



User Reference Guide

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WHAT IS TALISPOINT?

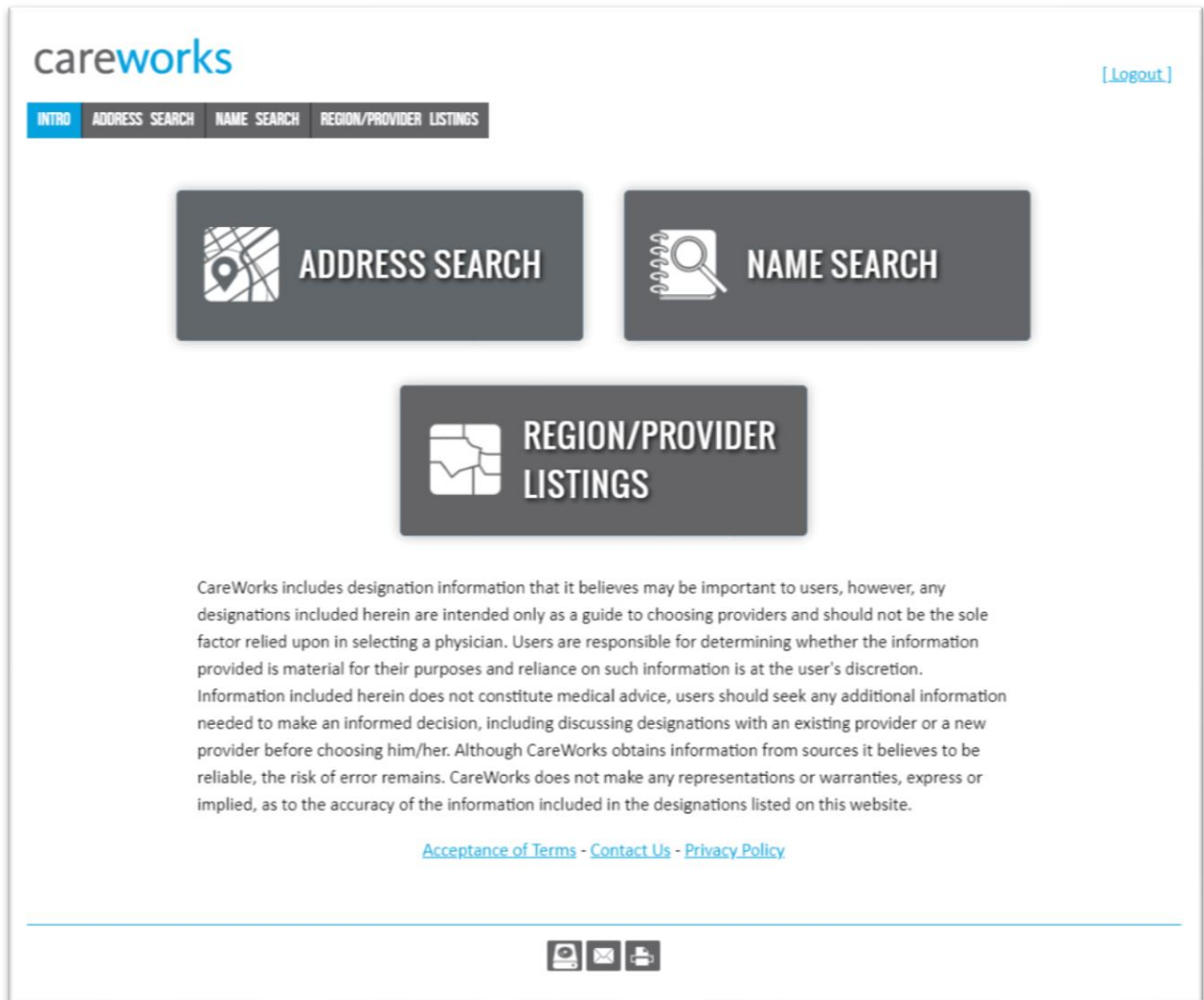
TalisPoint is an advanced, web-based provider access tool that allows users to quickly and easily identify the closest in-network provider to a particular address.

WHAT ARE THE BENEFITS?

