



# VRC Peer Work Flow

---

Updated 02/16/2015

Version 1.0

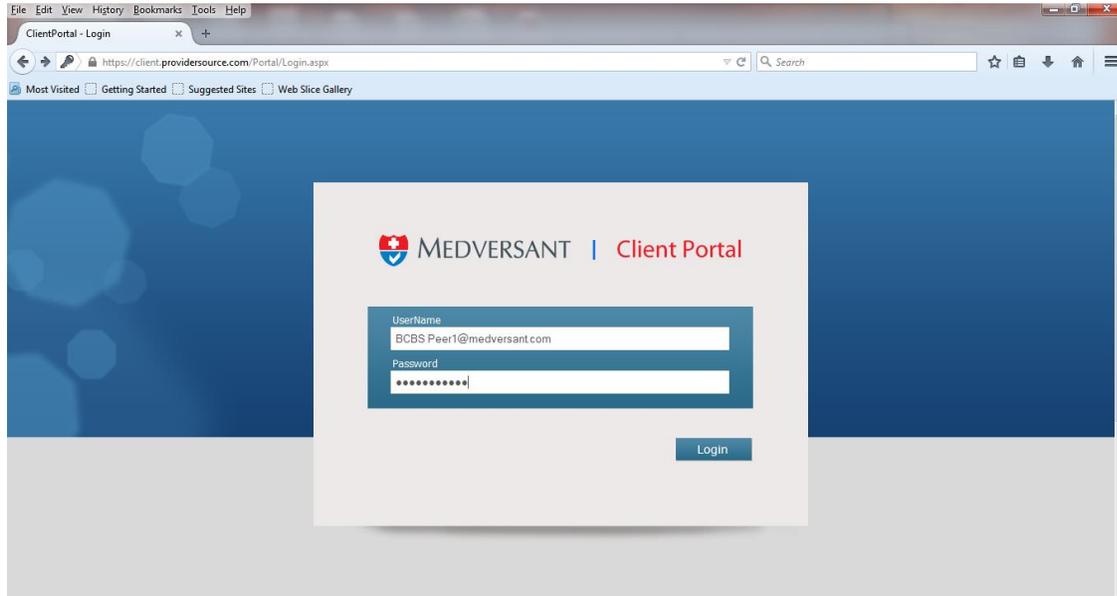
Presented by:

Medversant Implementation Management Team

## VRC Peer Work Flow

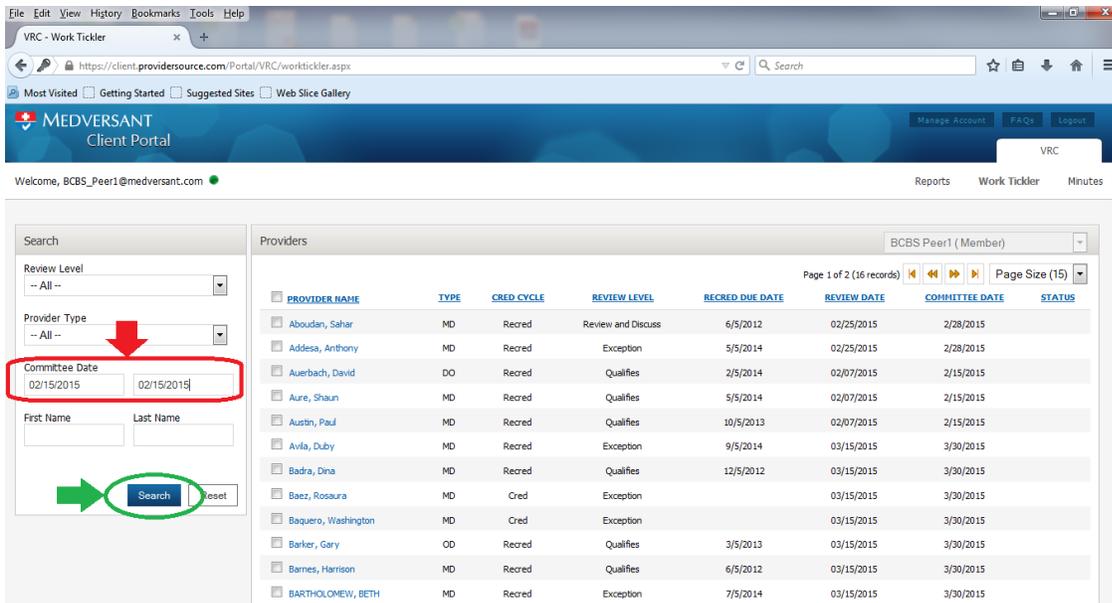
### Step 1

To begin work flow, login using your username and password. The application is located at <https://client.providersource.com/portal>.



