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# MedeWorks

## 2024 USER GUIDE

Revised 12/29/23

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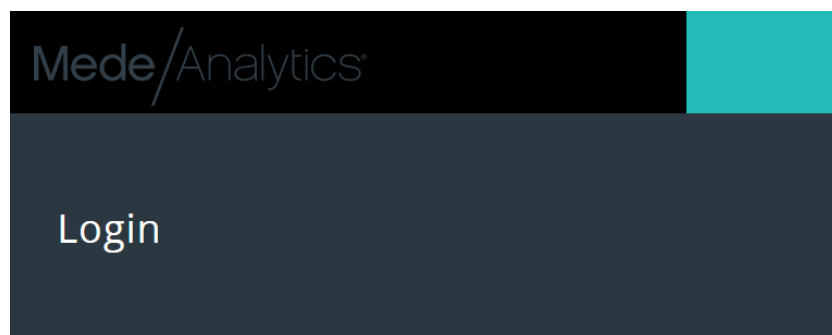
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## DISCLAIMER

We are committed to enhancing the MedeWorks platform to provide insightful analytics. We will make updates to this guide, but there may be instances where the screenshots in the guide do not perfectly match the MedeWorks user interface.

## LOG IN

- URL: <https://my.medeanalytics.com>
- Username will be your company email address
- Password access emails will come from MedeAnalytics Support Manager <noreply@medeanalytics.com>
- **Your temporary password will expire in 72 hours. If you need assistance, contact [portals@bcbsnd.com](mailto:portals@bcbsnd.com)**
- After you access your account, you will be prompted to change your password automatically. After initially logging in and changing your password, password will expire in 60 days.
- Don't share your password. If there are additional users in your office that need access or users leave employment, please notify us by completing online form 'Authorized Access Approver Request Form' at <https://www.bcbsnd.com/providers/news-resources/forms-documents/medeworks-user-access-request-form>.



Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

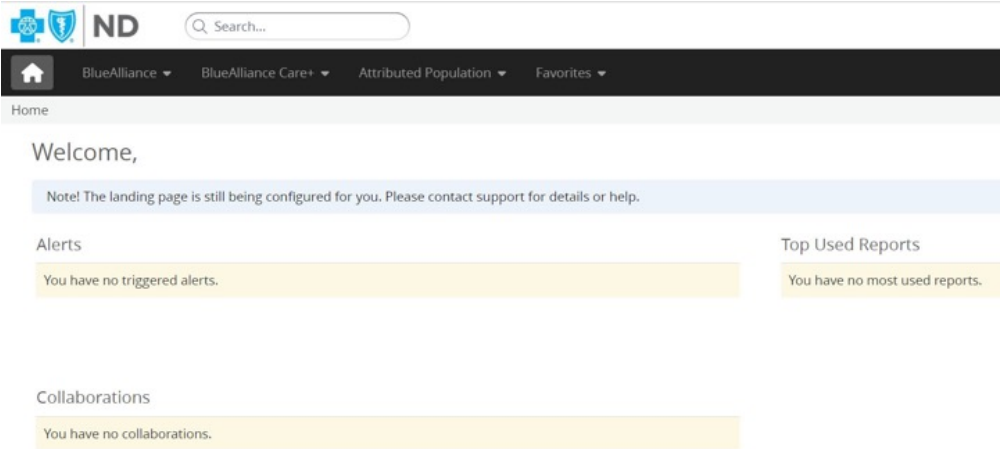
**LOGIN**



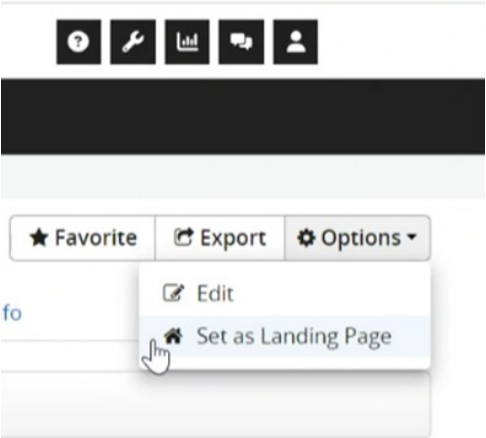
# LANDING PAGE

Your landing page is the page you see every time you log in. Many users like to add a dashboard which provides meaning and easy access to the data they look at frequently as a landing page.

