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MedeWorks

2024 USER GUIDE

Revised 12/29/23

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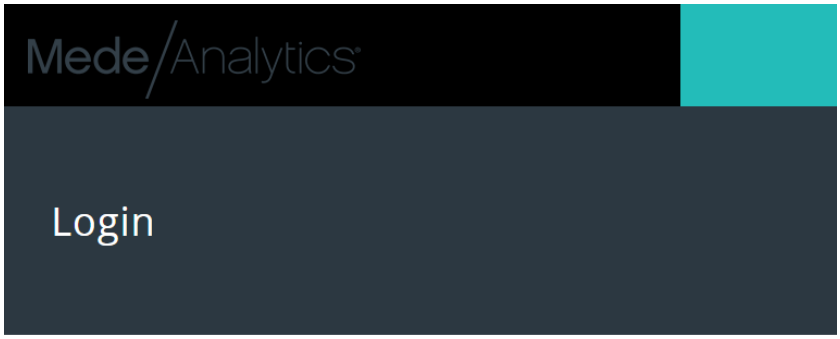
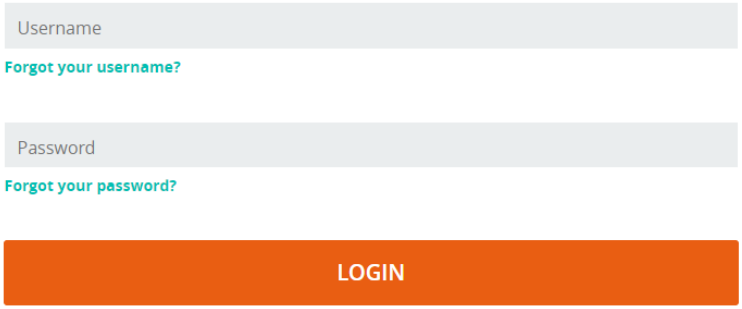
DISCLAIMER

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**
- 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.

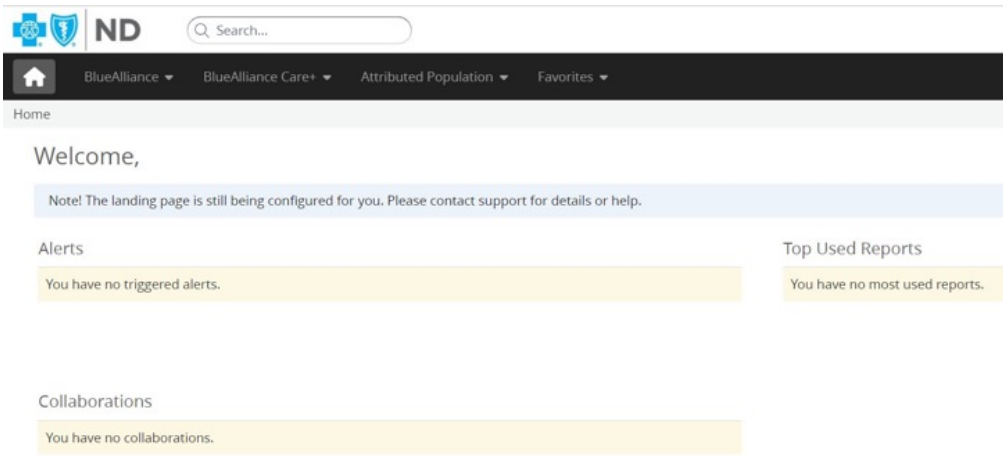




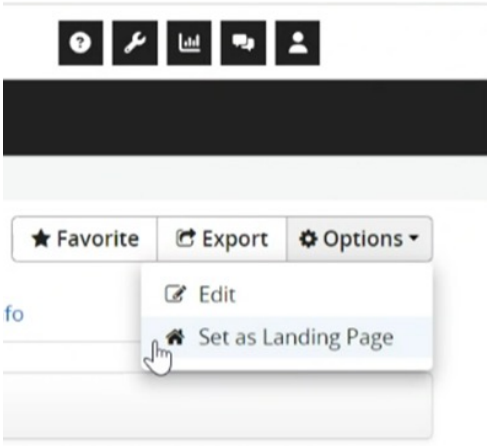
LANDING PAGE

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.