### Step 2

After login, you land on the default Work Tickler search window, to begin peer review, first narrow your visible list of providers by submitting a date range in the "Committee Date" search options (highlighted in red), then button labeled "Search" (highlighted in green).



Search

Review Level: -- All --

Provider Type: -- All --

Committee Date: 02/15/2015

First Name: Last Name:

Providers

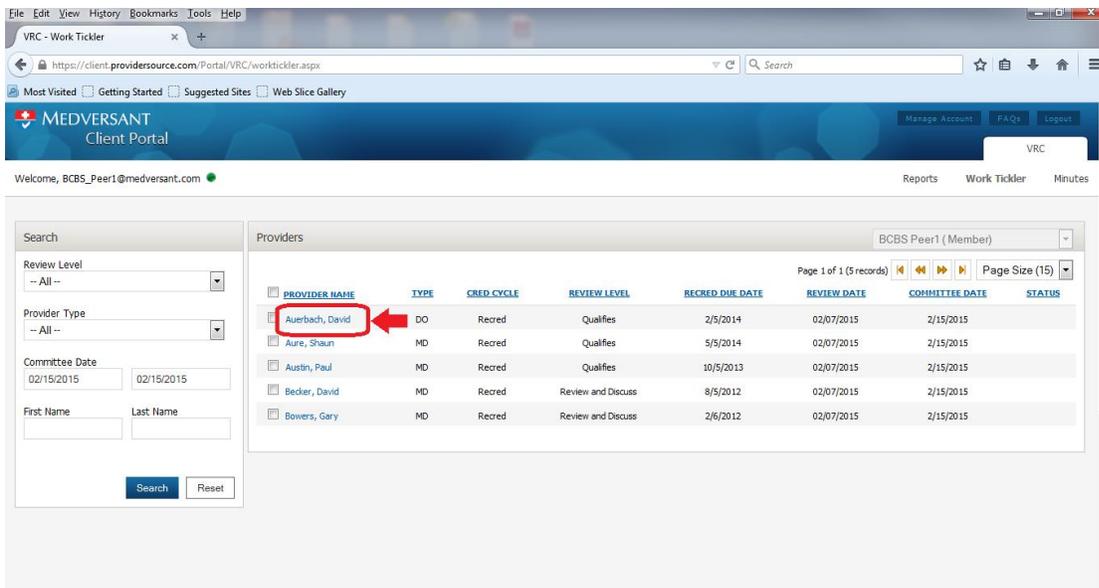
BCBS Peer1 ( Member)

Page 1 of 2 (16 records) Page Size (15)

PROVIDER NAME	TYPE	CRED CYCLE	REVIEW LEVEL	RECRED DUE DATE	REVIEW DATE	COMMITTEE DATE	STATUS
<input type="checkbox"/> Aboudin, Sahar	MD	Recred	Review and Discuss	6/5/2012	02/25/2015	2/28/2015	
<input type="checkbox"/> Addesa, Anthony	MD	Recred	Exception	5/5/2014	02/25/2015	2/28/2015	
<input type="checkbox"/> Auerbach, David	DO	Recred	Qualifies	2/5/2014	02/07/2015	2/15/2015	
<input type="checkbox"/> Aure, Shaun	MD	Recred	Qualifies	5/5/2014	02/07/2015	2/15/2015	
<input type="checkbox"/> Austin, Paul	MD	Recred	Qualifies	10/5/2013	02/07/2015	2/15/2015	
<input type="checkbox"/> Avila, Duby	MD	Recred	Exception	9/5/2014	03/15/2015	3/30/2015	
<input type="checkbox"/> Badra, Dina	MD	Recred	Qualifies	12/5/2012	03/15/2015	3/30/2015	
<input type="checkbox"/> Baez, Rosaura	MD	Cred	Exception		03/15/2015	3/30/2015	
<input type="checkbox"/> Baquero, Washington	MD	Cred	Exception		03/15/2015	3/30/2015	
<input type="checkbox"/> Barker, Gary	OD	Recred	Qualifies	3/5/2013	03/15/2015	3/30/2015	
<input type="checkbox"/> Barnes, Harrison	MD	Recred	Qualifies	6/5/2012	03/15/2015	3/30/2015	
<input type="checkbox"/> BARTHOLOMEW, BETH	MD	Recred	Exception	7/5/2014	03/15/2015	3/30/2015	

### Step 3

Select a provider to be reviewed by clicking on name (highlighted in red below).