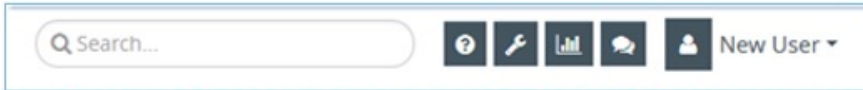
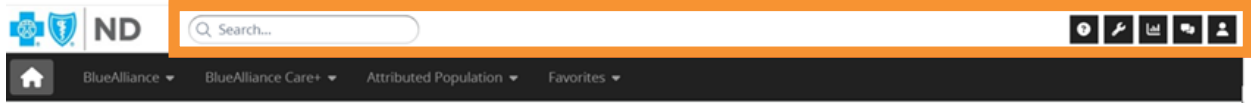
BCBSND has configured your landing page. You will be able to modify your landing page.








To add a dashboard to your personal landing page, start at the dashboard you'd like to apply, select Options dropdown, select Set as Landing Page. Click the Home Button to access the landing page and see the dashboard.



# WIDGETS



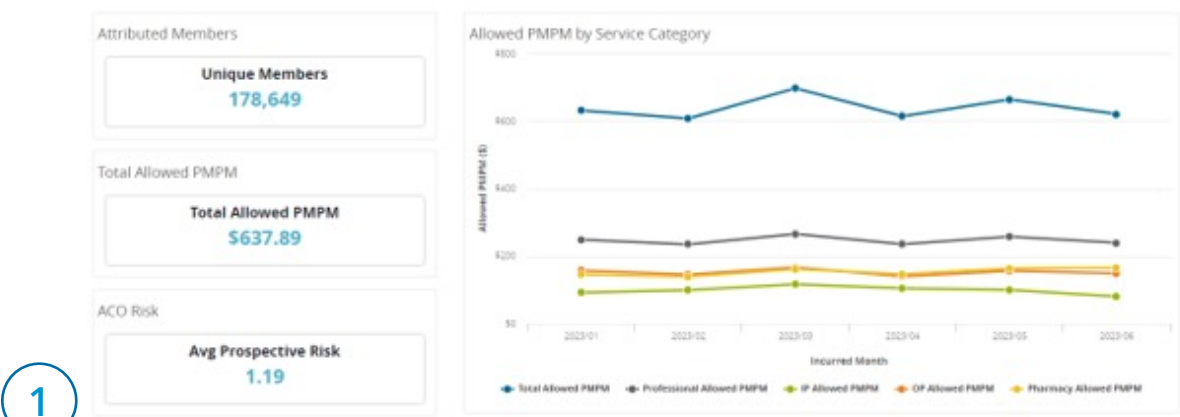
Type any report name in the search (also known as “Smart Search”) box to find any report or Dashboard in the system.

	<p><b>Client Support</b>  <b>Training Guides</b>  <b>Online Help</b></p>	<p><i>Client Support will connect with your email to <a href="mailto:portals@bcbsnd.com">portals@bcbsnd.com</a> this will be if you are having technical difficulties</i></p>
	<p><b>Exports</b>  <b>User Groups</b></p>	<p><i>Export dashboard, summary or detail report to various printable formats.            Set up groups within company to share reports.</i></p>
	<p><b>Top 5 Visited Dashboards &amp; Reports</b>  <b>5 Most Recently Viewed Dashboards &amp; Reports</b></p>	
	<p><b>Alerts</b></p>	<p><i>Customizable.            Notifications when a data point reaches a defined threshold.</i></p>
	<p><b>Preferences</b>  <b>Profile</b>  <b>Change Password</b>  <b>Logout</b></p>	<p><i>Choose number of items are viewable            Set Post Date email notifications            Change Password and see number of days before PW Expiration            Logout of the system</i></p>

# REPORT TYPES

## THERE ARE 3 LEVELS OF REPORTS

- 1. **Dashboards**  
The highest data presentation level – a combination of summary reports
- 2. **Summary**  
The second level that presents the data behind the graphs – can be in table, graph, or comparison views
- 3. **Detail**  
Detail reports provide the last level of drilldown