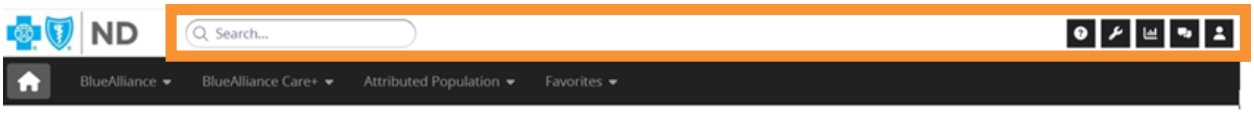
BCBSND has configured your landing page. You will be able to modify your landing page.



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.

	Client Support Training Guides Online Help	*Client Support will connect with your email to portals@bcbsnd.com this will be if you are having technical difficulties*
	Exports User Groups	*Export dashboard, summary or detail report to various printable formats.* *Set up groups within company to share reports.*
	Top 5 Visited Dashboards & Reports 5 Most Recently Viewed Dashboards & Reports	
	Alerts	*Customizable.* Notifications when a data point reaches a defined threshold.
	Preferences Profile Change Password Logout	*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*

REPORT TYPES

THERE ARE 3 LEVELS OF REPORTS

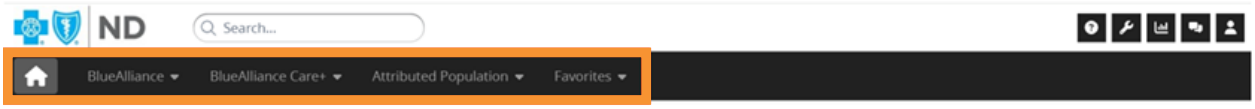
1. **Dashboards**
   The highest data presentation level – a combination of summary reports
2. **Summary**
   The second level that presents the data behind the graphs – can be in table, graph, or comparison views
3. **Detail**
   Detail reports provide the last level of drilldown

1

2

3

TOP MENU



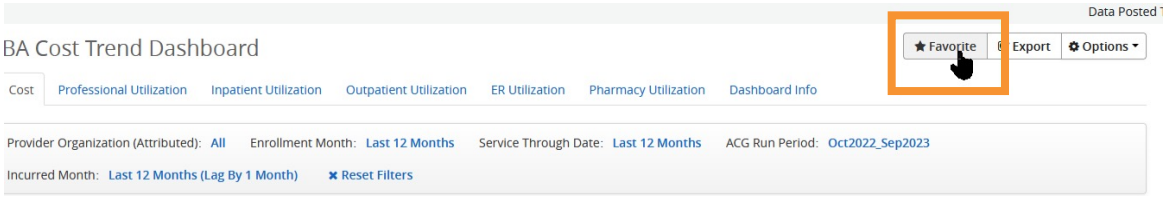
- **Home Button:** Takes you back to your landing page.
- **Top Navigation Menu:** Tool bar provides access to Dashboards.
  - BA Cost Trend Dashboard
  - BA Quality Dashboard
  - BA Utilization Dashboard
  - BA Care+ Cost Trend Dashboard
  - BA Care+ Quality Dashboard
  - BA Care+ Utilization Dashboard
  - 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.

1



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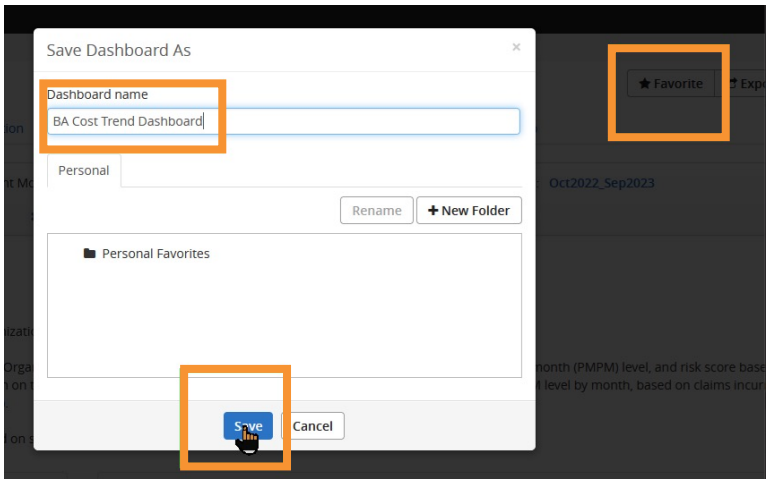