Search

Review Level: -- All --

Provider Type: -- All --

Committee Date: 02/15/2015

First Name: Last Name:

Providers

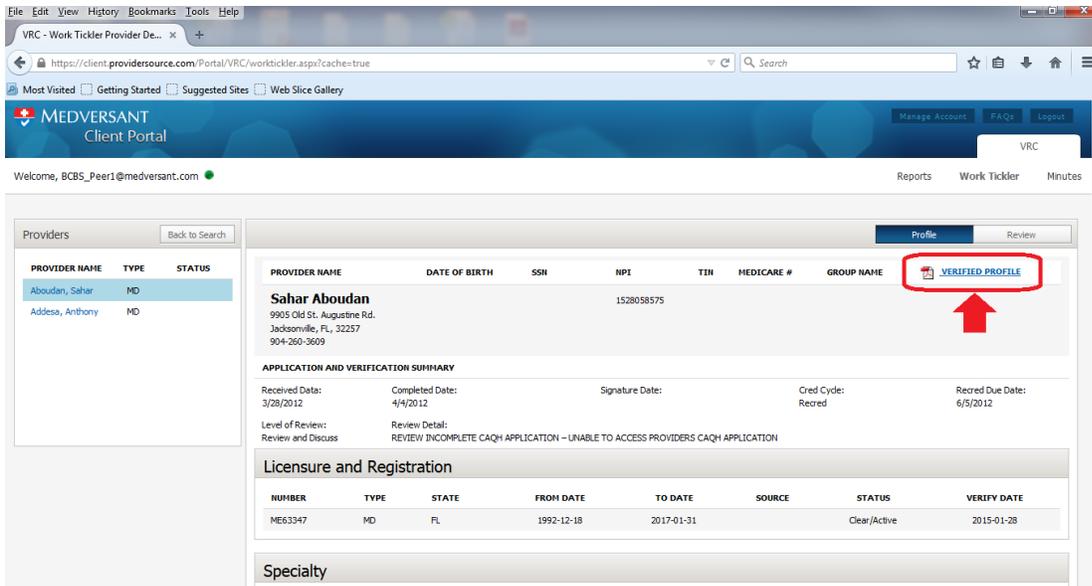
BCBS Peer1 ( Member)

Page 1 of 1 (5 records) Page Size (15)

PROVIDER NAME	TYPE	CRED CYCLE	REVIEW LEVEL	RECRED DUE DATE	REVIEW DATE	COMMITTEE DATE	STATUS
<input type="checkbox"/> Auerbach, David	DO	Recred	Qualifies	2/5/2014	02/07/2015	2/15/2015	
<input type="checkbox"/> Aure, Shaun	MD	Recred	Qualifies	5/5/2014	02/07/2015	2/15/2015	
<input type="checkbox"/> Austin, Paul	MD	Recred	Qualifies	10/5/2013	02/07/2015	2/15/2015	
<input type="checkbox"/> Becker, David	MD	Recred	Review and Discuss	8/5/2012	02/07/2015	2/15/2015	
<input type="checkbox"/> Bowers, Gary	MD	Recred	Review and Discuss	2/6/2012	02/07/2015	2/15/2015	