- Tab-based menu for easy navigation
- Ability to sort results by distance, name, or specialty
- Simplified specialty searches with pre-defined specialty categories
- Ability to view provider results as a list or map
- Verified data logic for panel card production
- Ability to produce and send driving directions to a cell phone directly from search results
- Ability to select or de-select specific providers for panel card and directory production
- Ability to create a single panel card or panel cards for multiple locations
- State-compliant panel card formats
- Panel card output in English and Spanish
- Archived panel card projects for up to two years for easy retrieval, editing, or re-printing
- Ability to electronically send panel card and directory outputs
- Ability for online submission of provider information concerns

WELCOME PAGE

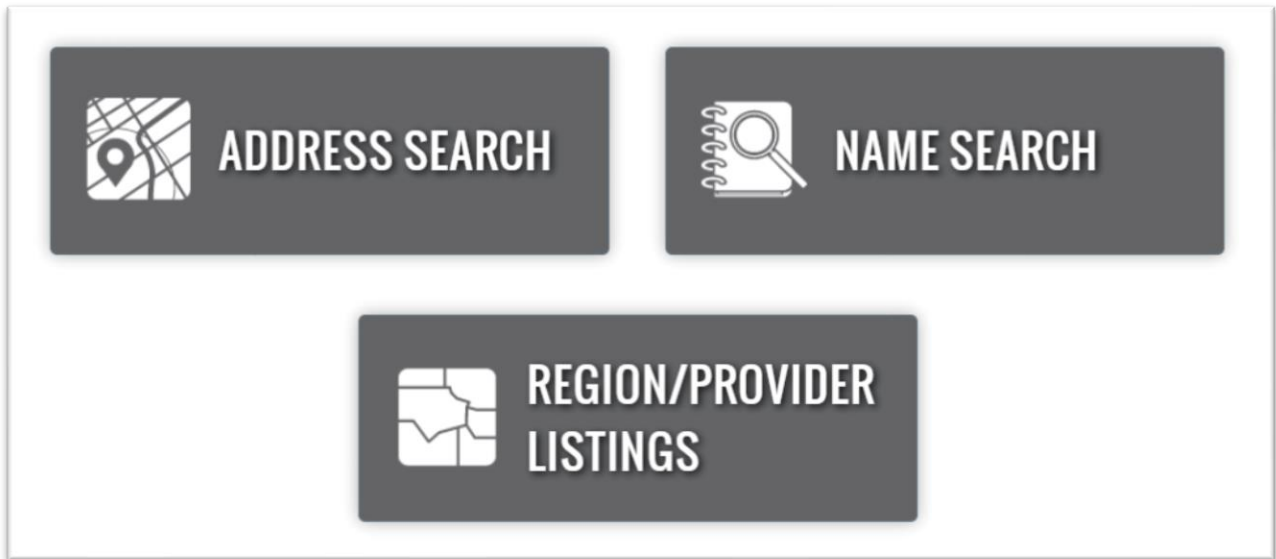
The first page you see is the Welcome Page.



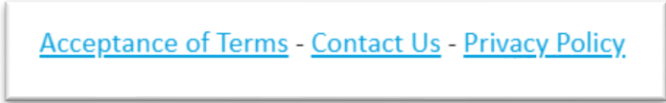
From here, you will navigate the system using either the tabs at the top:



Or the larger tabs in the middle of the page:



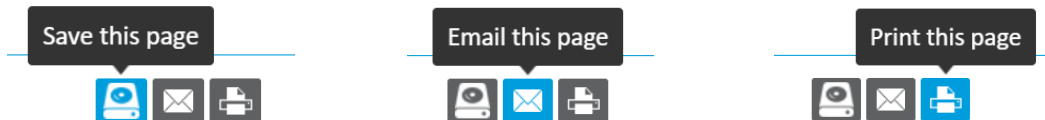
Below the tabs, there is a link to Terms of Use, a Contact Us page, and Privacy Policy.



At the bottom of the page, you will see three icons. These will appear on all pages.



When you hover over the buttons, you will see the following options:



SEARCH OPTIONS

Address Search

This option allows you to locate medical providers within a selected distance from a specific address.

INTRO **ADDRESS SEARCH** **NAME SEARCH** **REGION/PROVIDER LISTINGS**

Enter Address

Address

City State Zip

You must enter a valid zip code or city and state.

Provider Language's other than English

Networks:

The system is programmed with Urban/Suburban/Rural rules to adjust the Search Distance based on the location.

If searching within a city, the search distance will be lower than if searching a more rural area.

You can decide how your search results should be sorted and how many provider records you'd like to have displayed on each page.

Search Distance (miles): 1 2 5 10 25 50 100

Sort Results By: Distance Name Specialty

Providers per Page: 10 25 50 100 250

To narrow down your search, select a provider type and specialty.

Select Provider Type/Specialty *(If you don't select a type or specialty, you will get all providers.)*

Search Key:

Provider Types:	Specialties:
Hospitals	Occupational Medicine Clinic
Initial Care	Occupational Medicine
General Medicine	Urgent Care Clinic
Treating Providers	Walk-In Clinic
Physical Medicine & Therapy	Walk-In Clinic (after hours)
Orthopedics	Primary Care Physician
Radiology	General Practice

Hold the CTRL key down to select multiple elements with the mouse.

Your Specialty list will change depending on the Provider Type selected.

