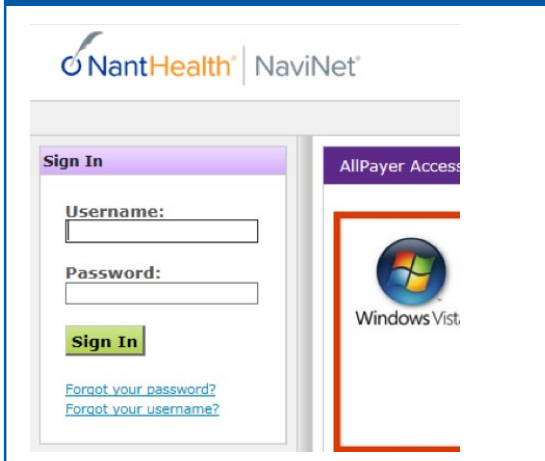


# NaviNet Quick User Guide

## Get Started Today!

### Step 1: Log in.

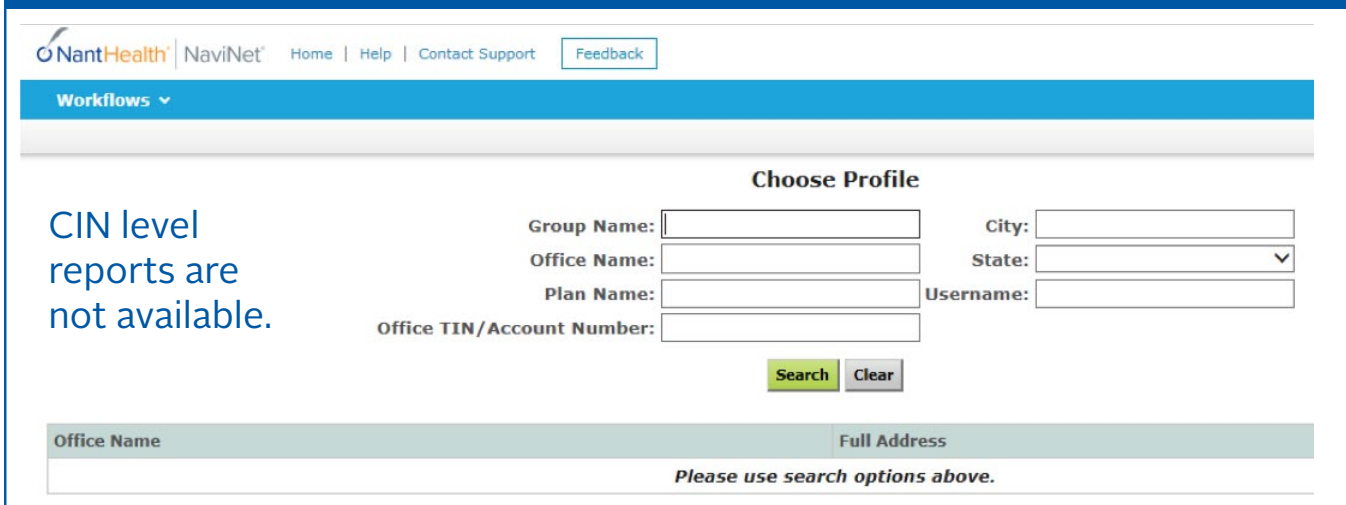
- <https://navinet.navimedix.com>



The screenshot shows the NantHealth NaviNet login interface. On the left, there is a 'Sign In' box with fields for 'Username:' and 'Password:', a green 'Sign In' button, and links for 'Forgot your password?' and 'Forgot your username?'. On the right, there is an 'AllPayer Access' section with a Windows Vista logo. A blue arrow points from this screenshot down to the next step.

### Step 2: Choose a Profile.

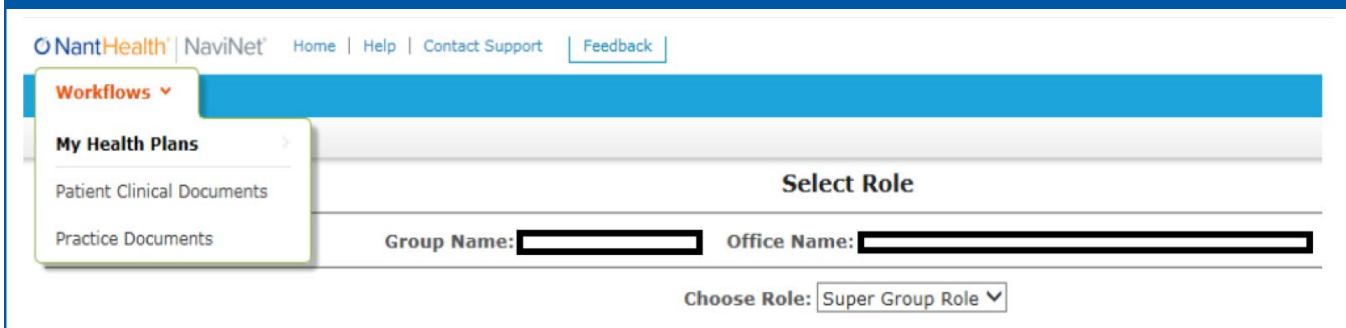
- Search for the Group by either Group Name or Office TIN/Account Number.



The screenshot shows the 'Choose Profile' page. On the left, there is a message: 'CIN level reports are not available.' The main area contains search fields for 'Group Name', 'Office Name', 'Plan Name', 'Office TIN/Account Number', 'City', 'State', and 'Username'. There are 'Search' and 'Clear' buttons. Below the search fields, there are two columns: 'Office Name' and 'Full Address'. A note at the bottom says 'Please use search options above.' A blue arrow points from this screenshot down to the next step.

### Step 3: Select Role.

- Use the drop-down menu to choose "Super Group Role."



The screenshot shows the 'Select Role' page. On the left, there is a 'Workflows' dropdown menu with a sub-menu open showing 'My Health Plans', 'Patient Clinical Documents', and 'Practice Documents'. The main area contains search fields for 'Group Name' and 'Office Name', and a 'Choose Role' dropdown menu with 'Super Group Role' selected. A blue arrow points from this screenshot down to the footer.



### Step 4: From Workflows tab, select Plan.

- Hover over “My Health Plans.”
- Select AmeriHealth Caritas North Carolina.



### Step 5: View Workflows for this Plan.

- Hover over “Report Inquiry.”
- Select “Administrative Report Inquiry.”

### Step 6: Select PCP Performance Rollup Report

- Use the drop-down menus to choose a Provider Group and/or Provider.
- Filter Report Criteria as needed.
- Report Type will be in Excel for download.





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The screenshot shows the NaviNet interface for the PCP Performance Rollup Report. At the top, there is a navigation bar with the NantHealth | NaviNet logo and menu items for WORKFLOWS and HEALTH PLANS. Below this is a breadcrumb trail: AmeriHealth Caritas North Carolina | Administrative Reports Inquiry | Report Selection | Report Search. The main content area features the AmeriHealth Caritas North Carolina logo on the left and the title "PCP Performance Rollup Report v. 1.0.0" on the right. Under the "Instructions" section, users are prompted to enter search criteria and click "Search", with a note about browser popup blockers. The "Provider/Member Information" section contains a required dropdown menu for "Choose a Provider Group" (currently showing "Group Name - PIN"), radio buttons for "Current" (selected) and "Previous" report types, and a version number "v.1.0.0". At the bottom right of the form are buttons for "Search", "Exit", and "Clear".