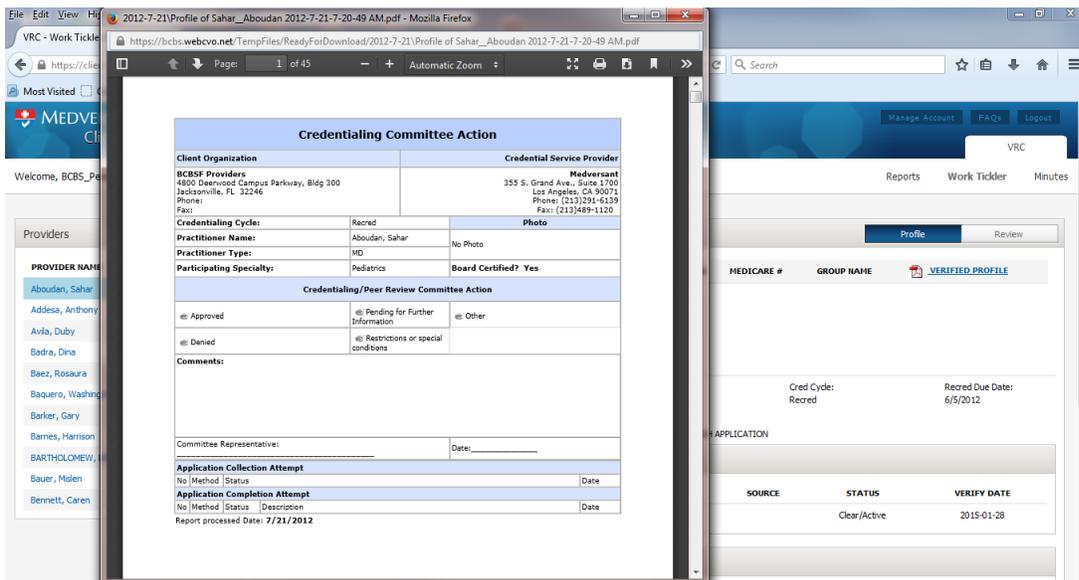
### Step 4

Upon clicking the name, the Provider Profile page will appear. Detailed information about the provider is now available for your review. Should you want even more information, you may select the "Verified Profile" .pdf (highlighted in red below).



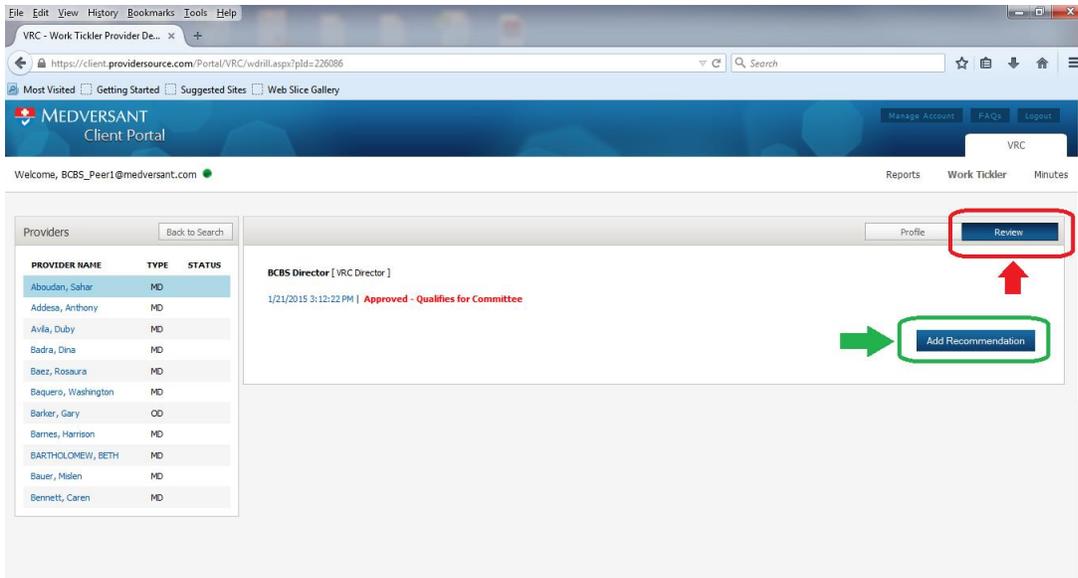
## Step 4b

If you click on the Verified Profile, a pop up of the .pdf will appear.