Provider Types:	Specialties:
Hospitals	Hospital: Acute Care
Initial Care	Hospital: Emergency Room
General Medicine	Hospital: Long Term
Treating Providers	Hospital: Psychiatric/Chemical Dependency
Physical Medicine & Therapy	Hospital: Psychiatric
Orthopedics	Hospital: Rehabilitation
Radiology	Hospital: Specialty

At the bottom of the page, you can click "Find Providers" to get to search results, or you can "Display Provider Count," which will show you the number of records available within your selected city, state, ZIP, provider type and specialty.

Find Providers	Display Provider Count
--------------------------------	--

Name Search

This option allows you to locate a medical provider by name, group affiliation, Tax ID number, or telephone number. State is a required field.



Enter Provider Name or Provider Info to search for

Searching for common words may be slow - ([Wildcard Help](#))

State	<input type="text"/>
City	<input type="text"/>
Provider Name	<input type="text"/>
Group Affiliation	<input type="text"/>
TIN	<input type="text"/>
Phone	<input type="text"/>

Networks:

Sort Results By: Name Address Specialty

Providers per Page: 10 25 50 100 250

Find Providers

Network and sorting options are the same as when conducting an address search. When you have filled in your information, click Find Providers. Provider Types and Specialty are not available for Name Search.

Region Search

This option allows you to create a list of providers within a selected geographic region (State, County, City, or ZIP Code). You must select a State, but County, City, and ZIP are optional. Selecting more than one parameter will narrow down your results. After selecting your provider type and specialty, click on Find Providers.

INTRO **ADDRESS SEARCH** **NAME SEARCH** **REGION/PROVIDER LISTINGS**

Enter Region

State Searching all providers in a state may be slow

County

City

Zip Code

Provider Language's other than English

Networks:

Sort Results By: County City Name Specialty

Providers per Page: 10 25 50 100 250

Select Provider Type/Specialty

Search Key:

Provider Types:

- Hospitals
- Initial Care
- General Medicine
- Treating Providers
- Physical Medicine & Therapy
- Orthopedics
- Radiology

Specialties:

- Occupational Medicine Clinic
- Occupational Medicine
- Urgent Care Clinic
- Walk-In Clinic
- Walk-In Clinic (after hours)

Hold the CTRL key down to select multiple elements with the mouse.

Find Providers **Display Provider Count**

SEARCH RESULTS

The address search results page displays what you search for and the count of providers within your search radius.

YOU SEARCHED FOR 1 Main Street Arlington, VA 22204	WE FOUND 466 providers found within 5 miles.
---	--

YOU SEARCHED FOR Provider Name: SMITH State: VA	WE FOUND 109 providers matching your search criteria.
--	---

YOU SEARCHED FOR State: VA	WE FOUND 99 providers found within your search region.
--------------------------------------	--

Search results display a variety of information about a provider record. Column headers that are underlined indicates the ability to sort by that column.

<input type="checkbox"/>	<u>Provider</u>	<u>Address</u>	Phone	<u>Specialty</u>	<u>Language</u>	Network	<u>Miles</u>
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– Selects all records on the page

Provider – Provider’s name and group affiliation. Clicking on the provider name will open the Provider Information page.

Address – Provider’s physical address

Phone – Provider’s scheduling phone number


Specialty – Provider’s field of expertise




Language – Languages spoken by that provider

Network – Provider’s participating networks

Miles – Only displays for Address Search. Indicates distance (“as the crow flies”) from your search address.

Click on any provider’s name to open a new provider information window.

 **PROVIDER INFORMATION** [Copy to Clipboard](#) [Back to Results](#)

Provider	Concentra Medical Center	 TEXT PROVIDER INFO TO MOBILE PHONE
Address	9211 Burge Ave Richmond, VA 23237	
Specialty	Occupational Medicine Clinic Occupational Medicine Urgent Care Clinic Walk-In Clinic	<input type="text" value="Type a phone number"/> 
Language	All Languages Available	<input type="checkbox"/> I'm not a robot 
National Provider Identifier	1184744732	
Phone	804-275-7200	
Fax	804-743-2525	
Hours	Mon-Fri 8:00 am - 5:00 pm	
Language Line	Y	
Accepting WorkComp Patients?	Y	
Medical Director	Richard M Conyers	

You can do several things with your search results.

You can navigate through the pages of your search results using the Next button, or you can enter a specific page number and click Go.

Page: 1 ... **10** **Next >** Page # **Go** Select: **This Page** **All Pages** **None**

Use This Page to select all providers on the page, or All Pages to select all providers in the search results, to create directories or to export to Excel.

Create: **Directory** **Excel**

Directory

When creating a directory, filling in the items shown below will allow the info to show on the directory cover page. When you are finished, click on “create directory” to be taken to the final version.

Below, you will see a preview of your directory cover page. **(Note, final formatting is not shown here).** To continue, please complete all necessary information in the entry fields below and then click on **Directory** at the bottom of the screen. In some instances, there may be no option to enter additional data.

