

Step-by-Step Guide: Entering Physician and Facility for PA Submissions in Qualitrac

Objective

This SOP outlines the steps to add physician information using a member's Medicaid ID number and other relevant identifiers.

Step 1: Search for Member's File [0:00](#)

Member ID * Date Of Birth * OR Date Of Birth *



- Use the member's Medicaid ID number and date of birth to locate their file.
- Ensure that the information entered is accurate to avoid errors.

Step 2: Add a New Place [0:14](#)

Member ID	Last Name	First Name	Middle Name	Date Of Birth	Gender
Showing 0 to 0 of 0 entries					

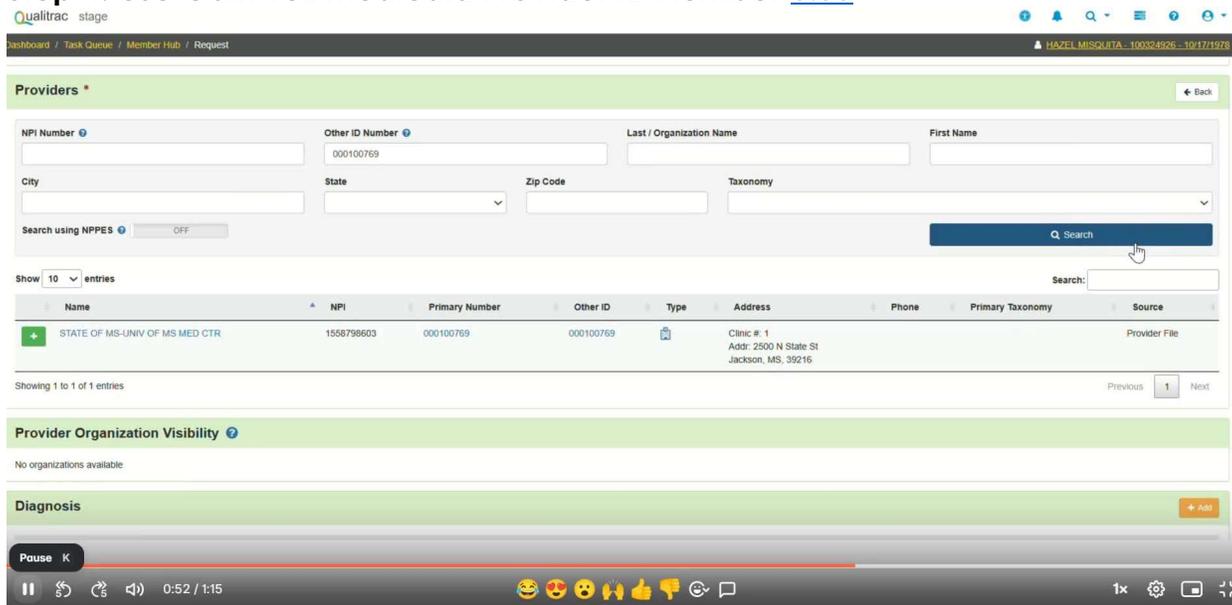
- Once the member's file is located, initiate the process to add a new place.
- Look for the option to add a new entry in the system.

Step 3: Search by NPI Number [0:27](#)

Name	NPI	Primary Number	Other ID	Type	Address	Phone	Primary Taxonomy	Source
STATE OF MS-UNIV OF MS MED CTR	1558796603	000100769	1558796603	Clinic # 1	Addr: 2500 N State St Jackson, MS, 39216			Provider File
UNIVERSITY OF MISSISSIPPI CENTER GR	1558796603	004583710	1558796603	Clinic # 1	Addr: 1300 Sunset Dr Gretnada, MS, 38901			Provider File
UNIVERSITY OF MS MEDICAL CENTER GRE	1558796603	000020006	1558796603	Clinic # 1	Addr: 960 Avert Dr Gretnada, MS, 38901			Provider File
UNIVERSITY PHYSICIANS	1558796603	005100796	1558796603	Clinic # 1	Addr: 300 E Woodrow Wilson Ave Jackson, MS, 39216			Provider File

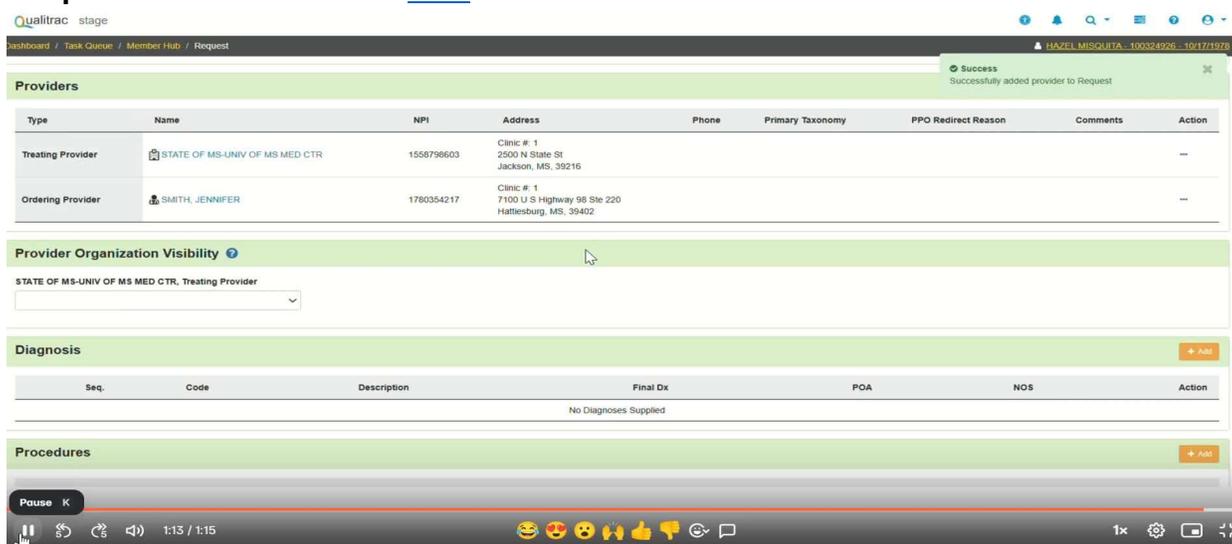
- In the provider section, search for the physician using their NPI number.
- This helps in identifying the correct physician associated with the member.

Step 4: Use Gainwell Medicaid Provider ID Number [0:53](#)



- To ensure accuracy, search using the Gainwell Medicaid provider ID number for both the physician and the facility.
- This step minimizes the risk of selecting the wrong location or specialty type.

Step 5: Confirm Selection [1:14](#)



- After searching by the Medicaid provider ID number, confirm that only one option is generated for both the facility and the physician.
- This ensures that you have selected the correct entries before finalizing.

Cautionary Notes

- Double-check all entered information to prevent any discrepancies.
- Ensure that the Medicaid provider ID number is locked into your PA to avoid errors in selection.

Tips for Efficiency

- Familiarize yourself with the NPI and Medicaid provider ID numbers to speed up the search process.
- Keep a list of frequently used provider IDs for quick reference.