

SMART[®] REGISTRY

READ ME FIRST

Welcome to the SMART[®] Registry, a program that supports your relationships with patients and enhances your ability to provide evidence-based care for chronic illness. The SMART Registry offers you practical, relevant information about your patients in an easy-to-use format that can help you stay well informed about your patients and educate them about their conditions.

The reports on this CD contain information on each of your patients identified as having a chronic condition. The following instructions will help you filter and sort your reports to isolate the desired patients.

Please note: This CD-ROM contains protected health information (PHI) regarding your patients who are eligible for the ConnectionsSM Health Management Program. The files are password-protected to ensure that patient information remains secure. To obtain your unique password to access the patient files, please refer to the letter from Independence Blue Cross that you received approximately one week ago containing your unique password. You can also find your password on the NaviNet[®] web portal by selecting the *SMART Registry Password* transaction from the *Reference Material and Reports* drop-down menu on the Plan Transactions list.

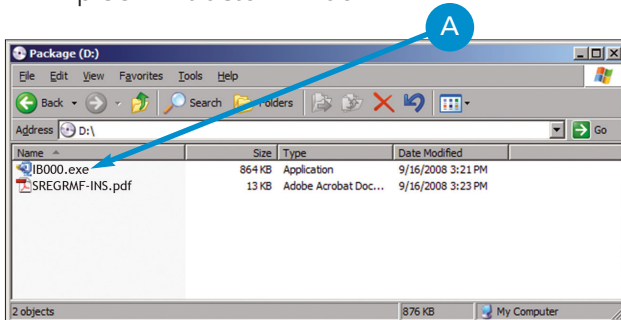
ACCESSING FILES

TO ACCESS FILES ON THE PROTECTED CD-ROM

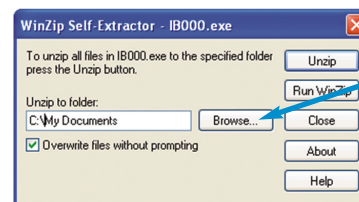
The software program, WinZip, is required to open the encrypted files containing PHI on the CD-ROM. If your computer does not have the program, you can download it from www.winzip.com.

Open Windows Explorer, browse CD-ROM drive.

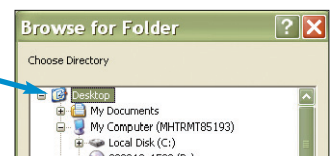
A. Double-click on the **.exe** file to launch the WinZip Self-Extractor window.



B. Select **BROWSE** to pick a location on your system where you want to extract and save the file.



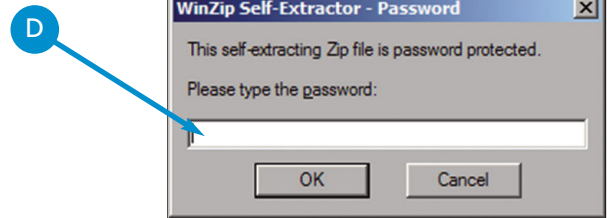
C. Save your files, then select **UNZIP**.



Note: Before you can UNZIP the CD, you must first SAVE the file to the computer.

TO ACCESS FILES, CONTINUED

D. Once you select **UNZIP**, you will be prompted to enter the password in the space provided. Passwords are case-sensitive.



