

# **OneView**®

OneView V2 Complete Overview Guide



## Introducing Modio OneView V2

A new way to add and enhance provider profiles

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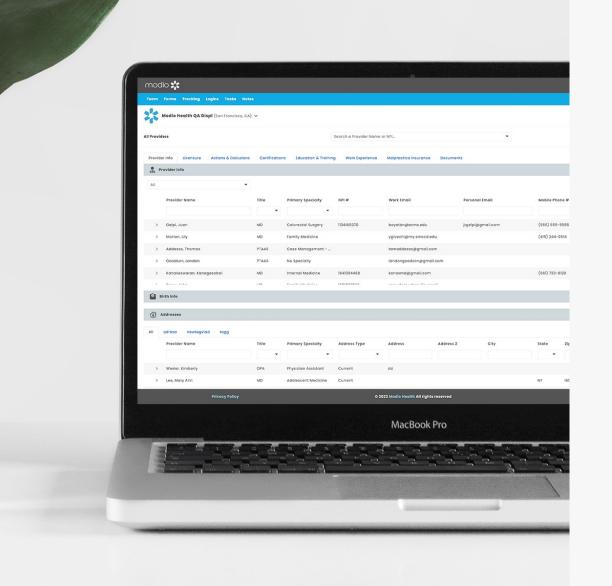


## **Introducing OneView V2**

No. OneView V2 has all the same content as the traditional OneView profile, but it has additional functionality and looks different. The data on this new page is the same as the data you manage on our other OneView pages, just presented in a new way (and with some new and improved features!). The design of OneView V2 is intended to empower users to view and edit data with minimal clicks, and to allow for updating data both quickly and in bulk.

Once you are logged in, click on the "OneView V2" button on the Team page to access it.

How do I get back to the original OneView pages? Click on the main sections on the top blue bar to go back (Team, Tracking, Forms, Tasks, Notes).



### What is OneView V2?

Modio has developed a new page to customize how you view and manage credentialing data: OneView V2. This page is built on newer technology, which allows Modio to include:

• New features like access to audit history

• The ability to restore inactive records

• The ability to customize the page to fit your personal workflow

### Is it a separate platform?

#### Do I use the same log in?

Correct - No separate log in is needed

#### How do I access it?



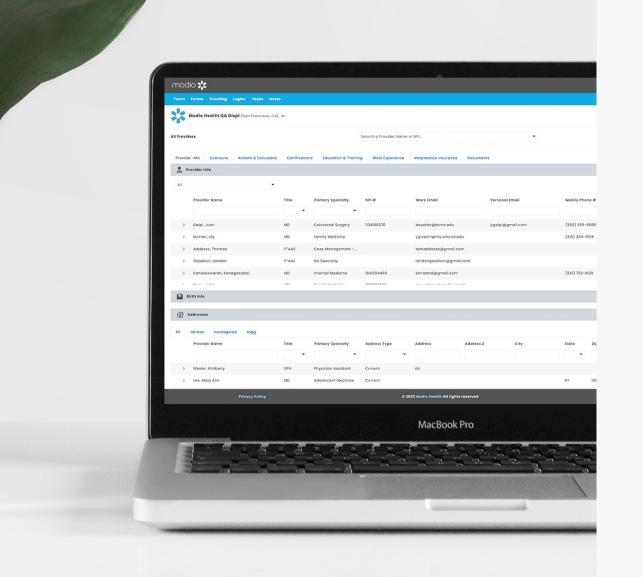
**Single provider view:** When OneView V2 is filtered to view a single provider Access this by searching provider NPI or name in the top search bar, or by right clicking on any provider record and selecting "Open single provider view."

**All provider view:** When OneView V2 displays all providers. If you are in single provider view, return to all provider view by clicking the "x" in the search bar.

In-line editing row: Differing per grid, these high-use fields are in the top row of data for each record. Double click in any cell in the in-line editing row to edit data.

**Grid Settings**: Page for customizing what OneView V2 should look like. Your personal grid settings are saved and will remain the same if you leave of OneView then log back in.

**Sections filter:** Option for filtering only the sections you want to see at the current moment. For example, if you want to update state licenses, select State Licenses within the sections filter and you will see only that grid. Clear your selections if you want to return to viewing all grids at once.



## **Glossary of OneView V2 Terminology**

**OneView V2:** Page accessed by clicking ""OneView V2" from the Team page

**Grid:** Category of provider data that is represented as a distinct section on the OneView V2 page. Examples of grids include State Licenses, Facility Affiliations, and Work History.

**Detail view:** Shows all fields associated with the record. Access by clicking the caret to the left of the provider name on a record.