Create Directory

Include Table of Contents (where applicable)? Include Index?

careworks

Prepared For:

Name 
Title
Address
City, State, Zip VA

Prepared By:

Preparer
Extension

Providers grouped by county and city, listed in name order.

<p>Accomack, VA</p> <p>Staunton</p> <p>Med Express Urgent Care, PC - Virginia Med Express Urgent Care PC - Staunton Urgent Care Clinic 1209 Richmond Ave Ste 109 Staunton, VA 24401 540-885-0629</p> <p>Patient Care Plus Urgent Care Clinic 42 Lambert St Ste 111 Staunton, VA 24401 540-885-6789</p> <p>Albemarle, VA</p> <p>Charlottesville</p> <p>Med Express Urgent Care, PC - Virginia Med Express Urgent Care - Charlottesville Seminole Square Urgent Care Clinic 1149 Seminole Trl Charlottesville, VA 22901 434-978-3998</p> <p>Med Express Urgent Care, PC - Virginia Med Express Urgent Care, PC - Pantops</p>	<p><i>(cont)</i></p> <p>Urgent Care Clinic 260 Pantops Center Charlottesville, VA 22911 434-244-3027</p> <p>Alexandria City, VA</p> <p>Alexandria</p> <p>Concentra Medical Center Occupational Medicine 5590 General Washington Dr Alexandria, VA 22312 703-914-6718</p> <p>Concentra Medical Center Occupational Medicine Clinic 5590 General Washington Dr Alexandria, VA 22312 703-914-6718</p> <p>Concentra Medical Center Urgent Care Clinic 5590 General Washington Dr Alexandria, VA 22312 703-914-6718</p> <p>Concentra Medical Center Walk-In Clinic 5590 General Washington Dr Alexandria, VA 22312 703-914-6718</p> <p>Chesterfield, VA</p>	<p>Richmond</p> <p>Concentra Medical Center Occupational Medicine 9211 Burge Ave Richmond, VA 23237 804-275-7200</p> <p>Concentra Medical Center Occupational Medicine Clinic 9211 Burge Ave Richmond, VA 23237 804-275-7200</p> <p>Concentra Medical Center Urgent Care Clinic 9211 Burge Ave Richmond, VA 23237 804-275-7200</p> <p>Concentra Medical Center Walk-In Clinic 9211 Burge Ave Richmond, VA 23237 804-275-7200</p> <p>Fairfax, VA</p> <p>Fairfax</p> <p>Concentra Medical Center Occupational Medicine 8613 Lee Highway Suite 110 Fairfax, VA 22031 703-272-4305</p>	<p>Concentra Medical Center Occupational Medicine Clinic 8613 Lee Highway Suite 110 Fairfax, VA 22031 703-272-4305</p> <p>Concentra Medical Center Urgent Care Clinic 8613 Lee Highway Suite 110 Fairfax, VA 22031 703-272-4305</p> <p>Concentra Medical Center Walk-In Clinic 8613 Lee Highway Suite 110 Fairfax, VA 22031 703-272-4305</p> <p>Henrico, VA</p> <p>Glen Allen</p> <p>Concentra Medical Center Occupational Medicine 9900 West Broad Street Suite C Glen Allen, VA 23060 804-358-0361</p> <p>Concentra Medical Center Occupational Medicine Clinic 9900 West Broad Street Suite C Glen Allen, VA 23060 804-358-0361</p> <p>Concentra Medical Center Urgent Care Clinic</p>
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Report all inaccuracies to the network directly by using the provider update function available on the results page.
Data last updated on 06/04/2020. Date Directory created: 06/09/2020.

Page 1: Accomack / Staunton to Henrico / Glen Allen

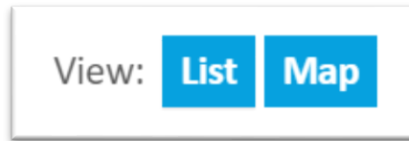
Prepared for: VA

Excel

Search results can also be exported into Excel.