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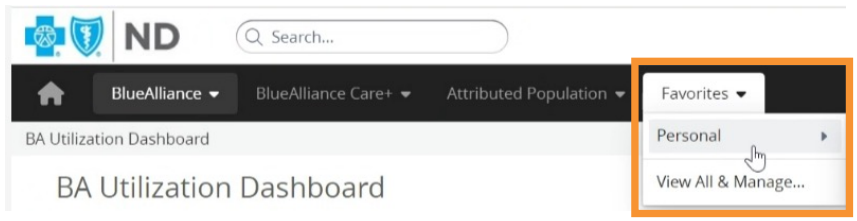

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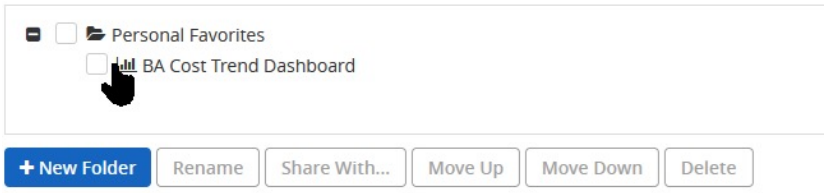
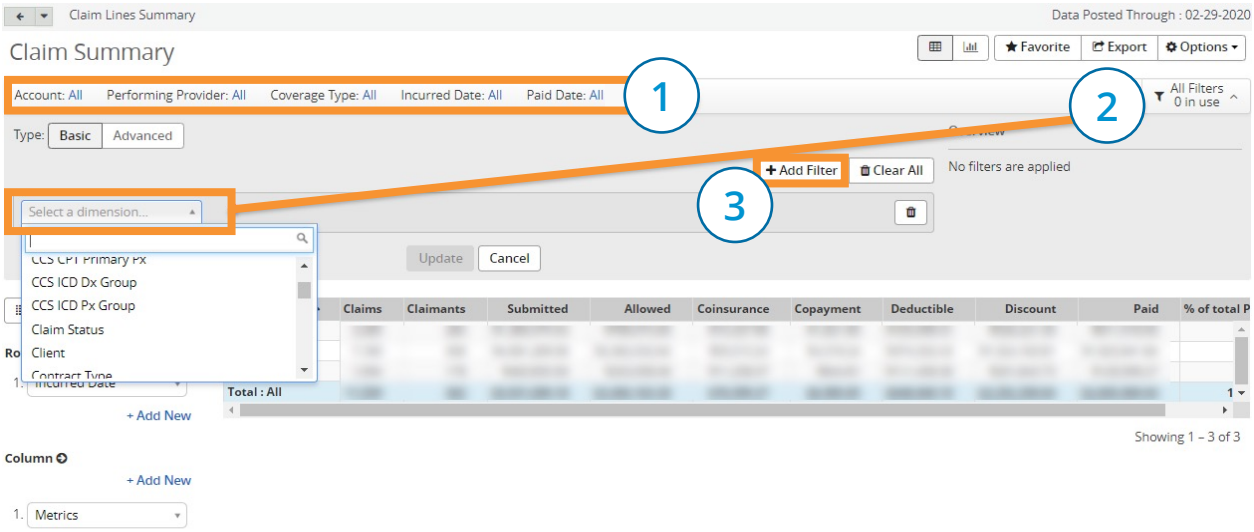


FILTERS

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.