### **Tip Guide: OneView V2 - Getting Started**

### Let's Get Started

- Log into OneView as you normally would - go to modiohealth.com and click "**sign in**" or follow your organizations protocol.
- 2. Click on the **OneView V2** button located on the top middle of your dashboard.
- 3. You'll arrive on the all-provider view of the OneView V2 page, which lists all providers within your team. Their data is grouped by section into grids.

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### **Tip Guide: OneView V2 - Dashboard View Settings**

### **View Customization**

### Customize which grids appear and in what order

Click on the Teams dropdown at the top left. Scroll to the bottom of the dropdown and click on "Grid Settings".

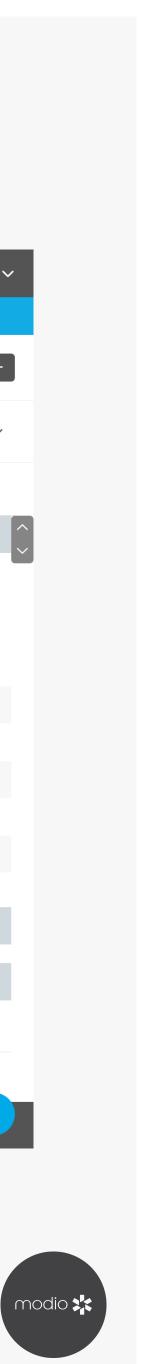
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### **View Customization**

### **Customize which grids appear** and in what order

Use the toggles next to each grid to enable/disable the grid. If it is toggled on, you will see the grid. If it's toggled off, you will not see the grid on your OneView V2 page.

You can also **drag and drop** the grids into the order that best fits your workflow. For example, if you always update affiliations first, drag that grid to the top of the list so it appears first on your page.

Once you are satisfied with your changes, click "**Back**."

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#### Tip Guide: OneView V2 - Dashboard View Settings: View Customization

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## Customize which grids appear in each grid

You can choose to customize which columns are visible in the in-line editing row, by accessing the columns section of the grid menu.

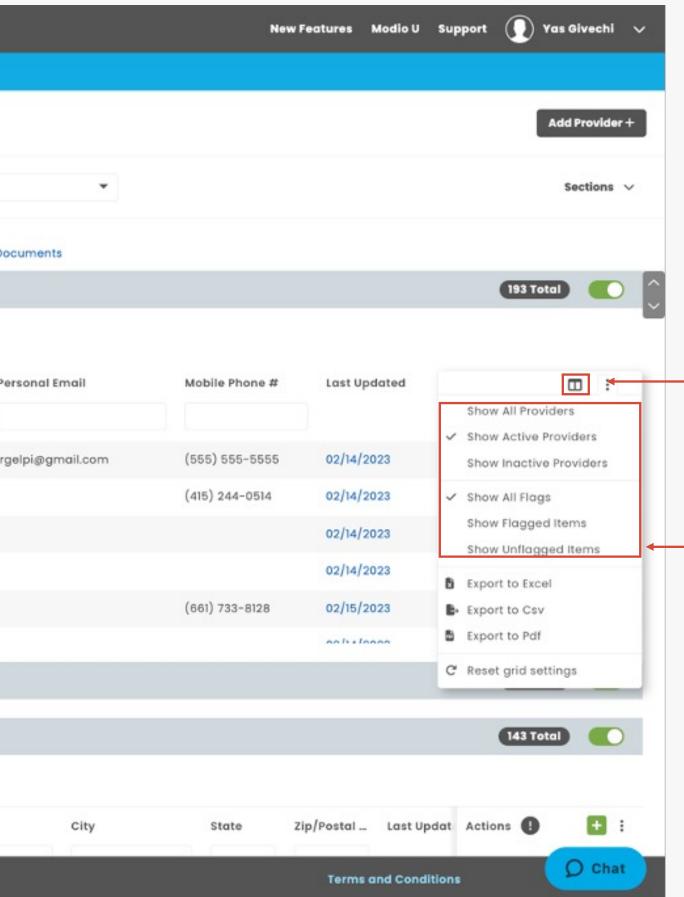
Uncheck or check columns to set which ones you want to appear in the grid.

You can also drag columns in each grid to re-order them.