prov_id	tin	name	group	address	city	county	state	zip	distance	phone	f_o	network	specialty	category	pr	srch_addr	srch_city	srch_st
20243299		Fader, Paul F., MD	Sacred Peaks Health Center	3480 E Route 66	Flagstaff	Coconino	AZ	86004	2.5	928-863-7333		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
11174065		Bansal, Shira, MD		2820 N 4th St	Flagstaff	Coconino	AZ	86004	2.7	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
11527617		Henley, Eric, MD		2820 N 4th St	Flagstaff	Coconino	AZ	86004	2.7	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
9514336		Martin, Georgia B., MD		2820 N 4th St	Flagstaff	Coconino	AZ	86004	2.7	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
8643366		Morgan, Jerold R., DO		2820 N 4th St	Flagstaff	Coconino	AZ	86004	2.7	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
9558944		Myers, Thomas M., MD		2820 N 4th St	Flagstaff	Coconino	AZ	86004	2.7	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
180496		Polstein, Barbara A., DO		2500 N Rose St	Flagstaff	Coconino	AZ	86004	2.9	928-773-1471		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
2865492		Smith, Charles H., MD		2500 N Rose St	Flagstaff	Coconino	AZ	86004	2.9	928-774-1471		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
2805307		Croft, Bradford D., DO	East Flagstaff Family Medicine	1515 E Cedar Ave Ste A3	Flagstaff	Coconino	AZ	86004	2.9	928-774-2788		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
13683109		Bryan, Michael J., MD		1495 N Turquoise Dr Ste 200	Flagstaff	Coconino	AZ	86004	3.9	928-226-2914		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
14582565		Delavay, Nazir, MD		1200 N Beaver St	Flagstaff	Coconino	AZ	86011	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
4001998		Flores, Michael J., MD		1100 N San Francisco Ste E	Flagstaff	Coconino	AZ	86001	4.2	928-774-3318		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
8647707		Herring, Gary A., MD		1200 N Beaver St	Flagstaff	Coconino	AZ	86004	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
14582570		Lee, Rachel N., MD		1200 N Beaver St	Flagstaff	Coconino	AZ	86011	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
7468951		Neff, Richard K., MD		1200 N Beaver St	Flagstaff	Coconino	AZ	86011	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
15068246		Oros, Christophe K., DO		1200 N Beaver St	Flagstaff	Coconino	AZ	86011	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
8648040		Siddaram, Rajiv, MD		1200 N Beaver St	Flagstaff	Coconino	AZ	86011	4.2	928-778-3366		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
6831530		Yee, Robert S., MD		813 N Beaver St	Flagstaff	Coconino	AZ	86004	4.5	928-774-6161		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
2965463		Mogi, Neal V., MD		715 N Beaver St	Flagstaff	Coconino	AZ	86001	4.5	928-774-7345		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
3477318		Yee, Robert S., MD		710 N Beaver St Bldg 3	Flagstaff	Coconino	AZ	86011	4.5	928-226-1454		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
2965458		Sebg, Mark V., MD		417 N Agassiz St Bldg 1	Flagstaff	Coconino	AZ	86004	4.6	928-778-6169		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
12058465		Allaraz, Carlos, MD		1110 E Rte 66 Ste 100	Flagstaff	Coconino	AZ	86004	4.7	928-773-2011		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
6889039		Ammond, John S., MD	Flagstaff Walk-In Medical Care	1110 E Rte 66 Ste 100	Flagstaff	Coconino	AZ	86001	4.7	928-527-1820		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
6889018		Bronstein, Gerald S., MD	Flagstaff Walk-In Medical Care	1110 East Rte 66 Ste 100	Flagstaff	Coconino	AZ	86001	4.7	928-527-1820		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
6889015		Douglas, Stephen A., MD	Flagstaff Walk-In Medical Care	1110 E Route 66 Ste 100	Flagstaff	Coconino	AZ	86001	4.7	928-527-1820		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
12058486		Kommer, Curtis, MD		1110 E Rte 66 Ste 100	Flagstaff	Coconino	AZ	86004	4.7	928-773-2011		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
1784066		Saal, Andrew D., MD		1200 N Beaver St	Mountainaire	Coconino	AZ	86001	5.8	928-214-2320		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
1784075		Sebg, Mark V., MD		417 N Agassiz St Bldg 1	Mountainaire	Coconino	AZ	86001	5.8	928-778-6169		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
13683116		Brewer, Stephen C., MD		3197 E Providence Dr	Flagstaff	Coconino	AZ	86004	19	928-522-8006		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
12058444		Feugas, Kathryn N., MD		100L1 V Granite Valley Dr	Flagstaff	Coconino	AZ	86004	19	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
13683122		Foley, Nils E., MD		3197 E Providence Dr	Flagstaff	Coconino	AZ	86004	19	928-522-8006		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ
1784051		Dill, Jane E., MD		2820 N 4th St	Mormon Lake	Coconino	AZ	86038	23.1	928-213-6100		Flagstaff Family Practice	Primary Care Providers		10	Main Street	Flagstaff	AZ

You can view your results in list or map format.



