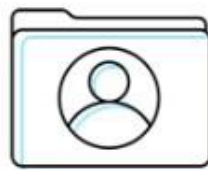


The Practice Profile web tool allows you and providers in your practice to view, update, and attest to provider and practice demographic information on file with us. Information includes provider's name, NPI, email address, provider type, specialty, acceptance of Medicare and/or Medicaid, telehealth services, online scheduling, EMR system name/address, EMR attestation, and practice location information. **Your submitted attestation will ensure your practice information is accurate on MSHP directories.**

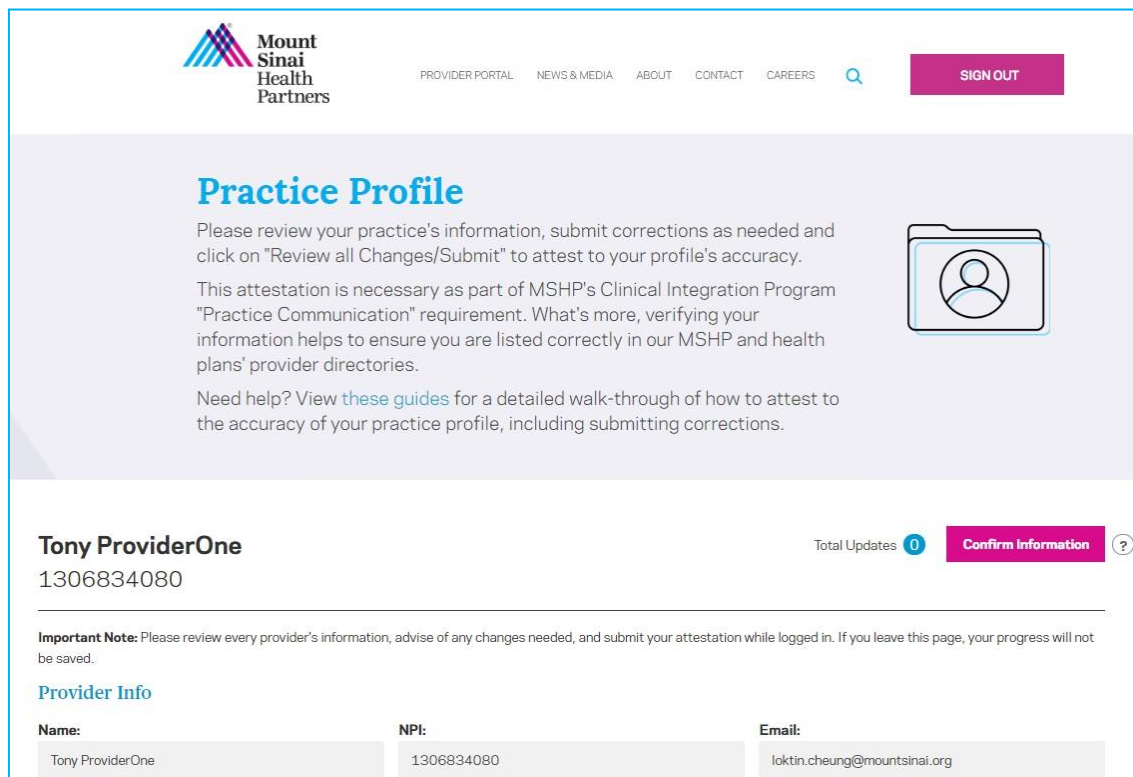
Get Started

1. Log into the MSHP Provider Portal at <https://mshp.mountsinai.org/web/mshp/login>
2. Click on the **Practice Profile** application tile



Practice
Profile

3. You will be brought to the following screen to review, attest, and/or submit changes to your practice profile information.



The screenshot shows the MSHP Practice Profile web tool interface. At the top left is the Mount Sinai Health Partners logo. The navigation menu includes PROVIDER PORTAL, NEWS & MEDIA, ABOUT, CONTACT, CAREERS, and a search icon. A SIGN OUT button is located in the top right corner. The main heading is "Practice Profile" in blue. Below the heading, there is a paragraph of text: "Please review your practice's information, submit corrections as needed and click on 'Review all Changes/Submit' to attest to your profile's accuracy. This attestation is necessary as part of MSHP's Clinical Integration Program 'Practice Communication' requirement. What's more, verifying your information helps to ensure you are listed correctly in our MSHP and health plans' provider directories. Need help? View [these guides](#) for a detailed walk-through of how to attest to the accuracy of your practice profile, including submitting corrections." To the right of this text is a folder icon with a person silhouette. Below the text, there is a section for "Tony ProviderOne" with the NPI number "1306834080". To the right of this section, there is a "Total Updates" indicator showing "0" and a "Confirm Information" button with a question mark icon. Below this section, there is an "Important Note" stating: "Please review every provider's information, advise of any changes needed, and submit your attestation while logged in. If you leave this page, your progress will not be saved." At the bottom, there is a "Provider Info" section with three input fields: "Name:" (containing "Tony ProviderOne"), "NPI:" (containing "1306834080"), and "Email:" (containing "loktin.cheung@mountsinai.org").