#### **Tip Guide: OneView V2 - Dashboard View Settings: Customization**

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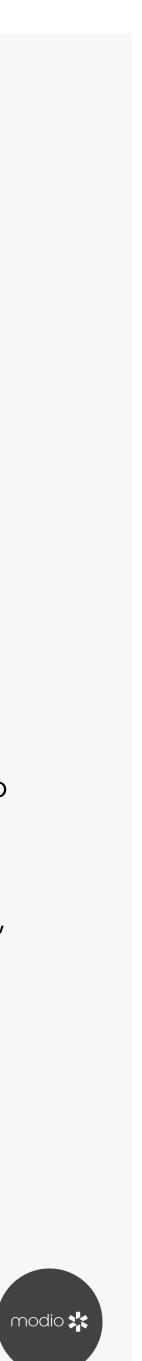


### **View Customization**

## Customize which records appear by record status

OneView V2 gives users the ability to view inactive records - you also can now restore formerly inactivated records to active status.

In the grid menu for each grid, you can select if you want **Active** records, **Inactive** records, or **All** Records to display in the grid.



### **View Customization**

## Customize your alert interval for records in each grid

OneView V2 gives users the ability to customize their alert interval in each section - Records in each grid with expirable items turn red when expired and turn yellow based on the specified alert interval. The alert interval can be set to 1-6 months.

The specified alert interval also impacts the Expiring counts in orange at the top of each grid. This will give you an idea of how many records are expiring soon according to the interval you set.

Alert intervals are set by each individual user and are specific to each grid. I.e., you can set a 6-month alert interval for a licensing board you know needs a lot of lead time, and a 1-month interval for malpractice renewals that have a faster turnaround time.

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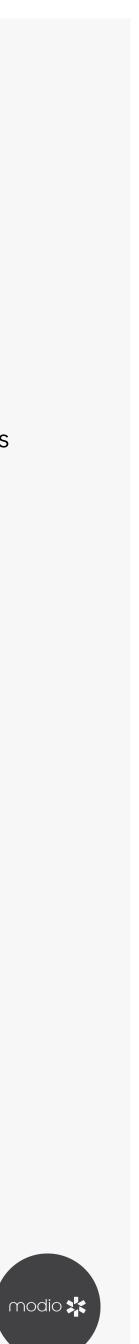
#### **Tip Guide: OneView V2 - Page Feature Overview**

On both single provider view and all provider view, there are some core elements of the OneView V2 page.

- In-line editing row: Double 2 click in the row of visible data for each record to quickly update data.
- **Column filters:** Type in the filter box or select from the 3 dropdown to filter the column below. Click on a column header to sort by the column. Click again to sort in reverse order.

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Sections Filter: Use this filter to select which grid(s) you want to see right now. Click the "x" to clear your selection.



#### Tip Guide: OneView V2 - Page Feature Overview Continued

On both single provider view and all provider view, there are some core elements of the OneView V2 page.

#### **Detail View:**

To view additional fields for each record, click on the caret at the left of the row to open detail view.

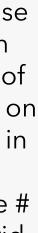
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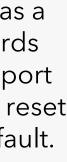
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**Expiration Counts:** These counts at the top of each grid will show you the # of expiring records (based on the alert interval you set in grid settings), the # of expired records, and the # of total records in the grid.

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Grid Menu: Each grid has a menu to customize records displayed in the grid, export summaries/reports, and reset grid settings back to default.







#### **Tip Guide: OneView V2 - Page Feature Overview Continued**

On both single provider view and all provider view, there are some core elements of the OneView V2 page.



#### Audit History:

Click on the Last Updated Date for any record to view the audit history.

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#### Actions:

Action icons are at the far right of each record row. Run updaters, download documents, silence alerts, access notes, flag items, and inactivate records.

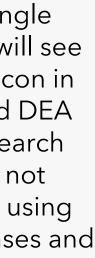
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Team Forms Tracking Logins Tasks Note	5							
Modio Health Master Practice (DEMO) (	San Francisco, CA) 🗸							Add Provider +
Kirk Heath, MD - General Surgery		Kirk Heath			× •			Sections (4) ~
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Provider Name	License Type License	se Add'l Info State	e Status	Issue Date	= Exp. Date	<ul><li>Expires In</li></ul>	Last Updated	Actions 🌗 🔍 🕂 🗄
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□ > Heath, Kirk	Medical School 825 F	tern Virginia Medical School Fairfax Ave, Ste 310, Norfolk, VA	MD		09/01/1998	05/31/2002	Completed 02/17/	
Heath, Kirk	Residency 825 F	Fairfax Ave, Ste 310, Norfolk, VA tern Virginia Medical School		General Surgery	07/01/2002	06/30/2007	Completed 02/17/	
Heath, Kirk	Internship 825 F	Fairfax Ave, Ste 310, Norfolk, VA Versity Of North Carolina At		General Surgery	07/01/2002	07/01/2007	Completed 02/17/	
Heath, Kirk	Nursing School 321 s	S Columbia St, Chapel Hill, NC 2 Dominion University	BS	Business	01/06/2022	06/24/2022	02/17/	
Heath, Kirk	PostGrad	Hampton Blvd, Norfolk, VA 23529			01/04/2022	03/26/2022	02/17/	
Exams								0 Total
Privacy Policy		© 2023 Mo	odio Health All righ	ts reserved			Terms and Conditio	ns D Chat

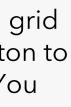
Find Licenses: In single provider view, you will see a magnifying glass icon in the state license and DEA grids. Click this to search for licenses that are not already in OneView using FSMB for state licenses and USDOJ for DEA.

