This job aid describes how to access the MGD-0055 Enrollment Roster report (formerly known at 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.

NewMMIS Job Aid: Access PCC Plan Enrollment Roster Report

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