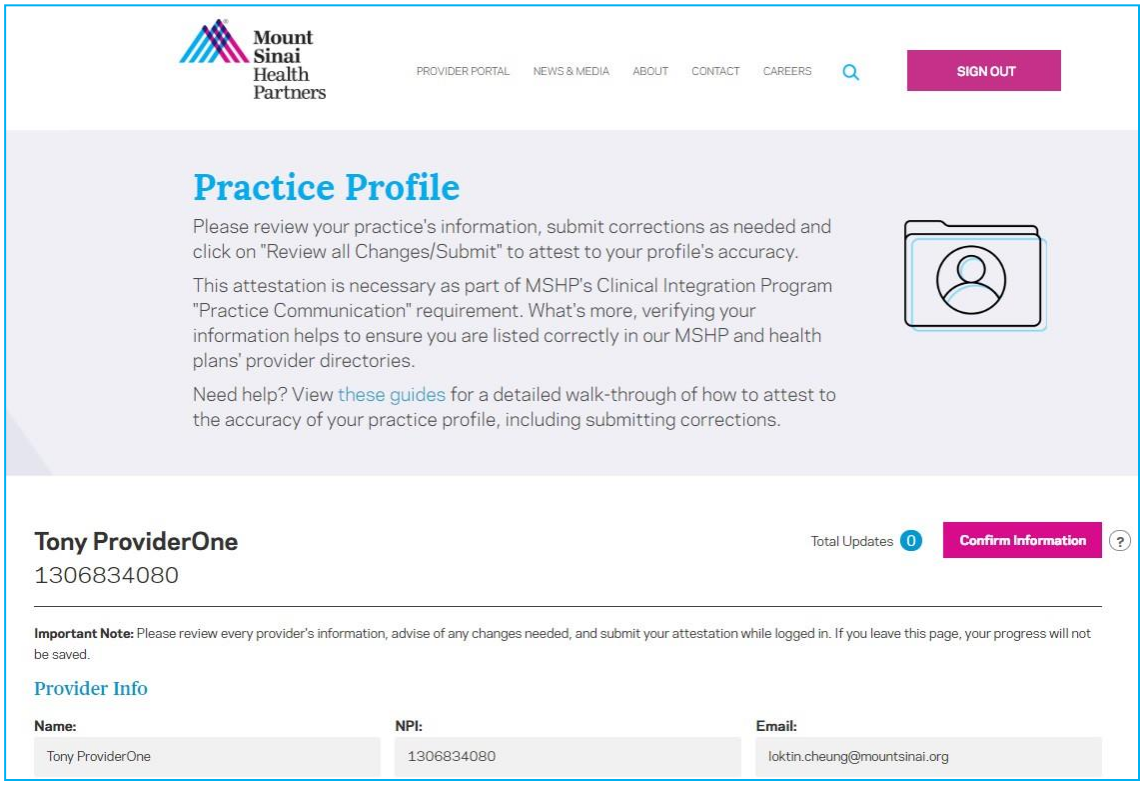
Practice Profile
Office Manager Guide

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 complete the "Practice Communication" requirement of the MSHP Clinical Integration Program and 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

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



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:

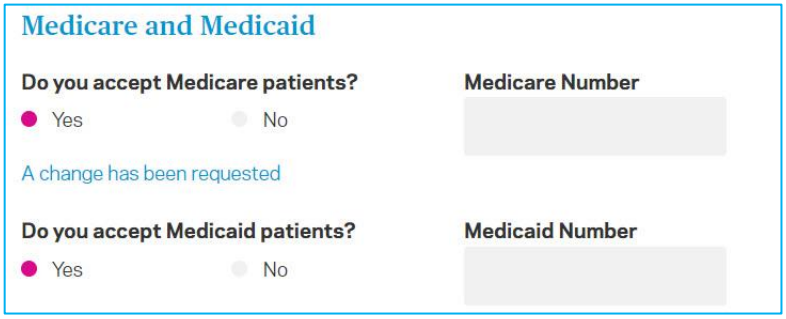
- Provider Info
- Medicare and Medicaid
- Patient Access
- Current EMR and EMR Requirements Attestation
- Locations

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
- Locations cannot be updated, added, or removed. To submit location-related updates, please complete this Provider Data Change Form or you can contact us at mshp@mountsinai.org or 877-234-6667.
- We can only display up to 7 locations. If you have more than 7 locations and would like to make any updates or changes, please contact MSHP at mshp@mountsinai.org or 877-234-6667.
- You cannot change office manager information using this tool. To do so, please contact the MSHP at mshp@mountsinai.org or by calling 877-234-6667.
- If you have changed your EMR system name, please review and update your responses to the questions in the EMR Requirements Attestation section.
- To help track your progress, copy will appear that a change has been requested for fields that are edited.