7

8

Add Records: Each grid has a green "+" button to add a new record. You can also right click anywhere in the grid and choose "Add" to do the same.





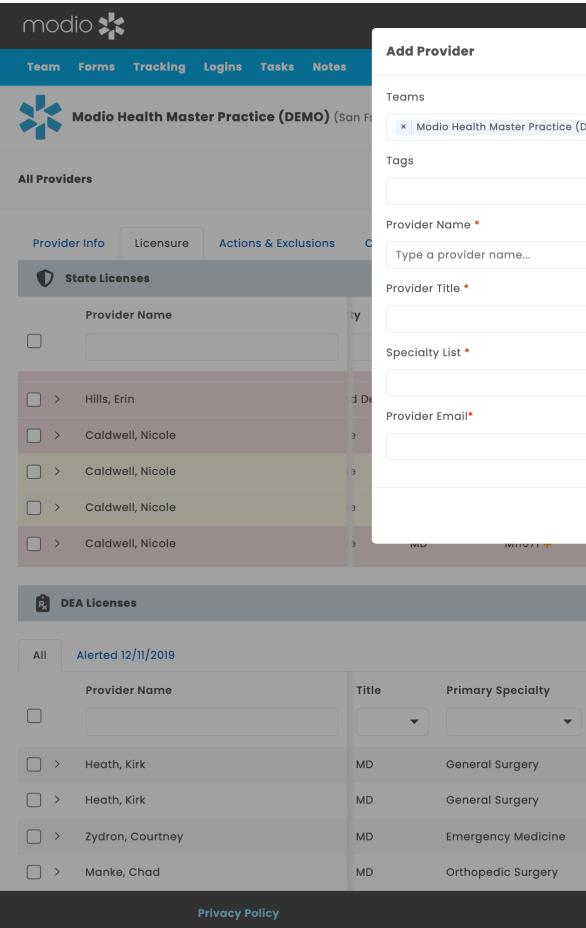


#### **Tip Guide: OneView V2 - Adding a Provider**

You may want to start by checking if the provider is already in OneView. Do this by searching their NPI (if they have one) or their name in the top search bar.

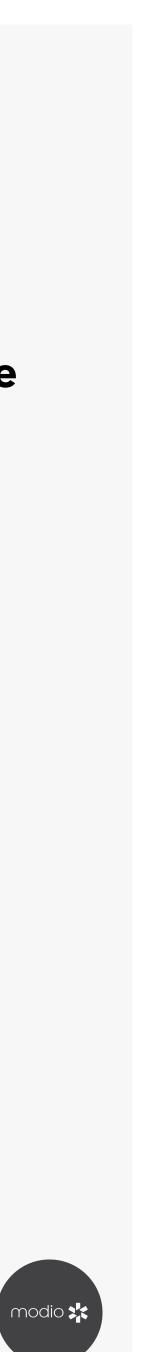
If the provider does not exist, add them to OneView by clicking "**Add Provider**" at the top right of the screen.

Select the provider with the correct NPI from the dropdown list. Modio uses the NPI to pull in licenses and certification data from LexisNexis.



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DEMO) (San Francisco, CA)			× •		Add Provider +
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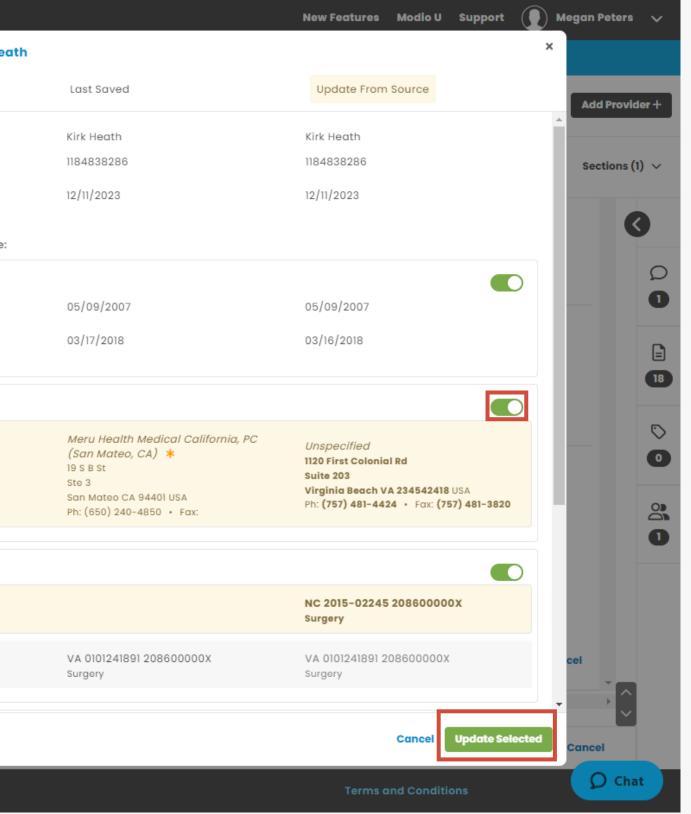
### **Start Here**