List View

<input type="checkbox"/>	<u>Provider</u>	<u>Address</u>	<u>Phone</u>	<u>Specialty</u>	<u>Language</u>	<u>Network</u>	<u>Miles</u>
<input type="checkbox"/>	Concentra Medical Center	46440 Benedict Drive, Suite 108 Sterling, VA 20164	703-444-5656	Occupational Medicine Clinic Occupational Medicine Urgent Care Clinic Walk-In Clinic	All Languages Available	CareWorks Direct	
<input type="checkbox"/>	Med Express Urgent Care, PC - Virginia Med Express Urgent Care PC - Staunton	1209 Richmond Ave Ste 109 Staunton, VA 24401	540-885-0629	Urgent Care Clinic		CareWorks Direct	
<input type="checkbox"/>	Patient Care Plus	42 Lambert St Ste 111 Staunton, VA 24401	540-885-6789	Urgent Care Clinic		CareWorks Leased	
<input type="checkbox"/>	Med Express Urgent Care, PC - Virginia Med Express Urgent Care - Charlottesville Seminole Square	1149 Seminole Trl Charlottesville, VA 22901	434-978-3998	Urgent Care Clinic		CareWorks Direct	

Map View

Page: 1 ... **10** [Next >](#) Page # [Go](#) Select: [This Page](#) [All Pages](#) [None](#) Create: [Directory](#) [Excel](#) View: [List](#) [Map](#)

- Concentra Medical Center**
- Occupational Medicine Clinic
- Occupational Medicine Urgent Care Clinic
- Walk-In Clinic
- 5590 General Washington Dr
Alexandria, VA 22312
703-914-6718
- [More Info](#)
- Concentra Medical Center**
- Occupational Medicine Clinic
- Occupational Medicine Urgent Care Clinic

Create Panel

Users with admin, internal or panel card access can create panels. This can be done either one at a time, or in bulk using the batch function. In the below example, we are using a client demo site.

Single Panels

To create a one-off panel, enter the necessary information into the Address fields on the left. At the bare minimum, you must enter a city + state or ZIP code to be able to create a panel. Then, choose your document output – the choices are panels (pdf format) or excels. Panels are saved and can be searchable using the Retrieve Panel tab if you enter a Panel Name.

The screenshot shows the 'Create Panel' interface in the CareWorks system. The navigation bar includes the following tabs: INTRO, ADDRESS SEARCH, NAME SEARCH, REGION/PROVIDER LISTINGS, RETRIEVE PANEL, STATE RULES, PROVIDER NOMINATION, CREATE PANEL (which is highlighted in blue), and USER GUIDE. The 'careworks' logo and a '[Logout]' link are positioned in the top right corner. The main form, titled 'Enter Address', contains the following fields and options:

- Panel Name:
- Address:
- City: State: Zip:
- Location Code:
- SLK Code:
- Network:
- Document Output:

At the bottom of the form are two buttons: 'Create Panel' and 'New Address'. At the bottom of the page are two icons: an envelope icon and a printer icon.

Once you have entered your information, you will be taken to a draft format of the panel. From there, you can make changes to the provider listings by verifying, replacing, adding custom entries, or removing providers. You can also choose to produce your panel in English, Spanish, or both.

Select the language for this document.

English Spanish

Show distance? (default) ▾

Upload a client logo
Choose File No file chosen

In case of injury, refer to the preferred providers listed below.

careworks

NOTICE TO ALL EMPLOYEES

If you become injured on the job, take the following steps:

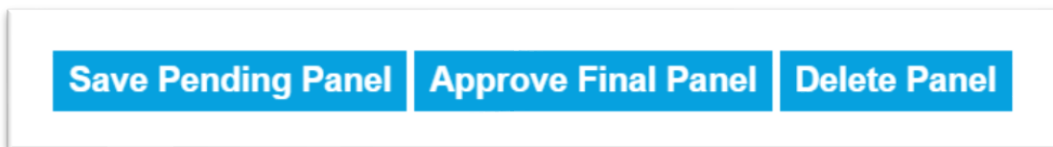
- Notify a member of management of your injury immediately.
- If you feel that you need medical attention, the providers listed below are available for prompt, efficient and high quality medical care.
- Please call the provider to schedule an appointment.
- For urgent care needs OR after clinic hours, you may seek treatment from the hospital Emergency Department listed OR the nearest qualified facility or provider.
- For emergency assistance, call your nearest police or fire department or 911.

INITIAL CARE

1. **Concentra Medical Center**
Occupational Medicine
Walk-In Clinic
Occupational Medicine Clinic
Urgent Care Clinic
3930 Fourth Avenue Suite 200
San Diego, CA 92103
619-297-9610
Est Dist: 0.8 mi
Hours: Mon-Fri 8:00 am - 5:00 pm

Edit Replace Remove

When you are finished making your edits, you have the following options:



We recommend saving your pending panel if you'd like to come back to it later. It will not be finalized until you click Approve Final Panel. Once your panel has been saved, you will be directed to a pdf version that is able to be both printed and emailed.

Batch

If you are starting from scratch, select New Batch from the menu on the right side of the create panel page. If you are coming back to an existing batch that has already been processed, click on Load Batch.