1

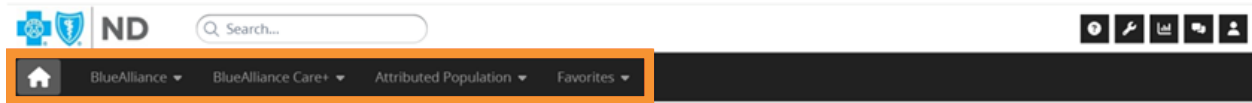
Incurred Month	Total Allowed PMPM	Professional Allowed PMPM	IP Allowed PMPM	OP Allowed PMPM	Pharmacy Allowed PMPM
2023/01	\$631.57	\$248.65	\$91.53	\$156.93	
2023/02	\$607.96	\$234.74	\$98.95	\$145.59	
2023/03	\$697.52	\$265.65	\$116.47	\$166.34	
2023/04	\$614.73	\$235.18	\$104.47	\$140.00	
2023/05	\$664.34	\$257.94	\$99.84	\$155.97	
2023/06	\$621.10	\$239.40	\$80.10	\$148.92	
<b>Total : Selected Filter(s)</b>	<b>\$639.55</b>	<b>\$246.93</b>	<b>\$98.60</b>	<b>\$152.30</b>	


2

Unique Identifier			Claim		Dates			
Row ID	Patient Profile	Combined Claims Row Id	Claim ID	SSN_Mask_Flag	First Service Date	Last Service Date	Incurred Date	Incurred Mo

3

## TOP MENU

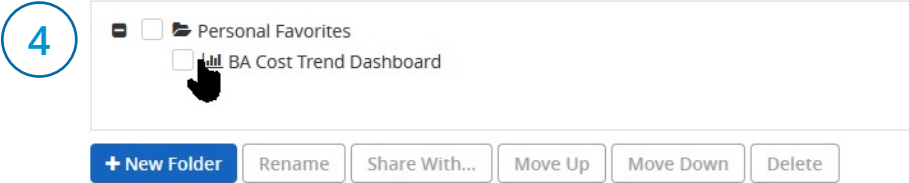
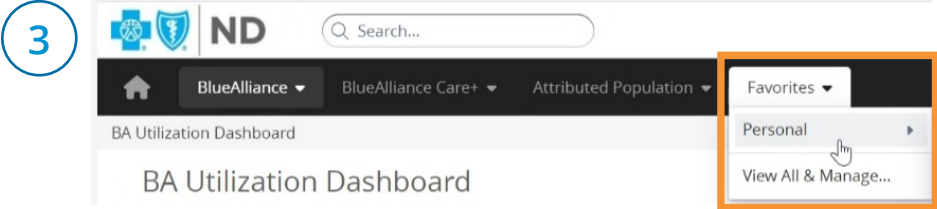
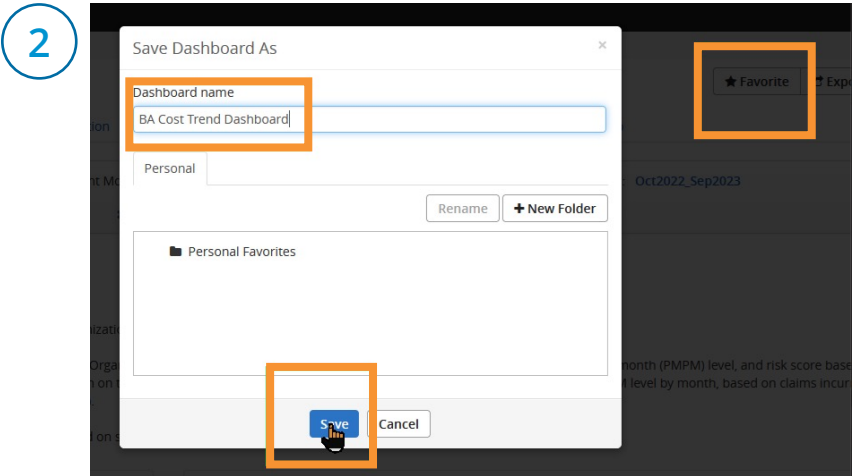
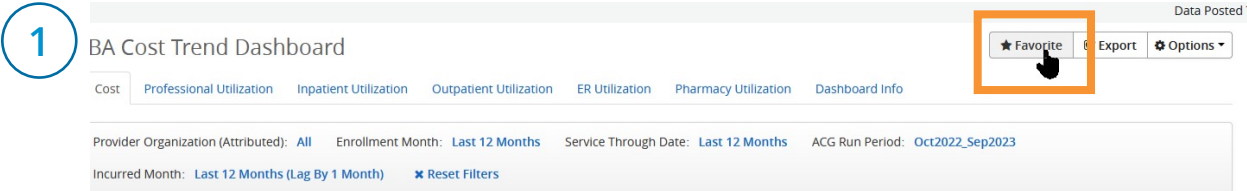