#### **Tip Guide: OneView V2 - NPPES Updater**

Additional records can be added from the NPPES NPI registry to enhance profiles. To access this information, select "Run Update" next to the NPI field in the detail view of the Provider Info grid. If an NPI does not yet exist on the profile, it will display all related name matches for you to select the correct NPI.

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Team	n Forms Tracking Lo	gins Tasks Notes				Updating NPPES Info for Kirk He
PLACENQUEES	Modio Health Master P	ractice (DEMO) (San Fran	ncisco, CA) 🗸			
RACENCE F	Kirk Heath, MD - General	Surgery		Kirk Heath		Provider Name NPI Number Last Updated OneView from Updater
	Work Email		Personal Email		Mobile P	Select which item(s) to add/update
	kwheath@testgmail     EMERGENCY CONTACT		@ email@exam	ple.com	(804) 2	NPPES Dates         Enumeration Date         Last Updated         NPPES NPI Registry
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Next, the modal will display available records. You can choose to toggle on or off each section or select individual records. Records already on the profile will be greyed out, to avoid duplicates.

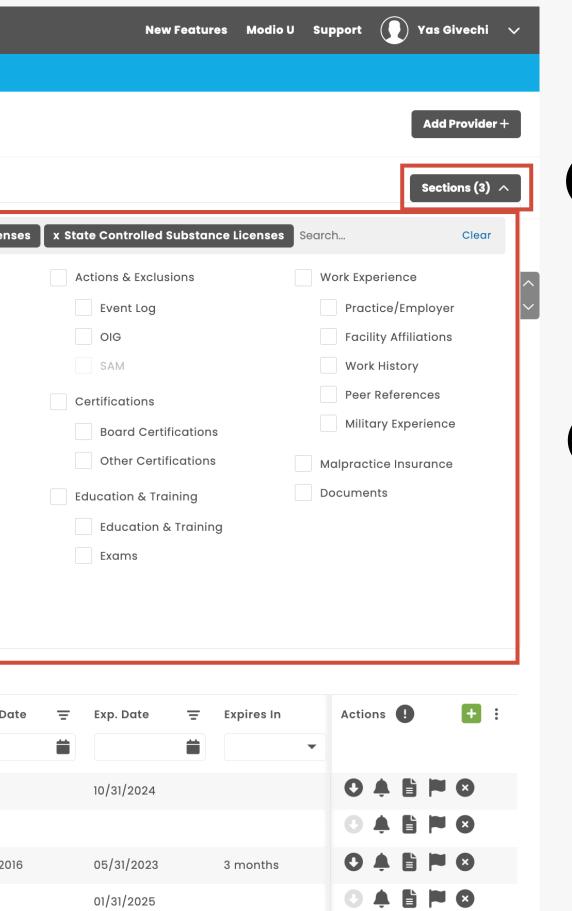
Select "Update Selected" to add the chosen records. This will also update the Last Updated date to note when data was last pulled from NPPES.





#### **Tip Guide: OneView V2 - Updating Provider Data**

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Team Forms Tracking Logins Tasks Notes	5							
Modio Health Master Practice (DEMO) (s	San Francis	sco, CA) 🗸						
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State Licenses							Provider Info	
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Provider Name	Title	Primary	Specialty	License	State	Status	Payment Indi	Issue D
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Heath, Kirk	MD	General	Surgery	FH0329032 🔒	VA	Active	Paid	
□ > Heath, Kirk	MD	General	Surgery	Waiting on A	AL 🔍	Pending		
Zydron, Courtney	MD	Emerger	ncy Medicine	FZ2853249 🔒	VA 🗨	Active	Paid	01/18/2
□ > Manke, Chad	MD	Orthope	dic Surgery	BM7494785 🔒	VA 🕀	Active	Paid	
Privacy Policy				© 2023 N	Aodio Health A	Il rights reserv	ved	



01/31/2025

Find your provider, or manage all at **once**: If desired, go to single-provider view by searching for your provider in the top search bar. If you are working on your full provider population, stay in all provider view (clear any selected provider from the top search bar).

