



MedTrainer Employee and location defaults

Gaston Bell
Provider type: Doctor of Public Health (DPM)
Specialty: Community Health Care Center
PROVIDER INFORMATION
Date of Birth: 01/01/1980
NPI: 1734679191
Primary provider email: gastonb@...

Exclusion list

Source	Last update	Update
SAM	open.gsa.gov/apl/sam-ent	03/17/2024 Weekly - Every Sunday
OIG-LEIE	oig.hhs.gov/exclusions/	03/13/2024 Monthly - Second week of the month
Alabama	medicaid.alabama.gov/oo	03/17/2024 Monthly - Second week of the month
Alaska	dhss.alaska.gov/Commiss	03/15/2024 Monthly - Second week of the month
Arkansas	dhcfp.nv.gov/Providers/PL	03/07/2024 Monthly - First week of the month
CA Medi-Cal	mcweb.apps.prd.cammis.i	03/15/2024 Monthly - Second week of the month
Colorado	hcfp.colorado.gov/provide	03/17/2024 Monthly - Second week of the month
Connecticut	portal.ct.gov/dss/Quality-f	03/01/2024 Monthly - First week of the month
District of Columbia	ocp.dc.gov/page/excluder	03/01/2024 Monthly - First week of the month
FDA Clinical Investigat...	www.accessdata.fda.gov/	03/15/2024 Monthly - Second week of the month
FDA Debarment	www.fda.gov/inspections-	03/01/2024 Monthly - First week of the month
Florida	apps.hca.myflorida.com/	03/01/2024 Monthly - Second week of the month
Georgia OIG	dch.georgia.gov/office-ins	03/17/2024 Monthly - Second week of the month
Hawaii	medquest.hawaii.gov/en/	03/07/2024 Monthly - First week of the month

Timestamp

Timestamp	Message
03/20/2024 07:02:11 PM	Angela Admin
03/20/2024 07:02:07 PM	Angela Admin Upload Privileges, status was assigned
03/20/2024 07:02:02 PM	Angela Admin Upload Letter of Approval/Rejection, status was assigned
03/20/2024 07:01:57 PM	Angela Admin Request education documents, status was assigned
03/20/2024 07:01:51 PM	Angela Admin Request CAQH login credentials, status was assigned
03/20/2024 07:01:47 PM	Angela Admin Configure Network Information, status was assigned
03/20/2024 07:01:35 PM	Angela Admin Email Provider Status, status was assigned
03/20/2024 07:01:21 PM	Angela Admin Complete Application in Portal, status was assigned

- Checklist item**
- Complete Application in Portal
 - Email Provider Status
 - Configure Network Information
 - Request CAQH login credentials
 - Request education documents
 - Upload Letter of Approval/Rejection

TOP TIPS CREDENTIALING

Get the Most Out of MedTrainer Credentialing Software Features

Use this step-by-step guide to maximize MedTrainer Credentialing Software features so you can streamline credentialing tasks and improve efficiency.

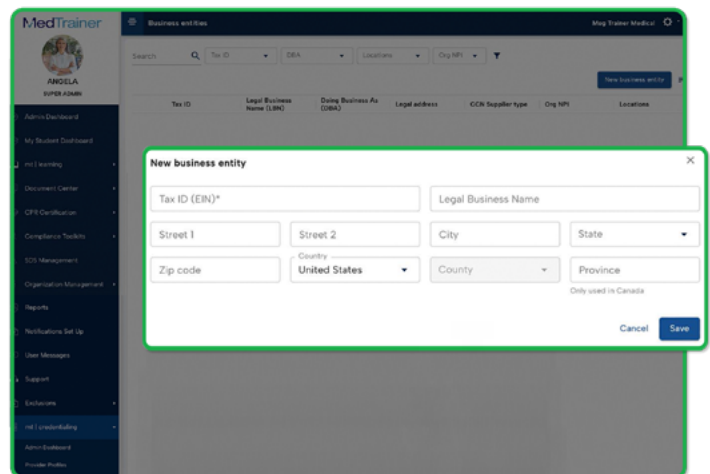
BUSINESS ENTITIES

Creating business entities within the platform eliminates the scattered information and endless searching, while providing organizational clarity. With just a click, you'll have access to manage multiple locations, tax IDs, and NPIs under one umbrella, which is beneficial for organizations with multiple lines of business.