To input a new batch (of up to 500 addresses), input the necessary information in the Batch Configuration boxes. Again, you are able to select a document output of either panels or excels, but batch allows for the panels to be zipped together to save downloading time.

The screenshot shows a web interface with two main panels. The left panel, titled "Batch Configuration", contains several input fields and dropdown menus. At the top, there are two text boxes for "Batch Name" and "When Done, Email To". Below these is a green bullet point: "Separate multiple email addresses with commas." A larger text area is labeled "Include message with Email". Underneath are three dropdown menus: "Document Output" (set to "Panel"), "Search Path" (set to "Panel - Admin"), and "Document Sorting" (set to "NAME"). A note states: "This site is configured to use a custom EXCEL format. Please use that template to add addresses offline. After filling out the spreadsheet, click on **Browse** to select the file and then click **Save Batch**." Below this is a "Choose File" button with "No file chosen" text next to it, and a red warning: "Do not change the name or order of the columns in the excel template!". At the bottom of the configuration panel are "Save Batch" and "Cancel" buttons. The right panel, titled "Batch Menu", has two buttons: "New Batch" and "Load Batch". Below the buttons is a list of instructions: "To add a new set of addresses, press **New Batch**." "To retrieve a previous set of addresses, press **Load Batch**." "To create a single document, press **Cancel**." "Then enter name/address at the left and click **Create Panel**."

Using a standard excel template for the layout of panel names and addresses, upload your file by clicking on Choose File and click on Save Batch.

Your batch will then move to a queued status. Run times for batch completion are between 15 minutes and 24 hours, dependent upon the number of addresses you are processing at one time. An email will be sent to the email address entered in the When Done, Email To box when the batch is complete.

To access your completed batch, go back to the Create Panel page, but this time click on Load Batch. You will be given a list of available batches to choose from (with the most recent being sorted to the top of the page) – when you find your batch, click on LOAD on the far right.

You will be taken back to the main page but be given these options underneath the batch menu.

Current Batch Job

Batch Job:	KD Test Batch 11112019
Email To:	kristind@talisis.com
Output Type:	Panel
Output Sort:	NAME
Status:	DONE
Address Count:	26

Edit Batch

Configure Output

Resubmit Batch

Refresh Batch

Refresh (no providers protected)

Refresh (protect good providers)

Exit Batch

The first option, Edit Batch, will take you to a list of the panels created using the addresses you provided. You can then open and edit panels one by one.

<input type="checkbox"/>	<u>Doc ID</u>	<u>Location</u>	<u>Name</u>	<u>Address</u>	<u>Network</u>	<u>Email To</u>	<u>Enter Date</u>	<u>Batch Input</u>	<u>Run Date</u>	<u>Status</u>	<u>View Final</u>	<u>Updated</u>	<u>Provider Count</u>	<u>Document Status</u>	<u>Edit Final</u>
<input type="checkbox"/>	S002723532	1143	#1234	5011 Grande Blvd Medina, OH 44256	OH Network		11/11/19	Edit Input	11/11/19	Pending	View Output		2 total		Edit Output

The other six options are available as a way to refresh or reconfigure batches that may have expired or become outdated.

Retrieve Panel

While saved batches are accessible via the Create Panel tab, saved single panels and other documents are available for search and edits via the Retrieve Panel tab.

Search for Document *(Use only one search field as criteria)*

Name	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Location Code	<input type="text"/>
Created By	<input type="text"/>
SLK Code	<input type="text"/>

Document Type: All Panels Directories Medical Cards Letters Excel

Date Range: to

Sort Results By: Name Address Date/Time

Show: All Documents Document with status changes Pending Documents Final Documents

Results per Page: 10 25 50 100 250

By entering a keyword into a field of your choice and using the parameters to narrow down your results, you can search for historic panels and documents in the system. These documents are editable in the same manner that they are upon initial creation.

INTRO ADDRESS SEARCH NAME SEARCH REGION/PROVIDER LISTINGS **RETRIEVE PANEL** CREATE PANEL

YOU SEARCHED FOR State: GA
Find ALL word(s) in Panels

WE FOUND 12 documents matching your search criteria.

Page: 1 **2** Next > Page # Go Select: **This Page** All Pages None Create: **Excel**

<input type="checkbox"/>	Name	Location	Address	Archive Documents	Created by	Action
<input type="checkbox"/>	Reinicke Athens, Inc.		2005 Commerce Drive Athens, GA 30607	Panel Created: 02/09/2021 06:59PST	UPDATE: Reinicke Athens, Inc., 02/09/21 07:03	Edit/Delete

Medical Cards

Admin, internal and panel card users also can create single medical cards in the system.

