

How to View Provider Portal Report

In order to view the **OHM Retro Submitted Status** report you need one of the following roles:

- Provider Admin + Reports
- Provider Group Admin + Reports

When you login to the Provider Portal you will see a Provider Reports tab. After you click on the Provider Reports tab you will see the **OHM Retro Submitted Status** report. Click on the blue text to view the report



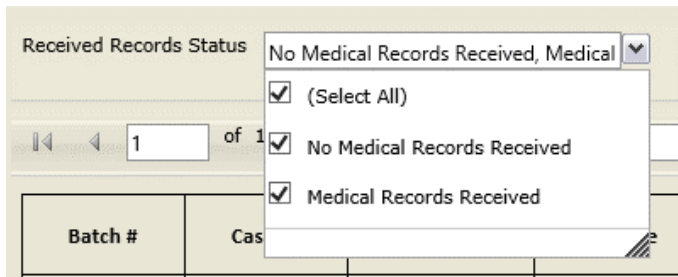
Once you click on the report you will see all claims tied to your NPI that have the **KEPRO Status** "Submitted"

Received Records Status: No Medical Records Received, Medical View Report

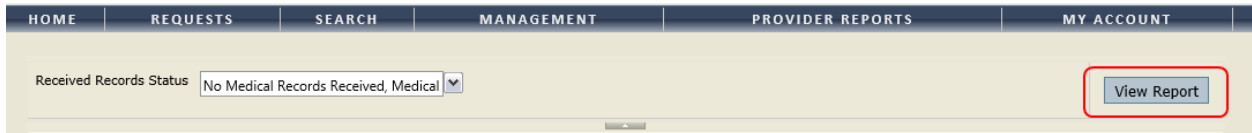
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Batch #	Case ID	ICN	Service Type	Servicing Provider	Servicing Provider NPI	KEPRO Status	Initial Rec Mail
1809	182482789	[REDACTED]	CR: IP Medical	[REDACTED]	[REDACTED]	Submitted	9/5
1809	182482809	[REDACTED]	CR: IP Medical	[REDACTED]	[REDACTED]	Submitted	9/5
1809	182482916	[REDACTED]	CR: IP Medical	[REDACTED]	[REDACTED]	Submitted	9/5

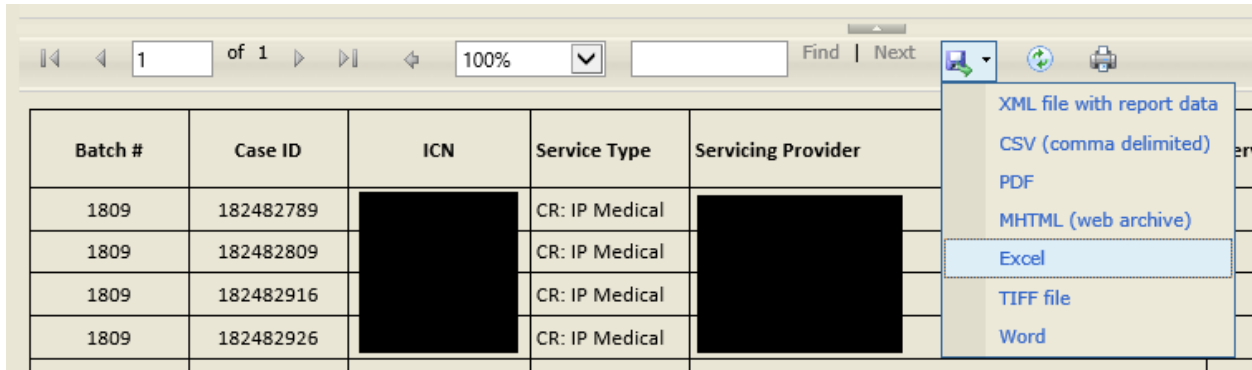
There is a **Received Records Status** parameter you can choose from when running the report. By default the report displays both received records statuses. If you prefer to only see one specific status make sure that only the checkbox for the desired status is checked



To generate a new report based on the parameters modified press the **View Report** button



You can download the report to Excel by clicking the file icon and selecting Excel from the menu



The table below lists all fields included in the **OHM Retro Submitted Status** report with descriptions

Field	Description
Batch #	Based on month case is created (YYMM)
Case ID	Case ID in Atrezzo
ICN	Claim number
Service Type	Specifies if claim is IP or OP (CR: IP Medical, CR: OP Medical)
Servicing Provider	Servicing provider for the claim
Servicing Provider NPI	NPI of servicing provider for the claim
KEPRO Status	Status of claim within KEPRO's workflow
Initial Record Request Mailed Date	Initial date KEPRO sent request for medical records
Initial Provider Records Received Date	Initial date medical records were received by KEPRO
Received Records Status	No Medical Records Received or Medical Records Received