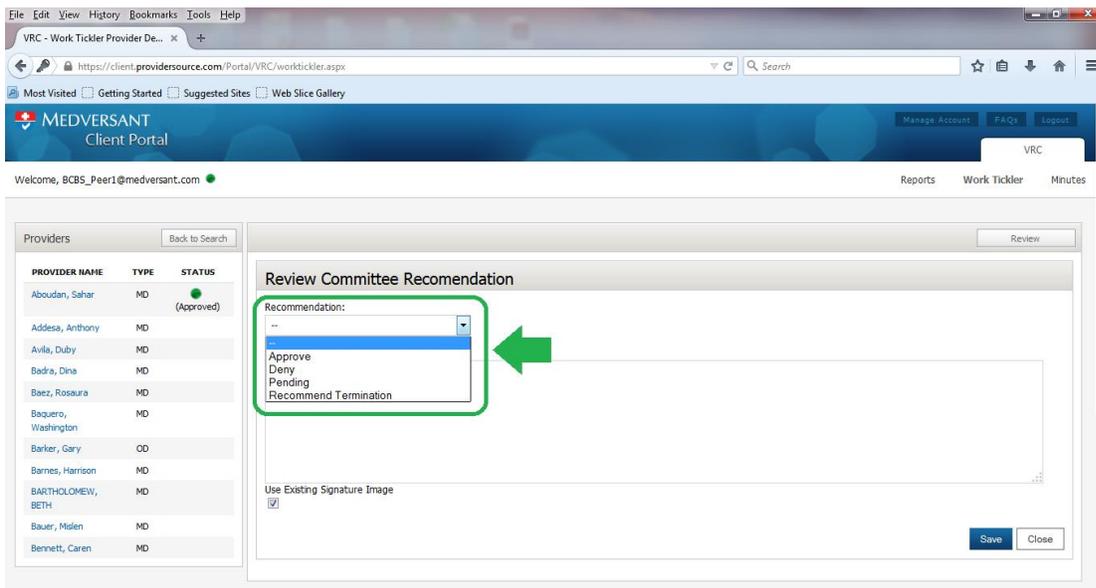


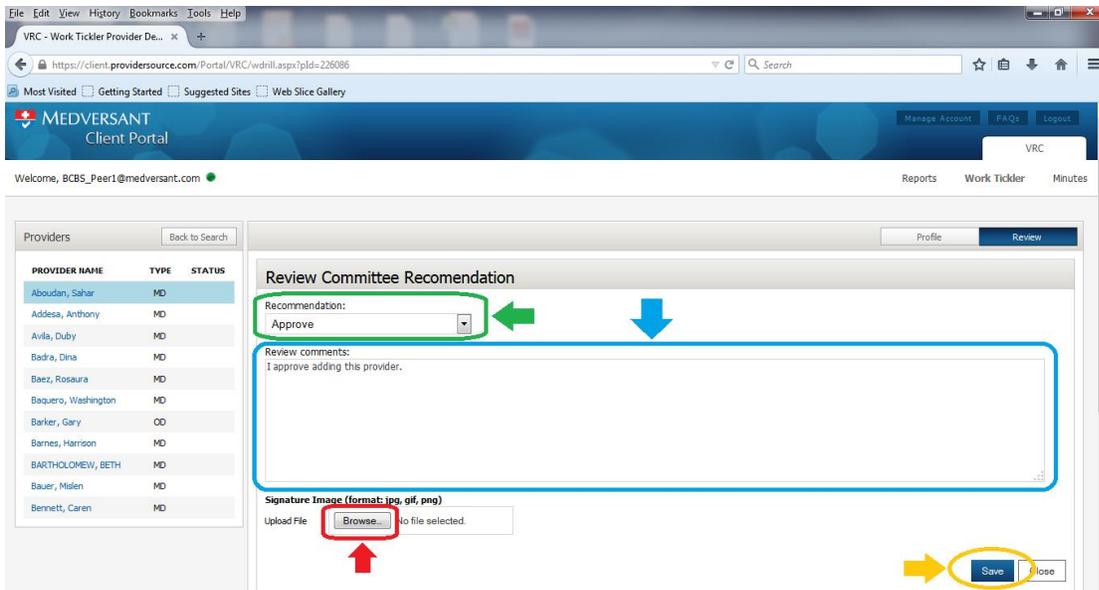
## Step 4c

Once you have completed reviewing the .pdf or you choose not to review it, you can complete the review process by selecting the "Review" button (highlighted in red) in the upper right corner of the Work Ticker window. To submit your feedback, click on the "Add Recommendation" button (highlighted in green below).