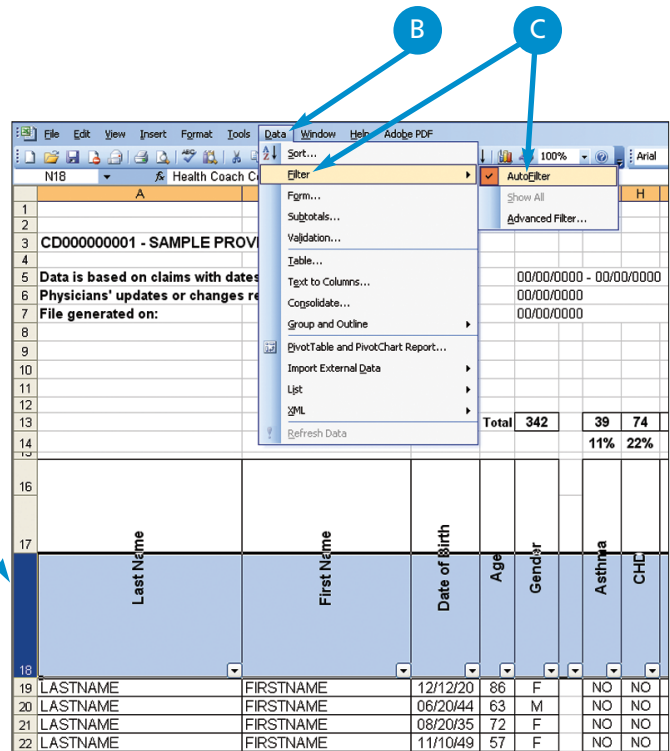
E. When the extraction is complete, go to the location you specified to find the folder containing your new SMART Registry reports.

Note: If you are unable to locate your password or have difficulty using your password to open the files, please contact a Provider Service Specialist by calling the Connections Program Provider Support Line at 1-866-866-4694.

GROUP REPORTS

HOW TO ACCESS/FILTER/SORT

- A** Select the row above patient data. The row will then be highlighted.
- B** Select the **Data** menu at the top of the page.
- C** Choose **Filter** then **AutoFilter** from the drop-down menu. Down arrow will appear in each column that will allow you to filter the data.



FILTER/SORT OPTIONS: EXAMPLE FROM GROUP REPORT

To view patients with a certain condition (e.g., asthma)

Select the down arrow in the **Asthma** column.

Select **Yes**.

A The data displayed is all patients with asthma.

Last Name	First Name	Date of Birth	Age	Gender	Asthma	CHD	HF	COPD	Diabetes	Comorbid Hypertension	Health Coach Contacts	ER Visits	Services 00/00/000
LASTNAME	FIRSTNAME	07/13/36	71	F	YES	NO	NO	NO	YES	YES	1	1	00
LASTNAME	FIRSTNAME	10/09/87	19	F	YES	NO	NO	NO	NO	YES	0	3	00
LASTNAME	FIRSTNAME	03/31/80	27	M	YES	NO	NO	NO	NO	NO	0	0	00
LASTNAME	FIRSTNAME	08/04/35	72	F	YES	NO	NO	NO	YES	YES	2	0	00
LASTNAME	FIRSTNAME	11/04/62	44	M	YES	NO	NO	NO	NO	YES	0	0	00

Then, to filter patients for a potential care opportunity

After selecting patients with asthma, click the down arrow in the column that lists the desired indicator (e.g., **Any Controller Medication**).

Select the value **0**. This indicates that no claims for that indicator have been identified.

B The data displayed is all patients with asthma who have a potential care opportunity for controller meds.

Date of Birth	Age	Gender	Asthma	CHD	HF	COPD	Diabetes	Comorbid Hypertension	Services Received From 00/00/0000 Through 00/00/0000				Clinical Indicators				
									Health Coach Contacts	ER Visits	Hospital Admissions	Specialist Visits	Any PCP Visits	Rescue Medication	Any Controller Medication	Inhaled Corticosteroid	ACEI/ARB
05/07/23	84	F	YES	YES	YES	YES	YES	YES	3	2	2	77	YES	1	0	0	5
01/05/40	67	M	YES	NO	NO	NO	NO	YES	2	0	0	8	YES	3	0	0	0
04/11/32	75	M	YES	NO	NO	NO	NO	YES	0	0	0	5	NO	1	0	0	0
05/20/70	37	F	YES	NO	NO	NO	NO	NO	0	0	0	2	NO	1	0	0	0
06/03/52	55	F	YES	NO	NO	NO	NO	NO	1	0	0	5	YES	18	0	0	0
08/07/86	21	M	YES	NO	NO	NO	NO	NO	0	0	1	5	YES	0	0	0	0

From this same list, locate those patients who have claims for rescue medications

Select the **Rescue Medication** down arrow, and choose **Custom**.

