

# Provider Portal - Incentive Payments

## How to Get Started Guide

1. Log into the Provider Portal  
<https://support.mimeridian.com/static/support/supportSitePicker.html>
2. Select the plan type and enter in the TIN associated with the incentive payment

3. Scroll down to the bottom of the page and select reports under Useful Links

### Useful Links

**Reports**

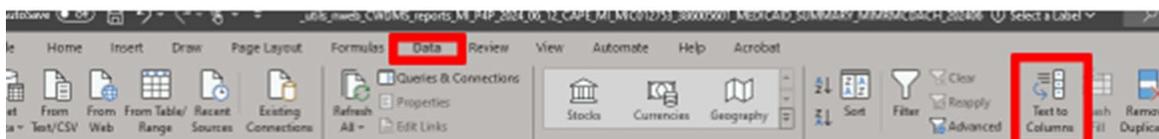
This repository contains reports that are uploaded and maintained by the health plan.

*Note: if no reports are found change the Plan Type, click Go, and repeat step 2 until reports are located*

4. To pull the summary locate the .xlsx file for the date on or around the date of the check. This will provide the total amount of the payment and a report showing how the payment was distributed among the practitioners.

LOB	TIN	Assigned NPI	Assigned PCP Name	Current	Retro	Current Payment	Retro Payment	Total Payment
Medicaid	[REDACTED]	1780639302	Krishna Horger	3		\$ 24.00	\$ -	\$ 24.00
Medicaid	[REDACTED]	1073568739	Michael Zielinski	0	1	\$ -	\$ (4.00)	\$ (4.00)
Medicaid	[REDACTED]	1548209950	Sandra Bronni	1		\$ 4.00	\$ -	\$ 4.00
Medicaid	[REDACTED]	1326335852	Zachary Patterson	2		\$ 8.00	\$ -	\$ 8.00

5. To pull the member detail locate the .txt file for the date on our around the date of the check. This will open a file in Notepad which needs to be converted to an Excel file.
  - a. Highlight all data in Notepad and open Excel
  - b. Paste in cell A1
  - c. Highlight column A and click date
  - d. Choose text to columns

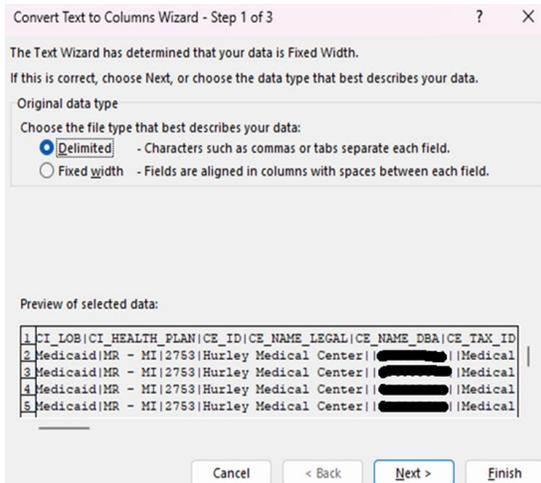




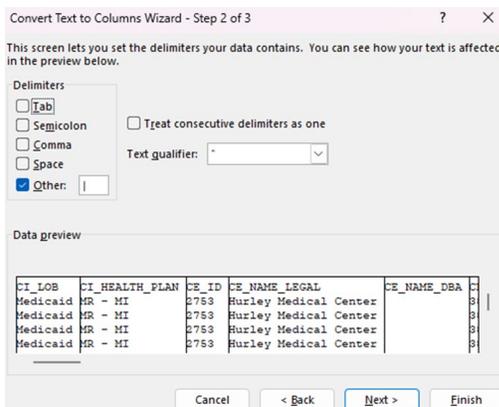
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- e. In the **Convert Text to Columns Wizard** choose **Delimited** and click **Next**.



- f. Uncheck **Tab**, check **Other**, and type | in the box next to other
- g. Click **Next**



- h. Select **Finish** and the data will be separated into individual columns