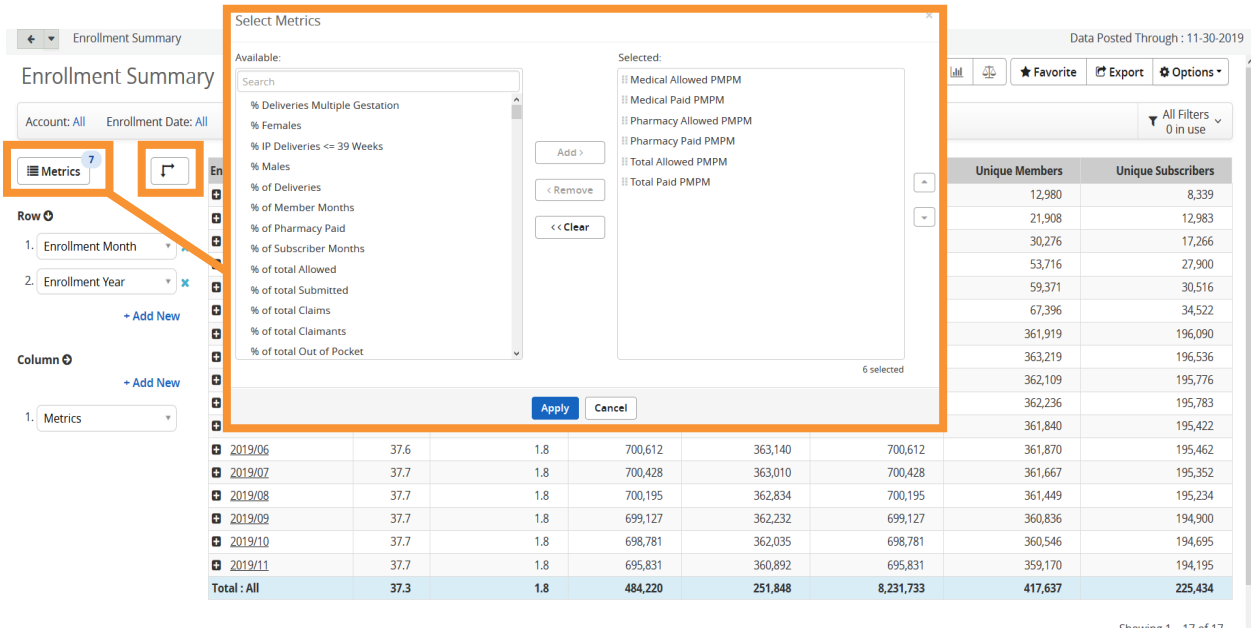
Dimensions can be used in two ways:

- 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.