2

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1

Use the sections filter to target what you are working on: Filter for the section(s) you want to work on using the sections filter. You can select one or multiple grids at a time. Use this feature to quickly display only the grids you currently need.



#### Tip Guide: OneView V2 - Updating Provider Data - Adding New Records



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Kirk Heath, MD - General Surgery	Kirk Heath		× •		Sections $\!$
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> Heath, Kirk	United States of America		No	02/14/2023	
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> Heath, Kirk + Add				02/17/2022	
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> Heath, Kirk	Pending			02/14/2023	
Privacy Policy	© 2023 Modio Healti	h All rights reserved		Terms and Conditions	<b>D</b> Chat

**c.** You can also right click in the grid and select "Add" from the right click menu

**a.** Empty grids will display a large green add record button

**b.** Grids with records will have a smaller green "+" button





#### Tip Guide: OneView V2 - Updating Provider Data: Updating Existing Records

4

## There are a few ways to update existing records.

Data in the in-line editing rows can be changed by simply **double-clicking** on the field. Data will be automatically saved when you click away from the field.

If the field you are looking for is not shown in the in-line editing row, you can access all fields available for the record in detail view. Open this by clicking on the **caret** to the left of the provider name (shown right).

After making changes in the detail view, make sure to click **Save**.

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Kirk	<b>k Heath, MD</b> - General S	Surgery			Kirk He	ath				× •					
Provid	der Info													C	To
Pr	rovider Name		NPI #		Work Em	ail		Personal Em	ail		Mobile Pr	none #	Last Updated	Actions	9
> He	eath, Kirk		118483828	36	kwheath(	atestgmail.com					(804) 270	0-2141	02/15/2023		
Birth	Info													0	
Pr	rovider Name		Date Of B	irth = Coun	ry Of Citize	nship	•	Citizenship/W	ork Auth		US W	ork Auth	Last Updated	Actions	Ð
∼ He	əath, Kirk				States of A	America					No		02/15/2023	0 6	
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#### Tip Guide: OneView V2 - Updating Provider Data: Adding Notes, Tags, and Documents

Team Forms Tracking Logins Tasks Notes



#### Tag(s) Modio Health Master Practice (DEMO) (San Fi Input tag(s).. Notes Kirk Heath, MD - General Surgery Public 🚺 Team 0 (0 of 3000) Heath, Kirk □ > Heath, Kirk □ > Heath, Kirk State Licenses Documents A shortcut for **Provider Name** document upload: You can also drag and □ > Heath, Kirk drop documents from → Heath, Kirk your computer onto Name Documer any row of data to DEA Licenses upload them to the **Provider Name** Heath Kirk NC 2015-022... State Lice specified row. $\square$ > Heath, Kirk □ > Heath, Kirk R State Controlled Substance Licenses No Records found for Kirk Heath, MD

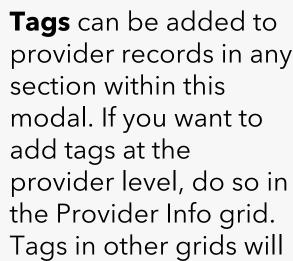
modio 🔧

#### Add Notes, Tags and Documents to Records

Edit State License 2015-	02245 for Kirk Heat	h MD			×	lew Fea	atures Modio U Su	pport	Yas Givechi 🗸
Tag(s) Input tag(s)					•	-			Add Provider +
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	© 2023	B Modio Health All right	s reserved				Terms and Condition	s	

provider records in any section within this modal. If you want to add tags at the provider level, do so in the Provider Info grid. Tags in other grids will be specific to each individual record.

Click on **the** document icon to open the modal with record notes, tags and documents.





#### Tip Guide: OneView V2 - Updating Provider Data: Running Multiple License Updates

6

#### Run Carbon when available - for up to 10 records at a time.

b. You can run up to 10
Carbon updaters at once.
Select the records you want with the checkboxes to the left of the Provider Name column

c. Next right click and select"Update Selected Licenses"

from the right click menu. You can also click on the updater icons one after another and they will all run concurrently.

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Team	Forms Tracking Logins Tasks	Notes														
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$\Box$ >	Heath, Kirk	Immunizations	Covid-19 Vaccine		Complete						02/17/202	2	0 🌲		×	
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	Privacy Policy			© 2023 Modio I	Health All rights rese	ved					Terms ar	d Conditions	•	2	) Chat	Ĭ

**a.** Once you've added licenses and some other record types, you may see an **updater icon**. When this is visible, a Carbon integration is available for the record.