Select **is greater than or equal to ...1**.

C The data displayed is all patients with asthma with no claims for controller meds but showing claims for rescue meds.

Date of Birth	Age	Gender	Asthma	CHD	HF	COPD	Diabetes	Comorbid Hypertension	Services Received From 00/00/0000 Through 00/00/0000				Clinical Indicators				
									Health Coach Contacts	ER Visits	Hospital Admissions	Specialist Visits	Any PCP Visits	Rescue Medication	Any Controller Medication	Inhaled Corticosteroid	ACEI/ARB
05/07/23	84	F	YES	YES	YES	YES	YES	YES	3	2	2	77	YES	1	0	0	5
01/05/40	67	M	YES	NO	NO	NO	NO	YES	2	0	0	8	YES	3	0	0	0
04/11/32	75	M	YES	NO	NO	NO	NO	YES	0	0	0	5	NO	1	0	0	0
05/20/70	37	F	YES	NO	NO	NO	NO	NO	0	0	0	2	NO	1	0	0	0
06/03/52	55	F	YES	NO	NO	NO	NO	NO	1	0	0	5	YES	18	0	0	0

To remove a filter:

Single filter:

Select the down arrow in the column that you want to turn off and select **All**.

Multiple filters:

Open the **Data** menu at the top of the page, choose **Filter** from the drop-down menu, and select **Show All**.

Down arrow on column:

Open the **Data** menu at the top of the page, choose **Filter**, and select **AutoFilter**.

