

MIAMI CHILDREN'S
HEALTH PLANSM
Florida's Family Health Plan

Provider Panel Roster

Web Portal- Panel Roster

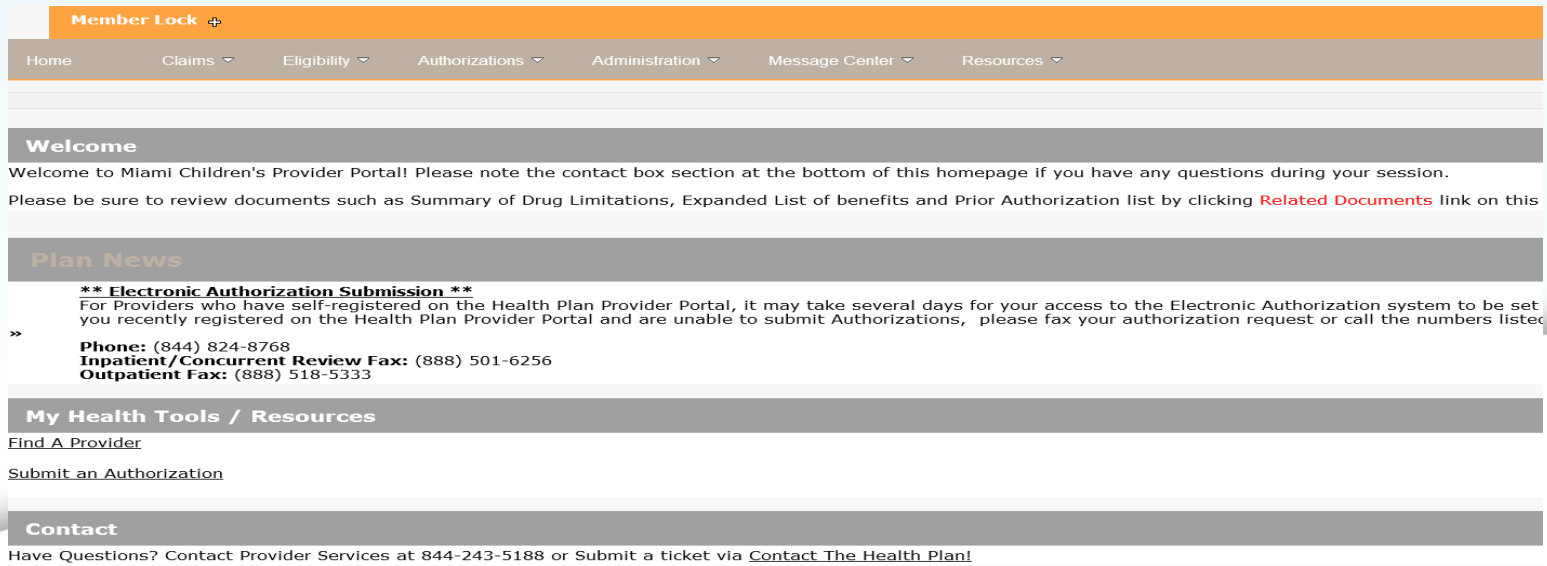
To view a full provider roster in the Portal

1. Log in to the Web Portal



The screenshot shows the login page for Miami Children's Health Plan. At the top, it says "MIAMI CHILDREN'S HEALTH PLAN" and "Florida's Family Health Plan". Below this are two input fields for username and password, followed by an orange "Login" button. At the bottom, there are links for "Click here to register" and "Forgot login info?".

2. Once you are logged in, you will view the provider landing page



The screenshot shows the provider landing page. At the top, there is a "Member Lock" button with a plus sign. Below this is a navigation menu with links for Home, Claims, Eligibility, Authorizations, Administration, Message Center, and Resources. The main content area starts with a "Welcome" section, followed by a "Plan News" section with a notice about electronic authorization submission. Below that is a "My Health Tools / Resources" section with links for "Find A Provider" and "Submit an Authorization". The page ends with a "Contact" section providing contact information for Provider Services.

Web Portal- Panel Roster

3. Go to Eligibility/Panel Roster tab

The screenshot displays the Miami Children's Health Plan Provider Portal. The browser address bar shows the URL: <https://mchportal.valence-care.com/Router.jsp?source=UserList&component=HPU&action=GhostLogin&rowNumber=1>. The page features a navigation menu with tabs for Home, Claims, Eligibility (selected), Authorizations, Administration, Message Center, and Resources. A search bar is located at the top, with fields for First Name, Last Name, DOB (format mm/dd/yyyy), and Vivida ID# (123456). Below the search bar, the 'Member Eligibility Search' dropdown menu is open, showing 'Panel Roster' as the selected option. The main content area includes a 'Welcome' message, a 'Plan News' section with an 'Electronic Authorization Submission' notice, and a 'My Health Tools / Resources' section with links for 'Find A Provider' and 'Submit an Authorization'. A 'Contact' section provides information for provider services. On the right side, there is a photo of two healthcare professionals and links for 'Event Calendar' and 'Related Documents'. The footer contains copyright information for 2019 and a link to download the latest version of Adobe Reader.

Web Portal- Panel Roster

4. Select to Show Full Roster. Once selected, a check mark with appear then search.

Panel Roster
page enables you to view a list of members currently assigned to a provider as primary care physician (PCP).

Select a Provider

Provider

Show Full Roster

Assigned as of Date (mm/dd/yyyy)

Member Information

To Search for a specific member, enter the Member information in any of the fields provided.

Last Name **First Name**

Miami ID# (123456)

Line of Business **Intervention Code**

Member(s) as of 01/10/2019

PCP Effective Dates	Member	Miami ID#	Line Of Business Name
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5. The members will display on the bottom. The provider can export and print.

4 Member(s) as of 01/10/2019 [Download File](#) [Printer Friendly Format](#)

Provider	PCP Effective Dates	Member	Miami ID#	Line Of Business Name	DOB	Gender	Policy Benefit Name	Language Code	Address	Home Phone
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