> Clicking on icon will run Carbon, returning verified fields directly from the primary source websites and saving a PSV document automatically.



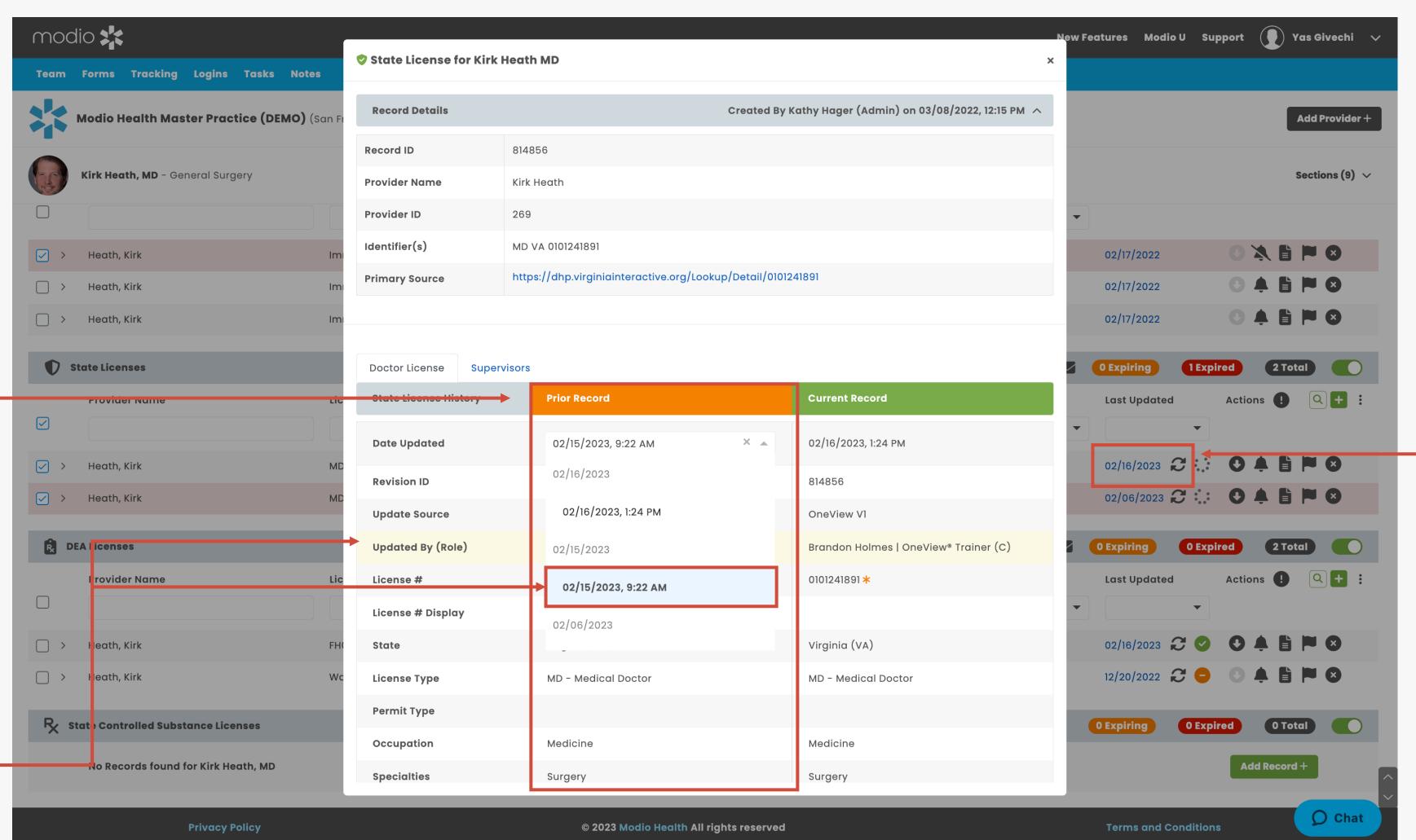
### **Tip Guide: OneView V2 - Viewing Record Audit History**

#### Here is how to check record audit history:

OneView V2 allows you to look up the history of changes on each record yourself.

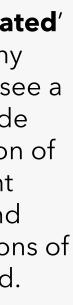
Use the date updated dropdown in the Prior Record column to choose which point in the past you'd like to compare to the current record.

For each point in time, you can see what the data was and who updated it. Differences between the current record and the selected prior record will be highlighted in yellow.