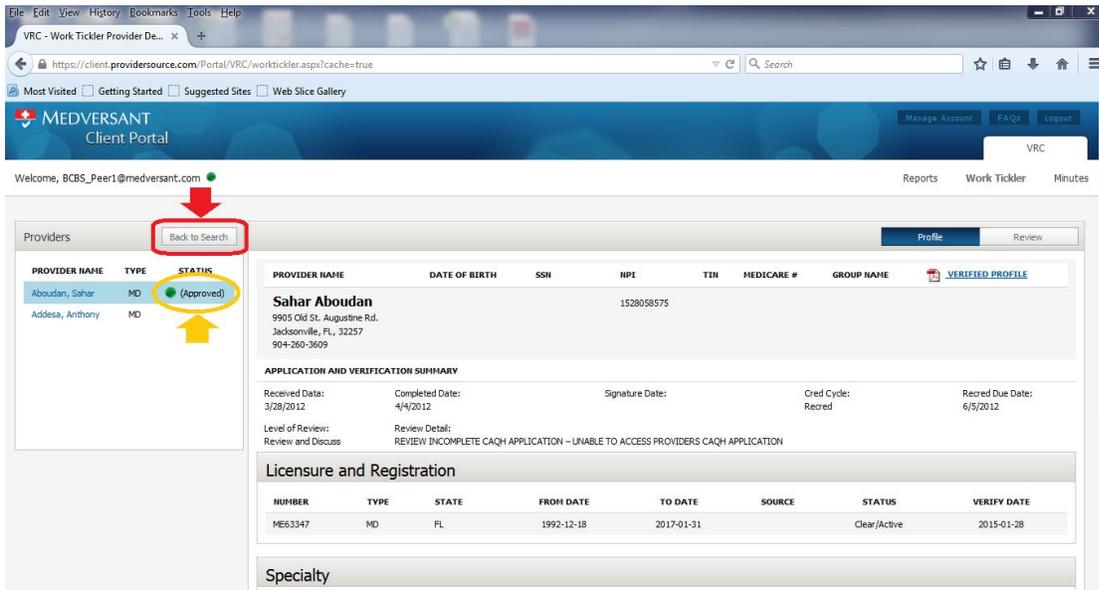


Upon clicking the button, the "Review Committee Recommendation" window will appear. To complete your review process, select your recommendation from the drop down labeled "Recommendation:" (highlighted in green below), input any comments you feel necessary in the "Review comments:" text box, then attach your chosen .jpg signature by clicking on the "Browse" (highlighted in red), navigating to the location of the file, and add it once located. By clicking the button labeled "Save", your review of this provider is complete.





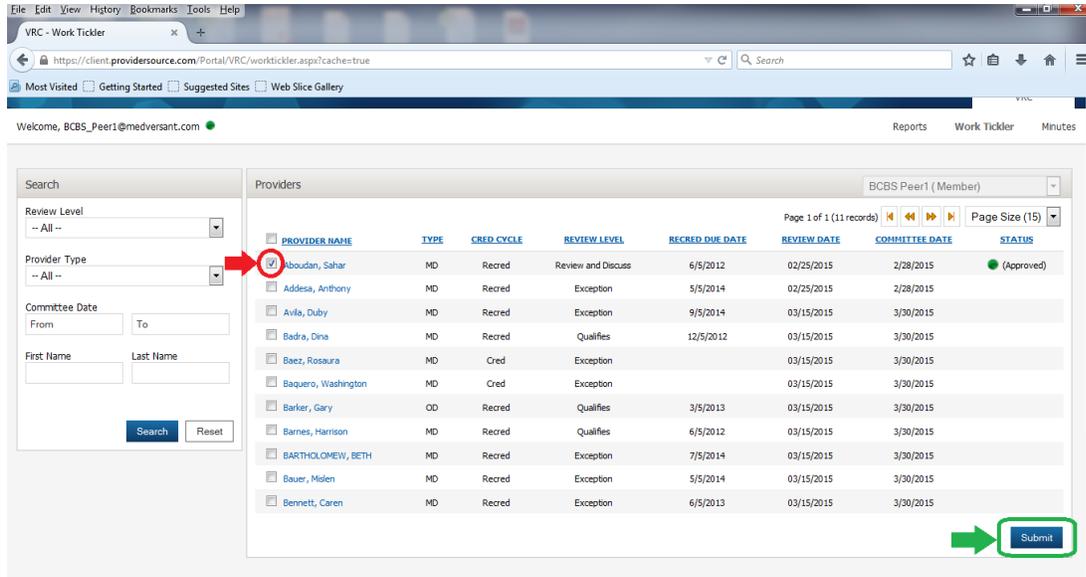
Upon clicking "Save", you will return to the Provider Profile page where the status of the provider will be noted with recommendation (highlighted in yellow below). To repeat review process for another provider, click on the "Back to Search" button (highlighted in red) to return to Work Tickler list.



## Step 4d



You may also submit your recommendation without going into the detailed profile by clicking the check box next to the provider's name (highlighted in red below), then clicking on the "Submit" button (highlighted in green).



The Review Committee Recommendation window will appear, just follow the same process as listed in Step 4c.