The screenshot shows a navigation menu with the following tabs: INTRO, ADDRESS SEARCH, NAME SEARCH, REGION/PROVIDER LISTINGS, RETRIEVE PANEL, MEDICAL CARD (highlighted), STATE RULES, PROVIDER NOMINATION, CREATE PANEL, and ADMIN. Below the menu, there is a section titled "Enter Address" with input fields for "Address", "City", "State", and "Zip". A red error message below the fields reads: "You must enter a valid zip code or city and state." There is also a "Networks:" dropdown menu and a blue "Create Medical Card" button.

After entering an address and choosing a network, click on Create Medical Card.

The screenshot displays the "Medical Card" form with the CareWorks logo. It includes a "Your Benefits" section with explanatory text and an "Add an optional note here" field. The form is divided into three main sections: "Pharmacy First Fill" (with phone, RxBIN, RxPCN, Network, and participating pharmacy lists), "Scheduling Services" (with contact information and a list of services), and "Claim Information" (with fields for Name, Employer, Claim Number, Date of Injury, Claims Examiner, Phone, Fax, and Mailing Address). A note at the bottom states: "* Modified Duty may be available. Contact your Employer for details. * Report all changes to your work status to CareWorks immediately. If you have personally paid a bill please forward to your Claims Examiner." There is also a final "Add an optional note here" field.

You will be taken to a draft version of the form. Enter information in all required fields (marked with a red asterisk) and click on Create Medical Card. Completed Medical Cards are searchable via the Retrieve Panel tab.

State Rules

Users can access rules and regulations specific to any state by clicking on any of the links listed on the state rules tab.

careworks
[Logout]

INTRO ADDRESS SEARCH NAME SEARCH REGION/PROVIDER LISTINGS RETRIEVE PANEL **STATE RULES** PROVIDER NOMINATION CREATE PANEL USER GUIDE

View Rules for:

All	Idaho (ID)	Montana (MT)	Rhode Island (RI)
Alaska (AK)	Illinois (IL)	North Carolina (NC)	South Carolina (SC)
Alabama (AL)	Indiana (IN)	North Dakota (ND)	South Dakota (SD)
Arkansas (AR)	Kansas (KS)	Nebraska (NE)	Tennessee (TN)
Arizona (AZ)	Kentucky (KY)	New Hampshire (NH)	Texas (TX)
California (CA)	Louisiana (LA)	New Jersey (NJ)	Utah (UT)
Colorado (CO)	Massachusetts (MA)	New Mexico (NM)	Virginia (VA)
Connecticut (CT)	Maryland (MD)	Nevada (NV)	Vermont (VT)
District of Columbia (DC)	Maine (ME)	New York (NY)	Washington (WA)
Delaware (DE)	Michigan (MI)	Ohio (OH)	Wisconsin (WI)
Florida (FL)	Minnesota (MN)	Oklahoma (OK)	West Virginia (WV)
Georgia (GA)	Missouri (MO)	Oregon (OR)	Wyoming (WY)
Hawaii (HI)	Mississippi (MS)	Pennsylvania (PA)	
Iowa (IA)			

The information contained on this page has been compiled from sources believed to be reliable. No warranty, guarantee or representation, either express or implied, is made by CareWorks Managed Care Services, Inc. as to the correctness or sufficiency of these state rules. CareWorks Managed Care Services, Inc. has included these rules for information purposes only. These rules should not be relied upon in reaching any decisions regarding workers' compensation. The user assumes full responsibility for verification of these rules.

Provider Nomination

If you would like to nominate an out-of-network provider for network acceptance and participation, you can fill out a provider nomination form.

Fill in information in all required fields (marked with a red asterisk) and send a copy to yourself for your records. Depending on the state you enter as the provider's address, the system will automatically locate the participating networks in that state and send the nomination form to the appropriate contacts at each network.

The screenshot shows a web form titled "PROVIDER NOMINATION FORM" with a date of "June 10, 2020". The form is divided into two main sections: "REQUESTOR INFO" and "PROVIDER INFO".

Form Fields:

- From:** A text input field with the placeholder "Enter your email address" and a red asterisk. Below it is a checkbox labeled "Send copy to self".
- CC:** A text input field with a green note below it: "Separate multiple email addresses with commas".
- Subject:** A text input field containing "Provider Nomination Form".
- Date:** "June 10, 2020".
- PROVIDER NOMINATION FORM:** The main title of the form, with a red asterisk and the text "Indicates a required input" to its right.
- REQUESTOR INFO:**
 - Name:** Text input field with a red asterisk.
 - Contact:** Text input field.
 - Phone:** Text input field.
 - Fax:** Text input field.
- PROVIDER INFO:**
 - Name:** Text input field with a red asterisk.
 - Group:** Text input field.
 - Address:** Text input field with a red asterisk. A red note above it says: "Please select a pre-formatted address from the autofill drop down:".
 - Phone:** Text input field with a red asterisk.

When the form is complete, click on send email. If you chose to send a copy to yourself, you should receive a copy within a few minutes.