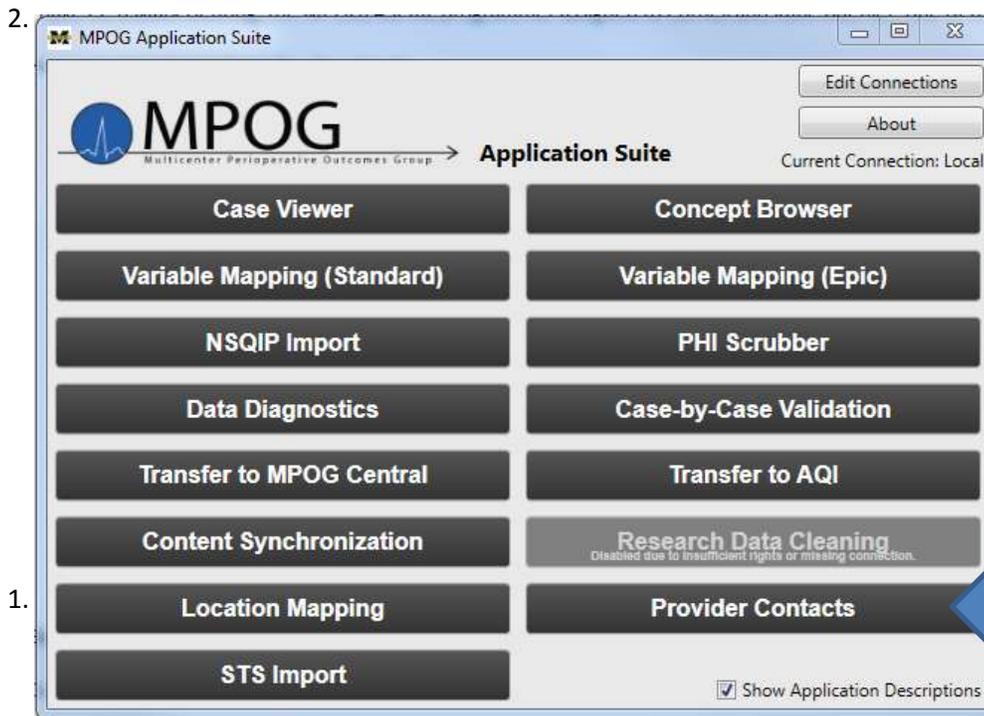


# Chapter 11: Provider Contacts

## Provider Contacts Overview

The Provider Contacts Tool allows ASPIRE sites to update provider information for the purpose of sending feedback emails. For those sites participating with the ASPIRE QCDR, this tool is used to also send consents to providers for submitting data to CMS. If opting out of ASPIRE and the feedback emails, the Provider Contacts tool does not need to be populated. It is important to note that the Provider Contacts tool cannot be populated until data has been submitted to MPOG Central. There will be no case information available until a site has successfully transferred to the Coordinating Center.

1. Access Provider Contacts via the MPOG Suite or via the link:  
<https://www.aspirecqi.org/AppSuite//UserManagement/Index/>



2. Clicking on the link will open the login screen. An additional level of access is needed to populate the User Management Tool. If your ASPIRE username and password does not work at this point, please contact Katie Buehler ([kjbucrek@med.umich.edu](mailto:kjbucrek@med.umich.edu)) or Genevieve Bell ([gkbell@med.umich.edu](mailto:gkbell@med.umich.edu)) to obtain access.



3. Upon login, the web application will display as follows:

MPOG / ASPIRE Application Suite

### User Management Tool Provider Contact Information

Institution:

Show 10 entries at a time Export Search

Status	AIMS Staff ID	Staff Role	First Case Date	Last Case Date	Case Count	First Name	Last Name	Email
Incomplete		CRNA	11/16/2016	12/14/2016	46	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	46	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	35	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	36	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	37	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	36	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/18/2016	12/14/2016	16	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	40	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	49	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>
Incomplete		CRNA	11/17/2016	12/14/2016	42	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>	<a href="#">Click to Edit</a>

4. The first 6 columns of the User Management Tool (Provider Contacts) will be auto-populated based upon case information in the MPOG database. The technical team lead at your site should be able to assist with pulling the corresponding names for the AIMS Staff IDs listed. To send the technical lead a list of the AIMS Staff IDs, it may be useful to export the current list from the Provider Contacts tool. To do so, click on 'Export,' and select 'Excel' or 'CSV,' whichever format you prefer. The list will then export to an Excel or CSV document that you can send on to retrieve additional provider information such as first names, last names, and NPIs. Please note: this export cannot be imported in the same format. Refer to Step 6 for more information about using the Import feature.

Show 10 entries at a time Export

Status	AIMS Staff ID
Incomplete	
Incomplete	

Copy

Excel

CSV

Print

- Once the AIMS Staff ID has been linked to an individual, please update the remaining 4 columns (shown below) with the appropriate information- First Name, Last Name, Email, National Provider Identification (NPI) number. Those sites planning to participate with the ASPIRE QCDR program need to also populate the TIN column with the appropriate Tax Identification Number for each provider. Only rows with active provider information need to be completed- i.e. providers who have left the organization do not need to populate the historical data. Simply mark the provider as 'Active: No.'

\*Note: There is an option to import an Excel document using the template found under 'Excel/CSV Import.' See instructions in Step 6 for more information.

⇅ First Name	⇅ Last Name	⇅ Email	⇅ NPI	⇅ TIN (Opt.)	⇅ Active
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				
Click to Edit	Yes				

- To update information for a large group of providers, importing using the provided templates may be the best option. To access the templates, click on the 'Excel/CSV Import' button in the right corner of the web page.



7. The Excel/CSV import page will open. Templates can be found in the left corner of the new page, select the format you wish to use for import. The import tool will only accept files using one of these two templates. Errors will result from using a modified version of either of these templates.



8. Update the template with the provider information and save to your computer. Return to the Excel/CSV Import page, select 'Browse' and locate the file on your computer and click 'Open.' The Provider Contacts tool will begin to update information from the selected file and will notify of any errors. Correct any errors as needed and then click 'Submit.'

**For questions or comments, please contact:**

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