right of the page to confirm this selection.



Be aware that modifying user preferences other than specified in this document is discouraged. Note; password changes through the “Preferences” screen are disabled.

