#### **Revised Patient Panel Verification Instructions**

The patient panel application has been optimized for access via a PC and higher resolution screens. **Therefore, we recommend that you complete your panel verification using a PC rather than a mobile device (e.g., phone, tablet).** 

### **Accessing Your Panel**

- 1. Using your preferred internet browser navigate to https://www.MSleLink.ca.
- 2. Log in using your Username and Password:

### First Time Login Only

a. Log in using your MSI Provider Number as your Username <u>and</u> the temporary password provided to you in the covering letter.

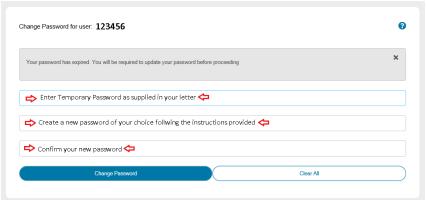
Account Log in

123456 Provider Number

Temporary Password as supplied in your letter

Login

- b. Re-enter your temporary password and create a new password. The requirements are:
  - New password cannot match the current password
  - Minimum password length is 14 and maximum length is 20 characters
  - Must contain at least 1 lowercase character, at least 1 uppercase character, at least 1 number, and at least 1 of the following special characters! @ # \$ \* . , ? = \_
  - Cannot start with a special character



- c. Once you have logged in, select 'Services' from the menu.
- d. Select 'Patient Panel' from the menu.
- e. Select "view".
- f. Respond to the 2 survey questions presented.

#### Subsequent Login

- a. Log in using your MSI Provider Number as your Username and the new password that you created.
- b. Select 'Patient Panel' from the menu.
- c. Select "view".

# **Signing Out of Your Panel**

If you wish to end your session and continue at a later time, select 'Sign Out'. No additional steps are necessary to ensure your work is saved.



## **Verifying Your Patients**

Your initial patient panel has been created using claims submitted to MSI over a recent three year period. The number of services provided by you, to each patient during this time period, can be found in the 'Number of Services' column. The 'Last Date of Service' column provides the last date each patient was seen based upon the MSI claims data.

Please verify each patient on the panel by selecting one of the following in the 'Confirmed' column:

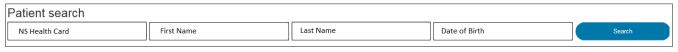
Currently providing compreh	ensive and continuous care to the patient*	Yes
Not currently providing comprehensive and continuous care to the patient*		No

<sup>\*</sup>See attached Q&A, Question 1 for definition of 'comprehensive and continuous care'.

Please note that your selection will automatically be saved as soon as you select 'Yes' or 'No'.

### **Searching For A Specific Patient**

Your patient panel is sorted in name order. If you are trying to find a specific patient, you can use the search functionality at the top of the screen to search by health card number, first name, last name, or date of birth.



Select 'reset to default' at the top right of your screen, if you want to return to your full patient panel.



# **Searching For Patients Not Yet Confirmed**

If you only want to display those patients that you have not verified yet, select 'Undefined' from the dropdown in the filter box at the top of the page in the 'Patient search' section and then click 'Search'.



#### **Searching For Confirmed Patients**

If you only want to display those patients where you have confirmed 'Yes', select 'Yes' from the dropdown in the filter box at the top of the page in the 'Patient search' section and then click 'Search'. Similarly, you can filter on those patients where you have confirmed 'No'.

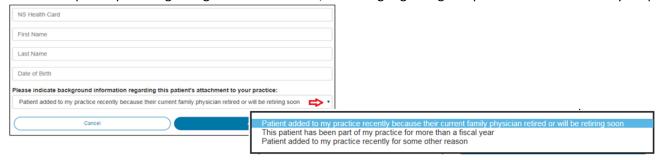


### **Adding A Patient To Your Panel**

You can use the 'Add new patient' selection found at the bottom of the screen to add a patient to your panel. Additions can only be added if you are responsible for the comprehensive and continuous care of that patient. For example, episodic care provided to walk-in patients is not to be included.



You will need to enter the patient's health card number, first name, last name, date of birth and select one of the three identified options providing background information/reasoning regarding this patient's attachment to your practice.



## **Correcting Errors Identified After Adding A Patient**

If you identify a mistake that you made when entering the required patient information, please do the following:

- 1. Search for the patient.
- 2. Select 'No' in the Confirmed column of the new patient record that you added.



Re-add the patient.

## **Finalizing Your Panel**

Once you are certain that your patient panel is complete, and all patients have been added, removed and verified, you are ready to finalize your panel. Finalizing your panel will result in all patients for whom you have confirmed 'yes' being added to your patient panel. Please do not take this final step unless your work on validating your patient panel is finished, and you are 100% confident with the results.

Please do the following to finalize your panel:

- 1. Select the 'Finalize patient panel' button at the bottom of the screen. If you receive a message indicating you have unconfirmed patients, you will need to verify those patients before proceeding with finalization.
- 2. Confirm that you wish to finalize your panel by selecting 'Yes, please continue'.
- 3. A message will display containing the number of confirmed 'Yes' patients on your panel. Select the 'Yes' checkbox. You are confirming that you are providing comprehensive and continuous care to that number of patients.
- 4. Select 'Yes, please finalize'.

Once you have finalized you panel, you will see the following:



# **Resetting a Forgotten Password**

If you do not remember your password, please contact MSI Assessment during business hours. They can be reached via email (MSI\_Assessment@medavie.bluecross.ca) or phone (1-866-553-0585).

Please have an email address ready. Your new temporary password, which will allow you access to the MSIelink website, will be emailed to you. Once you receive your temporary password, follow the process described above to create a new password.