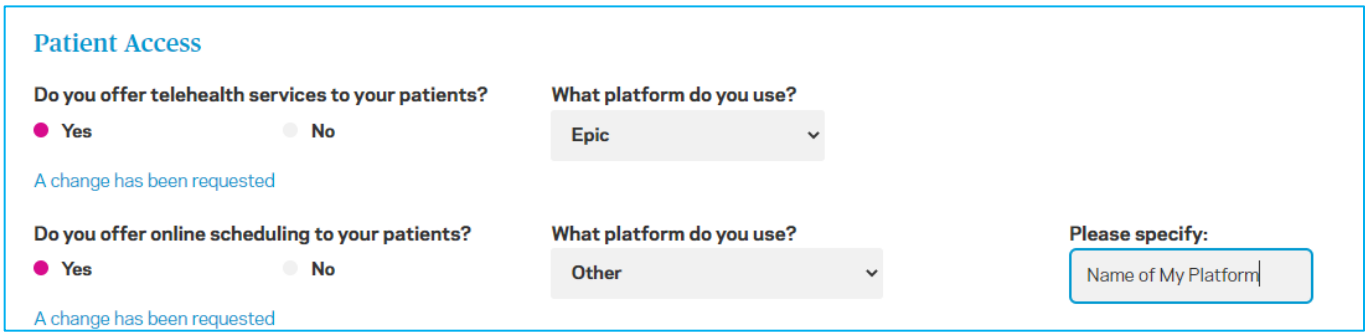
Medicare and Medicaid

- 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.



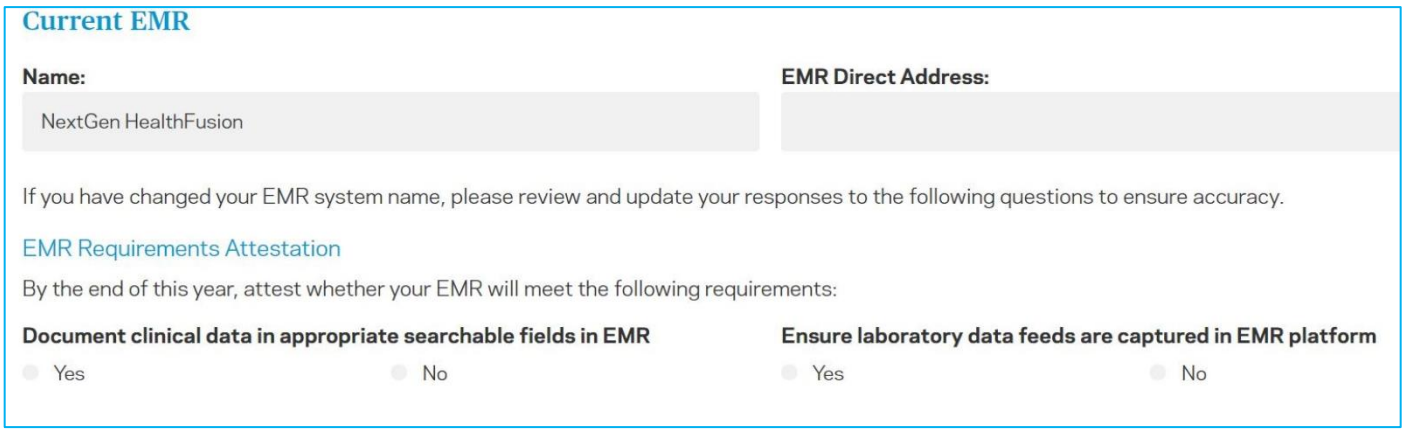
Patient Access

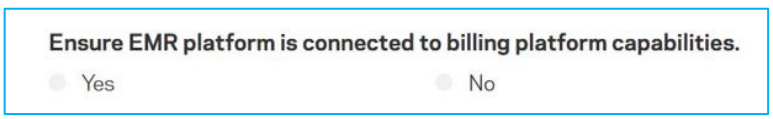
- In the Patient Access section, please respond to the questions by selecting “Yes” or “No.”
- If you select “Yes”, a drop down will appear with platform options.
- Please select an option from the drop down list or select “Other” and write in a response.