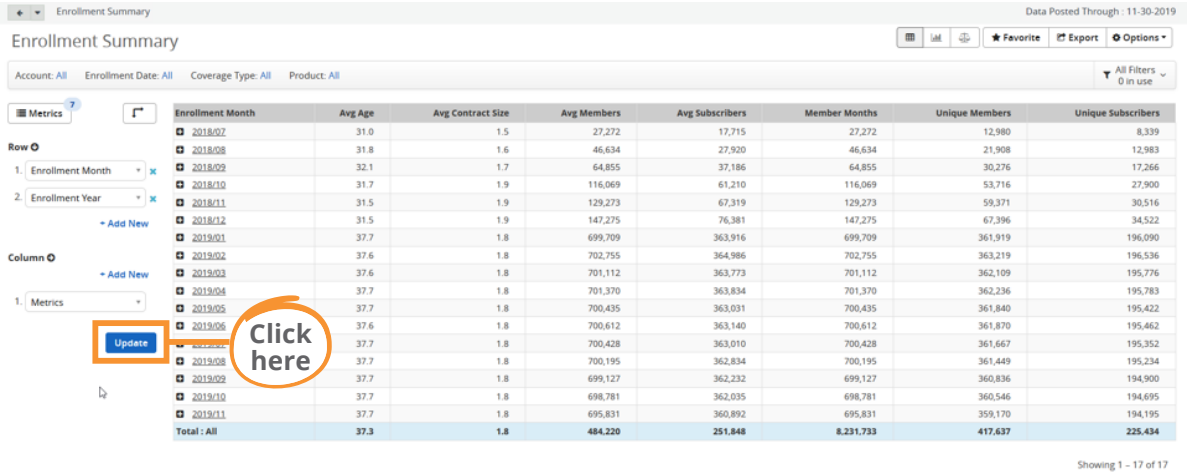


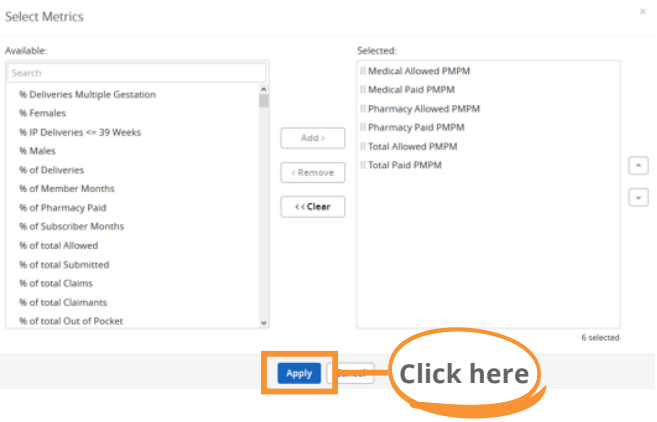
UPDATE/APPLY BUTTONS

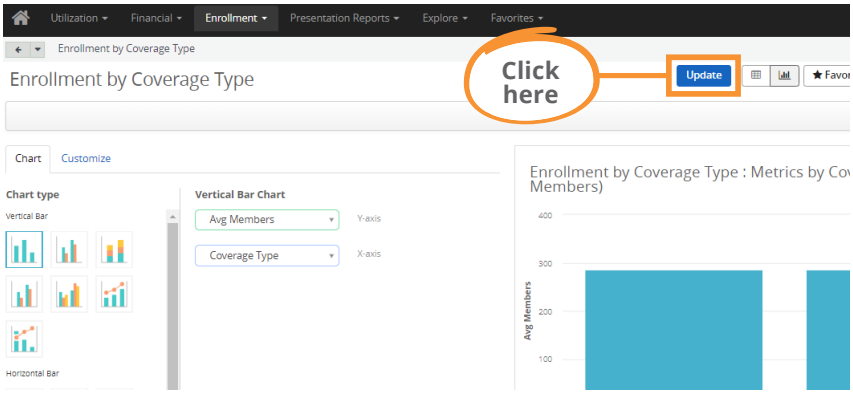
After making changes to filters, dimensions or metrics, the **Update** or **Apply** button must be clicked to complete the change.

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!

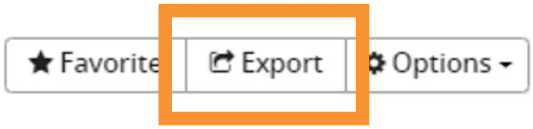




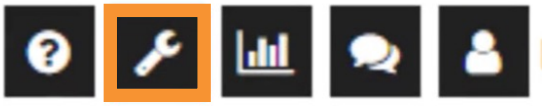


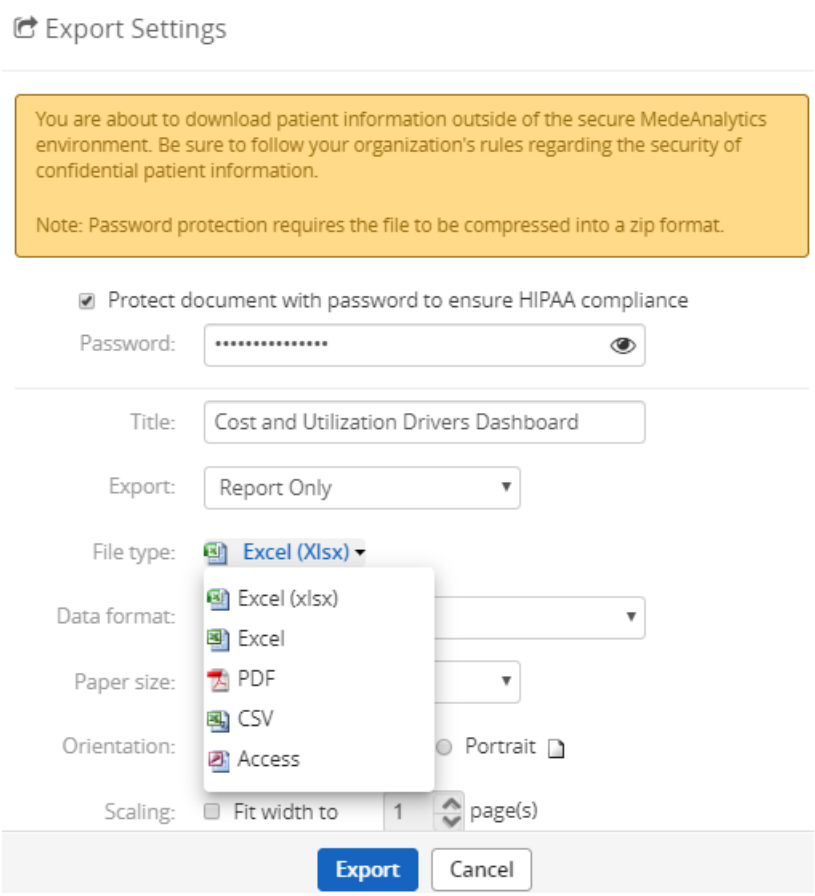
EXPORT

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



Use the tools widget to access your exports:





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