Review, Submit Changes, and Submit Attestation

Follow these steps to review and complete any requests for changes and submit your attestation when logged in to Practice Profile. **You must click “confirm information” to save your changes.**

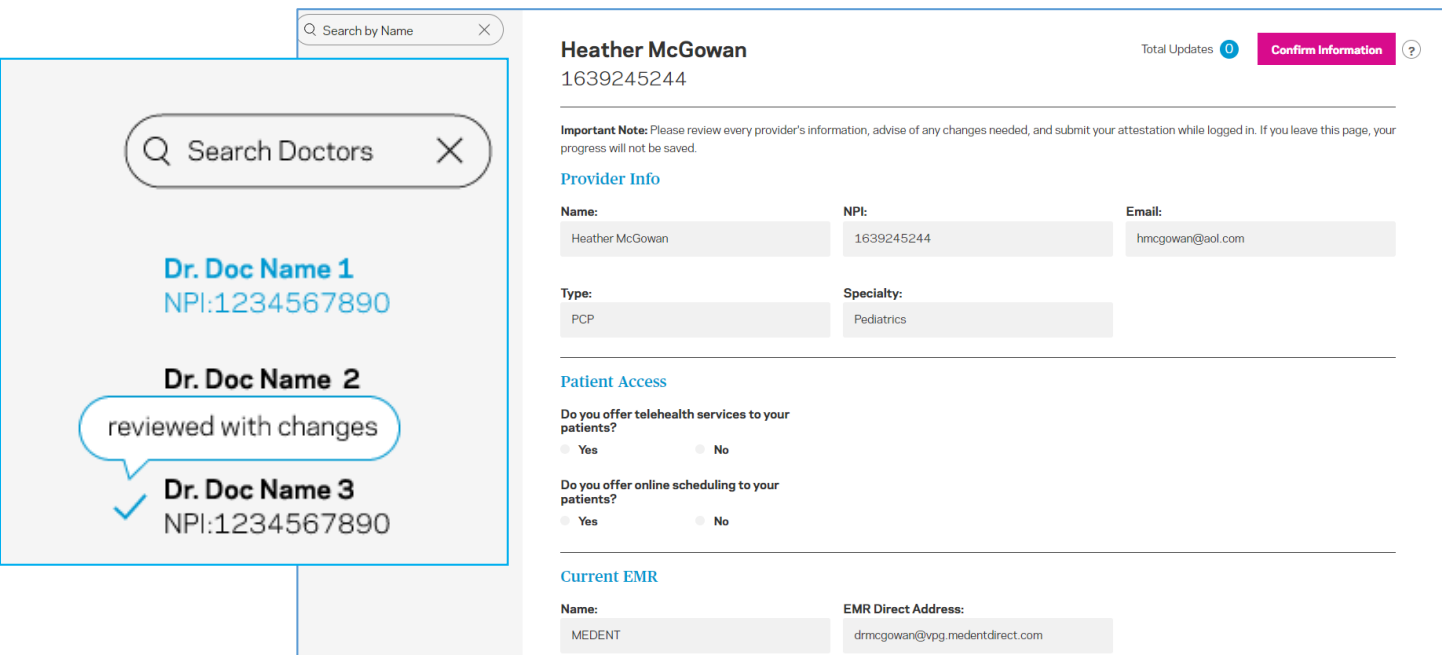
Review your practice’s information in the following fields and check for accuracy:

- Provider Info
- Medicare and Medicaid
- Patient Access
- Current EMR and EMR Requirements Attestation
- Locations and Group NPI Number

Tips

- Names of providers in your practice will appear on the left sidebar of the page. Click on the name of the providers to view their information and submit changes as needed.
- You can also search for a provider using the **Search by Name** tool.
- Practice locations will appear on the left sidebar of the location section. Click on the name of the practice to view the practice information and submit changes as needed.
- You cannot add or remove practice locations, or change office manager information using this tool. To do so, please contact the MSHP Provider Engagement Team at mshp@mountsinai.org or by calling 877-234-6667.
- To help track your progress, copy will appear that a change has been requested for fields that are edited.