Current EMR

- In the Current EMR section, review or enter your EMR name and EMR direct address.
- **If you have changed your EMR system name, please review and update your responses to the questions in the EMR Requirements Attestation section.**
- Complete the EMR Attestation by answering “Yes” or “No.”





Locations

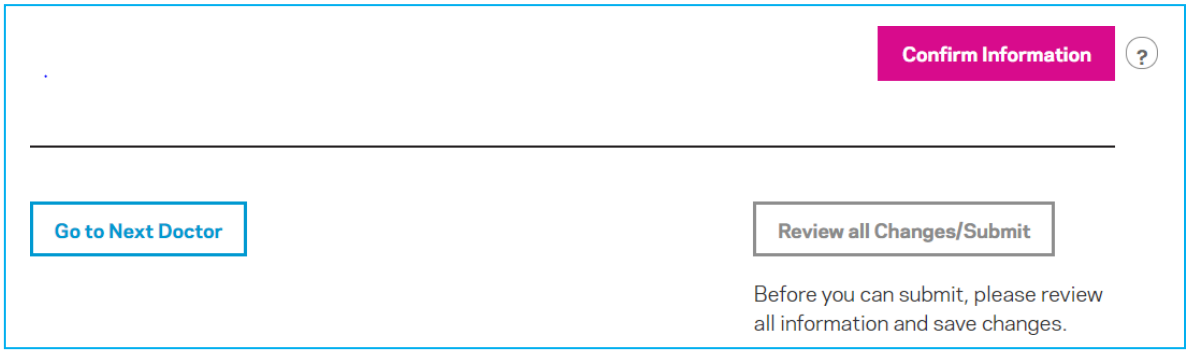
- In the Locations section, review your location information.

Submit Location Updates

- Locations cannot be updated, added, or removed via this tool. To submit location-related updates, please complete this Provider Data Change Form or you can contact us at mshp@mountsinai.org or 877-234-6667.
- We can only display up to 7 service locations. If you have more than 7 locations, please contact us for assistance at mshp@mountsinai.org or 877-234-6667.

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.



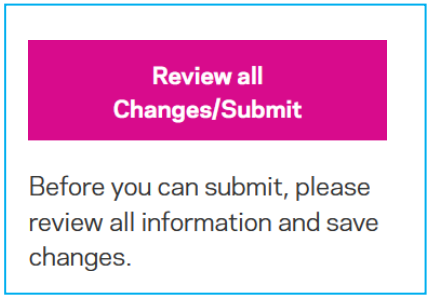
Note:

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

TIN cannot be added or removed. To add or terminate a TIN, submit your request using the Provider Data Change Form or you can contact us at mshp@mountsinai.org or 877-234-6667.

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.

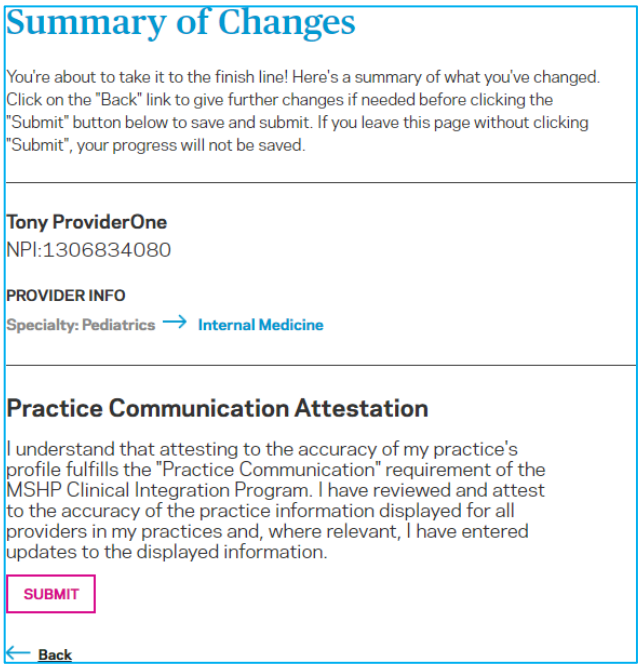


Final Review & Submit Attestation

- 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.**



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 Changes"** button.