The business entity feature also allows for quick editing of fields such as tax ID, DBA, legal business name, and addresses, with the ability to save changes directly in the system.

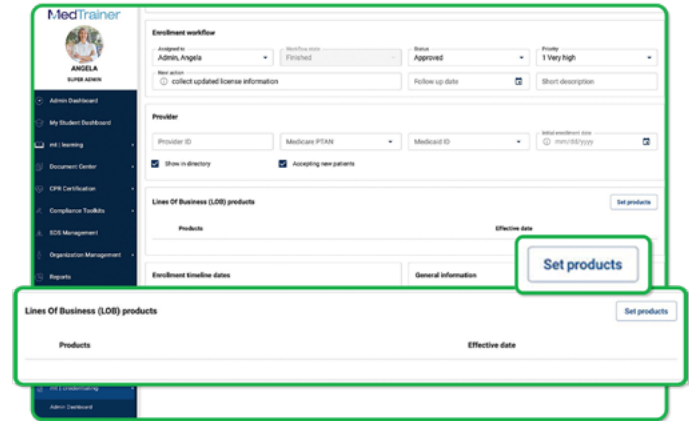
What you need to know:

- Set up business entities before you set up new locations.
- Access the “business entity main page” for consolidated entity information.
- If you've been using the “location details” page without entities tied to locations, find the link to the “business entity main page” in the organization's business entity section.
- Continue managing location documents, verifications, and insurances on the “location details” page, while handling business entities in the new facility.

The image shows a screenshot of the MedTrainer web application. The main page is titled "Business entities" and features a search bar and a table with columns for Tax ID, Legal Business Name (LBN), Doing Business As (DBA), Legal address, CCR Supplier type, Org NPI, and Locations. A "New business entity" button is visible in the top right. A modal form titled "New business entity" is open, containing the following fields: Tax ID (EIN)*, Legal Business Name, Street 1, Street 2, City, State (dropdown), Zip code, Country (dropdown, currently set to "United States"), County (dropdown), and Province (dropdown). A note below the Province field states "Only used in Canada". The form has "Cancel" and "Save" buttons at the bottom right.

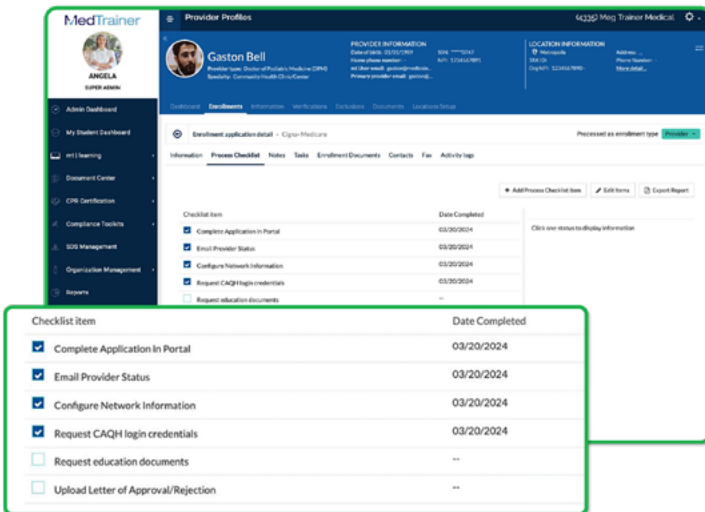
LINES OF BUSINESS

Add lines of business within enrollment applications to immediately view which type of payer is used within each line of your organization's business. **On a provider's enrollment details page, you'll find a new "Set Products" button in the Lines of Business section.** Simply click on this button to choose the necessary payer (such as Medicare, Medicaid, or Commercial Types) for the lines of business. You can also specify an effective date for the selected payer.



