

NewMMIS Job Aid: Access PCC Plan Enrollment Roster Report

This job aid describes how to access the MGD-0055 Enrollment Roster report (formerly known as the PCC Panel Report).

Access View Metrics/Reports

From the **Provider Online Service Center** home page

1. Click **Manage Correspondence and Reporting**;
2. Click **View Metrics/Reports**;
3. If applicable, select another Provider ID from the **Provider ID** drop down list; and
4. Click **Search**.
5. The **View Claims Metrics/Reports** and **Reports** panels display below the **Provider Search** panel.

Access Reports

On the **Reports** panel

6. Locate the MGD-0055 Enrollment Roster report you want to access;
Note: There may be multiple pages of reports available, as indicated in the lower-right corner of the panel. Searching by the date in the **Date** column on the left may help; and
7. Click **PDF** in the row of the report you want to access—in this case, it's the sixth row down.

Access Reports

8. The report opens in another window.
Note: This report shows, as it did before, all new PCC Plan members, current PCC Plan members, and any PCC members who have been disenrolled from your practice. At the end of the report, there is a Four Month Outreach Report that shows those members who have not been seen within the first four months of enrollment in your practice. At the very end is a legend for the fields of the report.