Multiple Provider View



The screenshot displays the 'Multiple Provider View' interface. On the left, there is a search bar labeled 'Search Doctors' with a search icon and a close button. Below it, a list of providers is shown, including 'Dr. Doc Name 1' with NPI:1234567890, 'Dr. Doc Name 2' with a callout bubble indicating 'reviewed with changes', and 'Dr. Doc Name 3' with a checkmark and NPI:1234567890. On the right, the detailed view for 'Heather McGowan' (NPI: 1639245244) is shown. It includes a 'Confirm Information' button, an 'Important Note' about saving progress, and sections for 'Provider Info', 'Patient Access', and 'Current EMR'. The 'Provider Info' section contains fields for Name, NPI, Email, Type, and Specialty. The 'Patient Access' section has two questions about telehealth and online scheduling services. The 'Current EMR' section includes fields for Name and EMR Direct Address.

Medicare and Medicaid

- In the Medicare and Medicaid section, please respond to the questions by selecting “Yes” or “No.”
- If you select “Yes,” a text box will appear.
- Please enter in the Medicare Number and/or Medicaid Number.

Medicare and Medicaid

Do you accept Medicare patients?

Yes No

A change has been requested

Do you accept Medicaid patients?

Yes No

Patient Access

- In the Patient Access section, please respond to the questions by selecting “Yes” or “No.”
- If you select “Yes,” a drop down will appear with platform options.
- Please select an option from the drop down list or select “Other” and write in a response.

Patient Access

Do you offer telehealth services to your patients?

Yes No

A change has been requested

Do you offer online scheduling to your patients?

Yes No

Please specify:

A change has been requested

Current EMR

- In the Current EMR section, review or enter your EMR name and EMR direct address.
- Complete the EMR Attestation by answering “Yes” or “No.”

Current EMR

Name:

EMR Direct Address:

EMR Requirements Attestation

By the end of this year, attest whether your EMR will meet the following requirements:

<p>Document clinical data in appropriate searchable fields in EMR</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Ensure laboratory data feeds are captured in EMR platform</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Ensure EMR platform is connected to billing platform capabilities.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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Locations

- In the Locations section, enter in and/or review your location information.
- Complete the Group NPI question by answering “Yes” or “No.”
- If you select “Yes,” a text box will appear.
- Enter in your Group NPI Number

Does this location have a Group NPI Number? **Group NPI Number:**

Yes No

Submit changes

- To submit a change, click on the field you wish to update and type in the updated information.
- After you enter the information, confirmation text will appear below the field “**A change has been requested**” and **Total Updates** you made will appear on the upper right of the page.

Type:

PCP|

A change has been requested

Total Updates 1

Tips

- After you submit a change, remember to click the **Confirm Information** button on the upper right or bottom right of the page.
- If you have more than 1 provider at your practice, click **Go to Next Doctor** to view the provider’s information and submit changes as needed.

Confirm Information

?

Go to Next Doctor

Review all Changes/Submit

Before you can submit, please review all information and save changes.

Note

Office Manager Name, email, and phone number cannot be changed. To submit an update, contact our Provider Engagement Team at mshp@mountsinai.org or call 877-234-6667.

Locations and TIN cannot be added or removed. To add or terminate a TIN or practice location, submit your request using our [Data Change Form](#)

Review all Changes/Submit

- If all the information is accurate and you made changes as needed, click **Review all Changes/Submit** at the bottom right of the page, to attest to the accuracy of the information.



Review all
Changes/Submit

Before you can submit, please review all information and save changes.

Final Review & Submit Attestation

- Review a summary of all the changes you made on the **Summary of Changes** page.
- If you need to submit any further changes before submitting your attestation, click on the **“Back”** link.
- If the summary of your changes are correct, submit your attestation by clicking the **“Submit”** button.

Tip: If you leave the page without clicking **“Submit”** your progress will not be saved.

- **Check your inbox** for an email from MSHP confirming your changes and attestation have been received.
- **If further changes are needed, please refer to the section below.**

Summary of Changes

You're about to take it to the finish line! Here's a summary of what you've changed. Click on the "Back" link to give further changes if needed before clicking the "Submit" button below to save and submit. If you leave this page without clicking "Submit", your progress will not be saved.

Tony ProviderOne
NPI:1306834080

PROVIDER INFO

Specialty: Pediatrics → [Internal Medicine](#)

Practice Communication Attestation

I understand that attesting to the accuracy of my practice's profile fulfills the "Practice Communication" requirement of the MSHP Clinical Integration Program. I have reviewed and attest to the accuracy of the practice information displayed for all providers in my practices and, where relevant, I have entered updates to the displayed information.

SUBMIT

[← Back](#)

Submit Changes Post-Attestation

- After attestation is complete, you can continue to submit updates to your information following the above steps. You **do not** need to re-attest. Instead just press submit after reviewing your changes.

Tips

- When you return to the Practice Profile, after submitting your attestation, the date you submitted your attestation will appear in the upper right of the page.
- After you submit changes, remember to click on the **"Save Changes" button**.
- To submit your changes, click on the **Submit** button.

Date Attested: June 01, 2021

Total Updates **1** **Save Changes** **?**

Submit Changes

Please update my practice's information as documented above.

SUBMIT