ORGANIZE, TRACK, REPORT

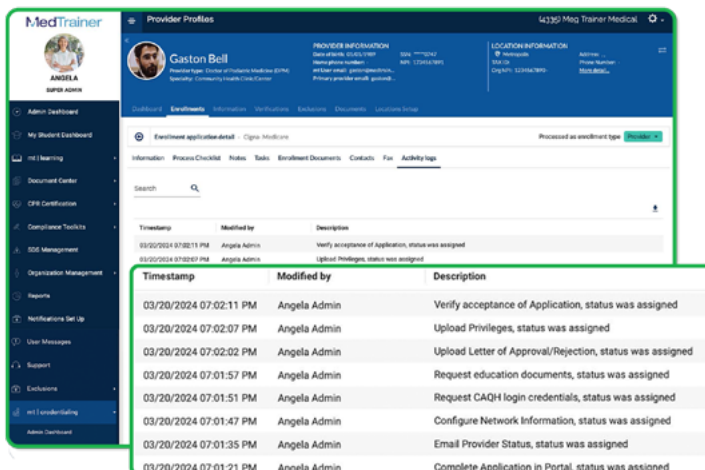
Set up a Process Checklist within each provider profile to keep you on track, provide visibility to your progress, and stay ahead of deadlines. Here, **you can add or delete checklist items, assign tasks to yourself or others (so you get automatic reminders), and include important notes on why items are delayed or missing.** You can add links to payer portals right within the checklist tasks, eliminating the need to switch between different systems. **This keeps workflows streamlined and ensures applications can move forward smoothly**



If you need ideas for what to include, [download our sample enrollment application checklists.](#)

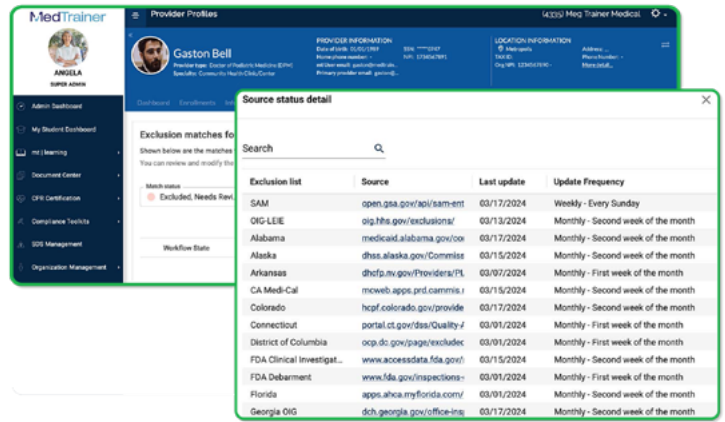
ACTIVITY LOGS

All actions within the Enrollments section are automatically tracked in the **Activity Log.** Your team can see when changes were made on provider profiles or documents, increasing transparency and accountability.



EXCLUSIONS LIST

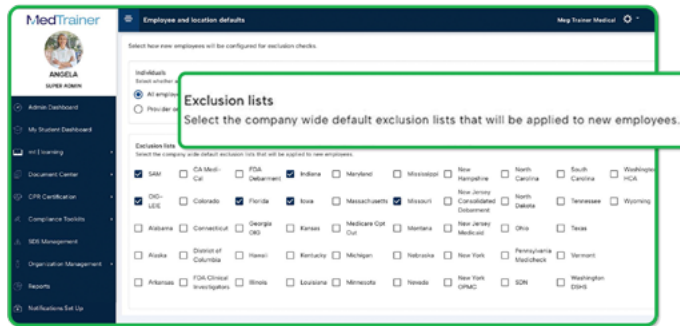
Automated exclusions eliminate hours of manual work. **At any time, you can check the “source status detail” for a link to the valid primary source that the exclusions list is run through, along with the last update and the frequency of exclusion checks.**



If there’s an exclusion database you don’t see, please let us know!