- **Home Button:** Takes you back to your landing page.
- **Top Navigation Menu:** Tool bar provides access to Dashboards.
  - BA Cost Trend Dashboard
  - BA Quality Dashboard
  - BA Utilization Dashboard
  - BA Care+ Cost Trend Dashboard
  - BA Care+ Quality Dashboard
  - BA Care+ Utilization Dashboard
  - PCP-Attributed Population Dashboard
- **Favorites:** Saved reports and dashboards only available to each user.
- **Back Button** : Use this back button to go back to a previous page.



# HOW TO CREATE A FAVORITES

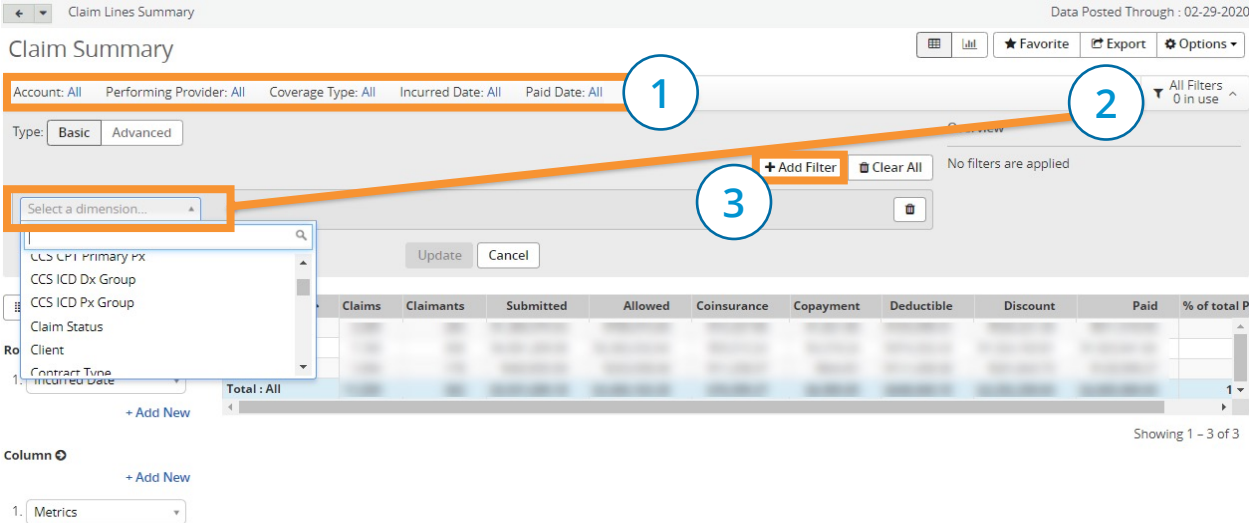
- 1. To save a dashboard to your favorites – use the Favorite Icon.
  - 2. 'Save Dashboard As' popup will appear. Rename dashboard if you'd like and Click Save.
- Product Standard Dashboards are hard coded into the system. This means you cannot override or make changes to a dashboard that is Product Standard.





# FILTERS

- 1. **Quick Filters:** The Quick-Filter bar provides easy access to the most commonly filtered dimensions for that report.
- 2. **All Filters:** Allows for a more comprehensive list of filters and features.
- 3. **Add Filter:** To add additional filters to further narrow data.



# METRICS & DIMENSIONS

**Metrics:** The units of measure applied to a Summary Report.

Selected metrics are applied to pre-formatted reports by default. User can view and change the metrics via the Metrics button to the left of the Summary Report.

At least one metric must be selected in order to generate a report.