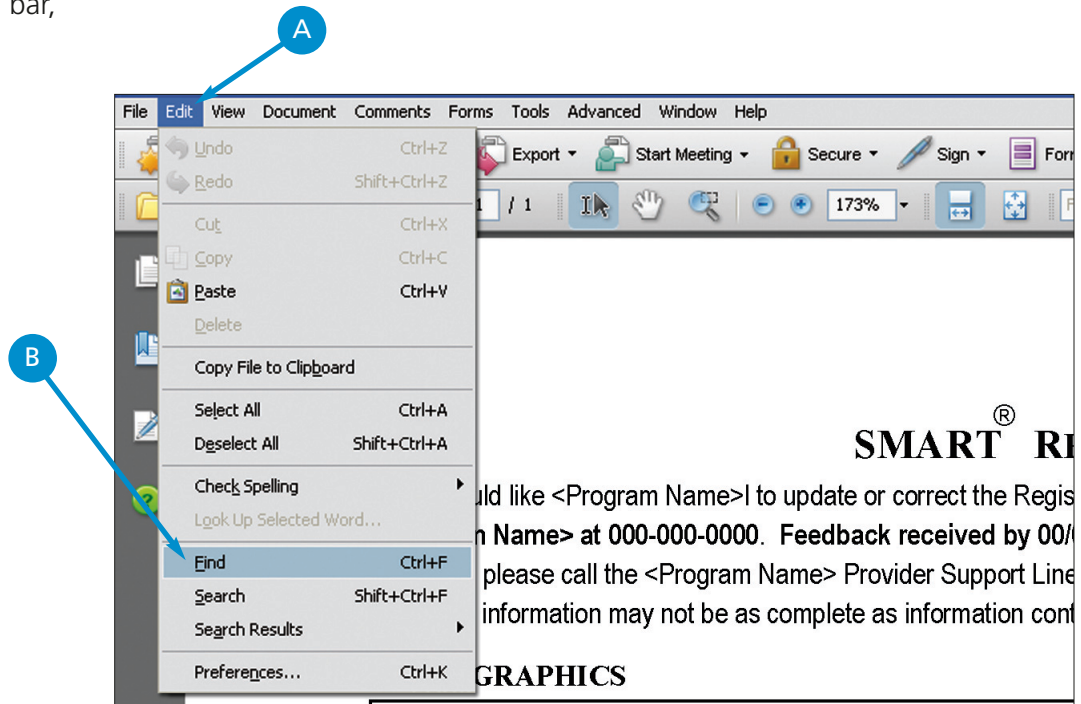
PATIENT-SPECIFIC REPORTS

KEYWORD SEARCH OPTIONS: LOCATE A REPORT FOR AN INDIVIDUAL PATIENT

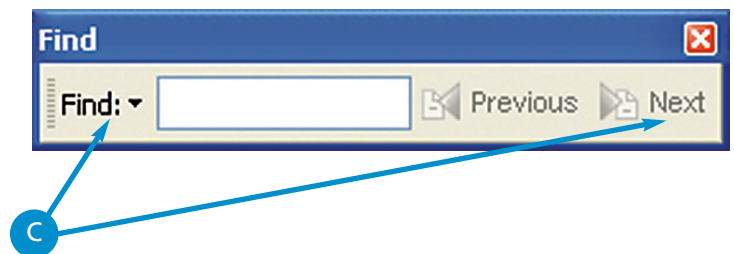
The following instructions explain how to search the PDF document to locate a particular patient and view his or her Patient-Specific Report.

A In the top menu bar, select **Edit**.

B Select **Find**.



C Type the patient's name in the search box that pops up and select **Next**.

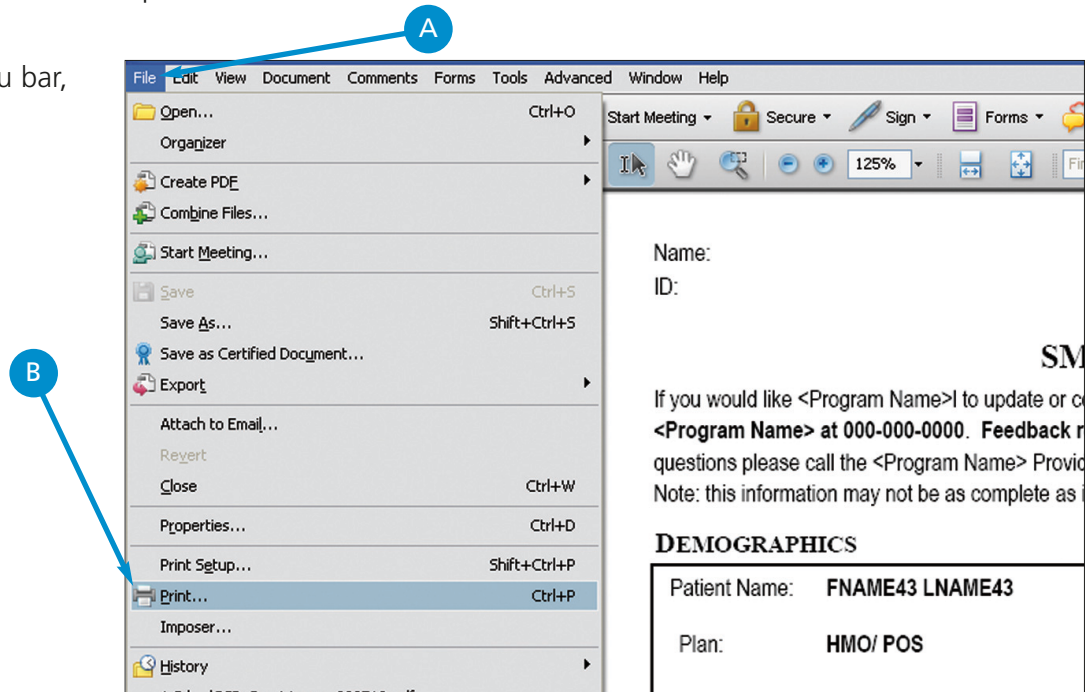


PRINTING OPTIONS: PRINT PAGES FROM THE PATIENT-SPECIFIC REPORT PDF DOCUMENT

The following instructions explain how to select one page, or a range of pages, rather than printing the entire PDF. Please note: If you select the **Print** icon in the top menu bar, all of the pages within the PDF will be printed.

A In the top menu bar, select **File**.

B Select **Print**.



C On the print screen that appears, select **Pages** (or **Pages from**, depending on which software and version you are using). You can also select **Current page** to print the page you are currently viewing.

D Type the page numbers to be printed and select **Print**.