SET STANDARD EXCLUSIONS MONITORING

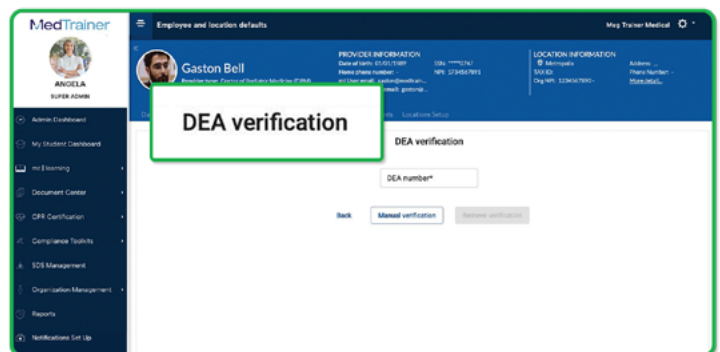
Within the “Employee and location defaults” section under Exclusions, you can customize your exclusions monitoring based on the employee’s set location. You can choose whether to run through the SAM and OIG-LEIE databases as well as selecting applicable states for each provider and/or location.



This level of detail is included in MedTrainer’s in-app reporting, so you can schedule and email these reports according to your desired frequency.

AUTOMATED LICENSE VERIFICATIONS

MedTrainer is rolling out automated license verifications by state. The feature is very similar to the process used for automatic DEA license verification, **automatically populating the data and even the certificate with the ability for a team member to verify the license.**



Currently, this feature is available for Florida, however, additional states are continuously being added. **MedTrainer saves and tracks these documents in the document section, eliminating the need to print and store files manually.**

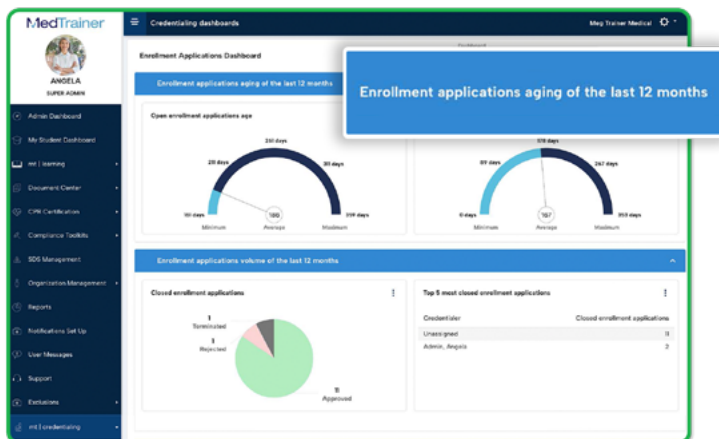
Massive Enrollment

Within the credentialing dropdown in the enrollment applications module, you can update the workflow states for multiple providers directly to reflect their applicable status and add the next action. These updates can also be pulled into a report to track the progress of group enrollments.

Credentialing Dashboards

Credentialing dashboards are customizable, offering a high-level view of information that will help you make critical business decisions. The accuracy improves with more data input into the system. Widgets can be customized to display data such as enrollment application count, aging of applications, and more.

[See the key enrollment metrics we recommend tracking.](#)



ABOUT MEDTRAINER



Since 2013, MedTrainer has been helping busy healthcare professionals manage their credentialing, training, and compliance needs while maintaining the highest standards of safety for staff, patients, and the organization.



Over 300,000 healthcare professionals across 15,000 healthcare sites in North America rely on MedTrainer to get more done in less time.

**We are here to help!
If you have additional
questions, schedule a
one-on-one training
session.**

Schedule Now