**Dimensions:** The parameters that form the rows and columns of the Summary Report. The dimensions chosen define how the data is “sliced and diced”—for example, by geography, facility, physician, and so on.

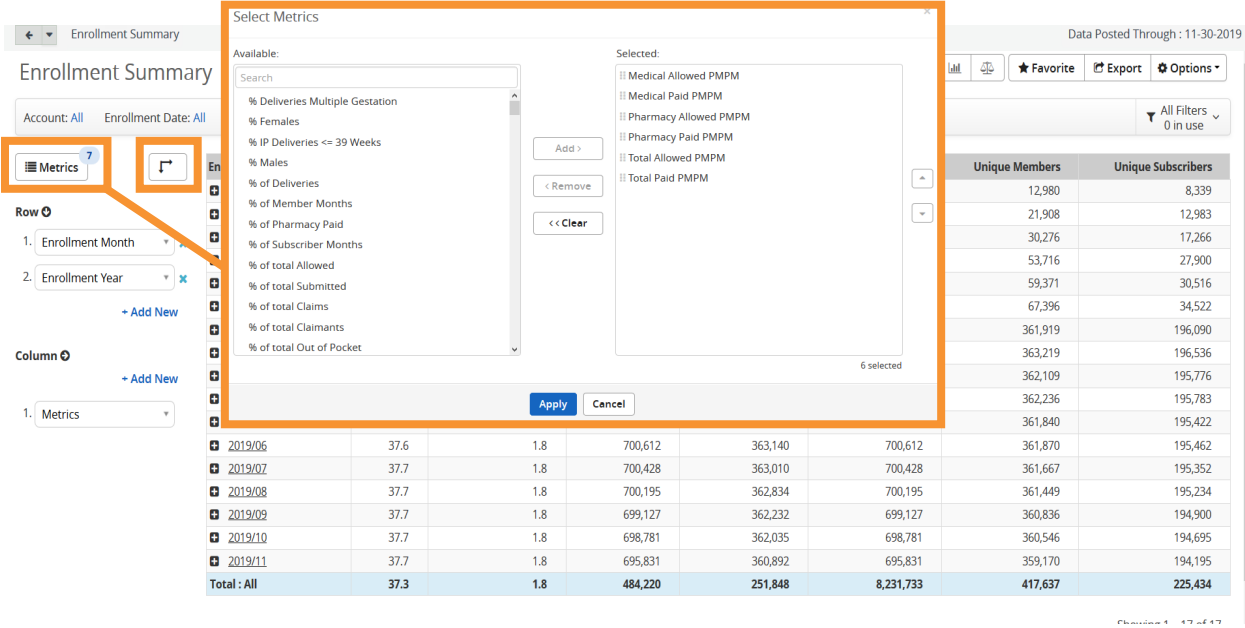
Dimensions can be used in two ways:

- To flatten a report by isolating data associated with a single hospital, region, product, and so on
- To deepen a report by building nested views, such as Medical Group > Diagnosis > Hospital

Dimensions are already defined for pre-formatted reports.

User can change existing dimensions and add additional dimensions via the Row and Column selectors beside the Summary Report.

Another feature is the flip button:  this allows the row and the column to be flipped in the report.



The screenshot displays the 'Enrollment Summary' report interface. A 'Select Metrics' dialog box is open, showing a list of available metrics on the left and selected metrics on the right. The available metrics include '% Deliveries Multiple Gestation', '% Females', '% IP Deliveries <= 39 Weeks', '% Males', '% of Deliveries', '% of Member Months', '% of Pharmacy Paid', '% of Subscriber Months', '% of total Allowed', '% of total Submitted', '% of total Claims', '% of total Claimants', and '% of total Out of Pocket'. The selected metrics are 'Medical Allowed PMPM', 'Medical Paid PMPM', 'Pharmacy Allowed PMPM', 'Pharmacy Paid PMPM', 'Total Allowed PMPM', and 'Total Paid PMPM'. The background report shows a table with columns for 'Unique Members' and 'Unique Subscribers' across various months and years. The 'Metrics' button and the flip button are highlighted with orange boxes.

