


TIP SHEET

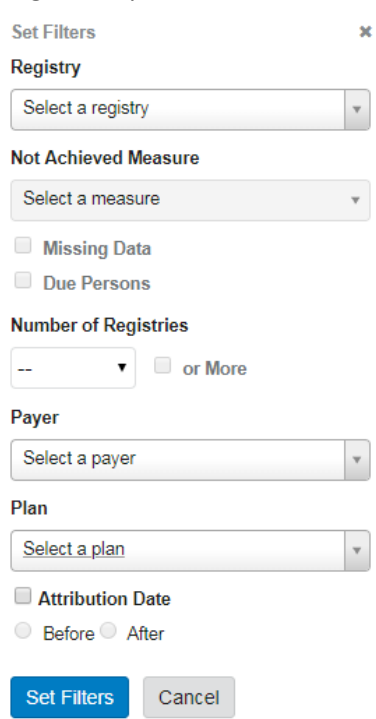
Filtering & Sorting a Person List

Steps

1. Navigate to a Person List via:
 - a. Homepage
 - b. Scorecards
 - c. Registries
2. Click **Filter**  to display the Set Filters dialog box in the navigation pane



3. The following filter options are available:



Set Filters ✕

Registry

Select a registry ▼

Not Achieved Measure

Select a measure ▼

Missing Data

Due Persons

Number of Registries

-- ▼ or More

Payer

Select a payer ▼

Plan

Select a plan ▼

Attribution Date

Before After

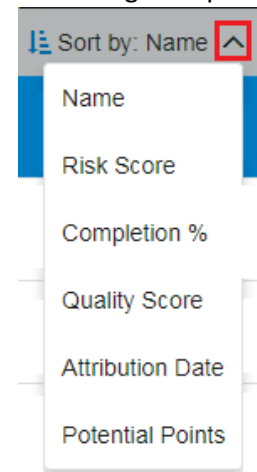
Set Filters **Cancel**


- a. **Registry:** List of specific registries.
- b. **Not Achieved Measure:** Drop-down list of measures associated to the selected registry.
- c. **Missing Data:** Filters to person(s) missing data for the selected registry or measure.
- d. **Due Persons:** Filters to person(s) due for the selected registry or measure.
- e. **Number of Registries:** Filters to person(s) of a specific number of registries or great than a specific number.

- f. **Payer:** Drop-down list of payers connected to a person. Filters to people with plans under that payer
 - g. **Plan:** Drop-down list of plans connected to a person.
 - h. **Attribution Date:** Before or After options and date necessary. Filters to person(s) attributed to a practice/provider before or after a specified date.
4. Click **Set Filters** to reveal the results of the filtered options



5. Click **Sort By** list to arrange the person list by:



6. **Sort**  arranges the person list in ascending or descending order depending on the option you have selected

Takeaways

Not Achieved Measure: Available when a Registry filter is selected

Missing Data: Available when a Registry filter is selected

Due Persons: Available when **both** a Registry and Not Achieved Measure filter is selected

Attribution Date Filter: Available only in Provider Level Person List

Sort By: Attribution Date & Potential Points are only available in Provider Level Person List