**Start Here:** Click on the 'Last Updated' date on any record to see a side-by-side comparison of the current record, and past versions of that record.





#### Tip Guide: OneView V2 - Viewing & Restoring Inactive Records

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Health Info										0 Expiring 5	Expired 7 Total	
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) > Heath, Kirk	Testing & Repo	orts Drug Test			Negative	01/29/2019	02/15/2019		expired	02/17/2022	✓ Show All Flags	_
> Heath, Kirk	Testing & Repo	orts Drug Test			Negative	03/11/2019	11/02/2019		expired	02/17/2022	Show Flagged It	
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) > Heath, Kirk	Immunizations	s Influenza			Complete	02/02/2018	02/02/2019		expired	02/20/2023	Show Enabled A	lerts
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#### OneView V2 allows you to view and restore records that were previously made inactive.

inactive. In each grid's grid menu, you can choose to show Active records, Inactive records or All records. In Inactive or All records view, you will be able to view inactive records.

Inactive records will have a green "+" icon where the "**x**" icon usually is to the far right of the record row.



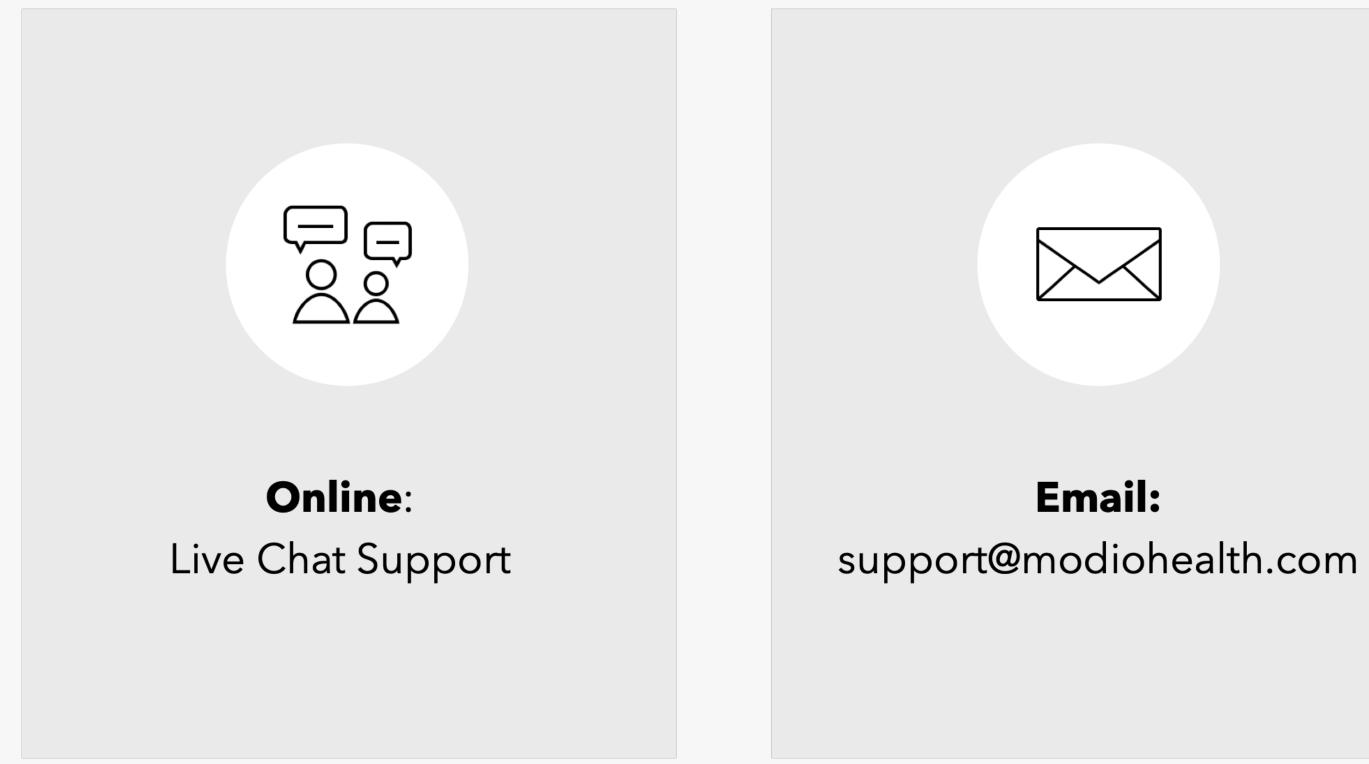
Click the green icon to restore the inactive record back to active status.



Deactivate records



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



## Email:



### Phone: 844.696.6346