	Unique Members	Unique Subscribers
12,980	8,339	
21,908	12,983	
30,276	17,266	
53,716	27,900	
59,371	30,516	
67,396	34,522	
361,919	196,090	
363,219	196,536	
362,109	195,776	
362,236	195,783	
361,840	195,422	
361,870	195,462	
361,667	195,352	
361,449	195,234	
360,836	194,900	
360,546	194,695	
359,170	194,195	
<b>Total : All</b>	<b>417,637</b>	

# UPDATE/APPLY BUTTONS

After making changes to filters, dimensions or metrics, the **Update** or **Apply** button must be clicked to complete the change.

Depending on the report the Update button may appear next to Chart View on the upper right hand side.

**Tip: If you see a Blue Button click on it, to apply the change!**

Enrollment Summary

Enrollment Month	Avg Age	Avg Contract Size	Avg Members	Avg Subscribers	Member Months	Unique Members	Unique Subscribers
2018/02	31.0	1.5	27,272	17,715	27,272	12,980	8,339
2018/08	31.8	1.6	46,634	27,920	46,634	21,908	12,983
2018/09	32.1	1.7	64,855	37,186	64,855	30,276	17,266
2018/10	31.7	1.9	116,069	61,210	116,069	53,716	27,900
2018/11	31.5	1.9	129,273	67,319	129,273	59,371	30,516
2018/12	31.5	1.9	147,275	76,381	147,275	67,396	34,522
2019/01	37.7	1.8	699,709	363,916	699,709	361,919	196,090
2019/02	37.6	1.8	702,755	364,986	702,755	363,219	196,536
2019/03	37.6	1.8	701,112	363,773	701,112	362,109	195,776
2019/04	37.7	1.8	701,370	363,834	701,370	362,236	195,783
2019/05	37.7	1.8	700,435	363,031	700,435	361,840	195,422
2019/06	37.6	1.8	700,612	363,140	700,612	361,870	195,462
2019/07	37.7	1.8	700,428	363,010	700,428	361,667	195,352
2019/08	37.7	1.8	700,195	362,834	700,195	361,449	195,234
2019/09	37.7	1.8	699,127	362,232	699,127	360,836	194,900
2019/10	37.7	1.8	698,781	362,035	698,781	360,546	194,695
2019/11	37.7	1.8	695,831	360,892	695,831	359,170	194,195
<b>Total : All</b>	<b>37.3</b>	<b>1.8</b>	<b>484,220</b>	<b>251,848</b>	<b>8,231,733</b>	<b>417,637</b>	<b>225,434</b>

Showing 1 - 17 of 17

Select Metrics

Available:

- % Deliveries Multiple Gestation
- % Females
- % IP Deliveries <= 39 Weeks
- % Males
- % of Deliveries
- % of Member Months
- % of Pharmacy Paid
- % of Subscriber Months
- % of total Allowed
- % of total Submitted
- % of total Claims
- % of total Claimants
- % of total Out of Pocket

Selected:

- Medical Allowed PMPM
- Medical Paid PMPM
- Pharmacy Allowed PMPM
- Pharmacy Paid PMPM
- Total Allowed PMPM
- Total Paid PMPM

6 selected

Apply

Enrollment by Coverage Type

Chart type: Vertical Bar

Y-axis: Avg Members

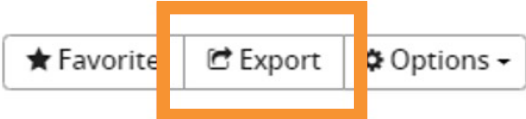
X-axis: Coverage Type

Enrollment by Coverage Type : Metrics by Co (Members)

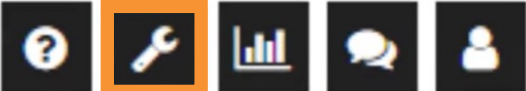
Update

# EXPORT

**Export:** Export dashboard to a printable format and/or schedule reports.



Use the tools widget to access your exports:



## Export Settings

You are about to download patient information outside of the secure MedeAnalytics environment. Be sure to follow your organization's rules regarding the security of confidential patient information.

Note: Password protection requires the file to be compressed into a zip format.

Protect document with password to ensure HIPAA compliance

Password:

---

Title:

Export:

File type:

Data format: Excel (xlsx) Excel

Paper size: PDF

Orientation: CSV  Portrait Access  Landscape

Scaling:  Fit width to  page(s)

