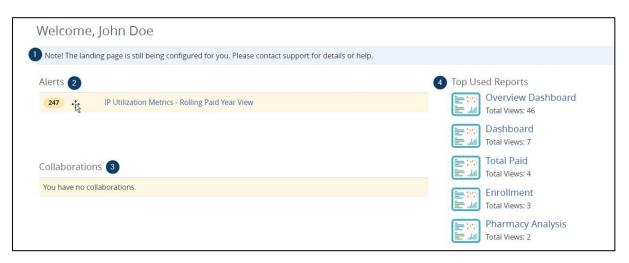


Landing Page Overview

When you login, you will be taken to your Landing Page, where you will see your landing page, alerts, collaborations, top used reports, and your landing page buttons. These items are explained in the sections below.

Utilization Ainancial Enrollment Presentation Reports Explore Favorites	
← Home	
Welcome, John Doe	
Note! The landing page is still being configured for you. Please contact support for details or help.	
Alerts	Top Used Reports
247 IP Utilization Metrics - Rolling Paid Year View	Overview Dashboard
	Dashboard Total Views: 7
Collaborations	Total Paid
You have no collaborations.	Enrollment
	Total Views: 3
	Pharmacy Analysis Total Views: 2

- Note! Do not worry if you see this message. This serves as a reminder that you have not yet customized your landing page. Please refer to the Setting Up Your Landing Page User Guide on the sentarahealthplans.com/needtoknow website for more details. If you choose to not customize your landing page, you can still generate reports.
- Alerts If you have a metric or percentage change you are monitoring, those alerts will display in the Alerts section. Additional information regarding Alerts can be found in the Alerts Did You Know Campaign on the sentarahealthplans.com/needtoknow website.
- 3. **Collaborations** If you have collaborations with other members of your team, they will appear here.
- 4. **Top Used Reports** Your most used reports will be displayed in the **Top Used Reports** section for quick and easy access.





Landing Page Buttons Overview

On the top left of the landing page, you will see the Sentara Health Plans logo. Clicking on the logo or the home icon will take you back to your landing page.

5	Sentara Health Plans	Q. Search		\supset	
Favor		Prescription ug 🗸			
Home					
		Welcor	ne, JEREN	/IY	

Tip: Do not use your browser back button! The back arrow, under the **home** icon should be used instead. This tool holds the history of your session and allows you to go back a step to changes you have made while in the tool. If you use the browser back button, it will likely reset the login and you will have to start over.

The main navigation menu is located inside the dark gray bar that runs horizontally across the landing page. Clicking on each category will expand the options. In order from left to right, the main navigation categories are:

1. **Utilization** – Click on the report or dashboard name to access a specific Utilization Report/Dashboard.

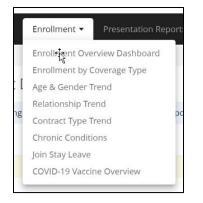




2. Financial - Click on the report or dashboard name to access a specific Financial Report/Dashboard.

	Financial 👻 Enrollment 👻 Pr	esentat
	Financial Overvice Dashboard	
1	Financial Yearly Trend	- 1
)ć	Financial Monthly Trend	
	IP Services Paid	
p.	OP Services Paid	:01
	Prof Services Paid	
	Medical Paid Lag	
ere	Network Analysis	
	Loss Ratio	
	High Cost Claimants	
	Distribution	
	COVID-19 Claims Analysis Dashboard	d

3. Enrollment - Click on the report or dashboard name to access a specific Enrollment Report/Dashboard.

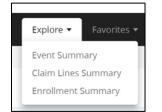




4. **Presentation Reports** - Click on the report or dashboard name to access a specific Presentation Report.

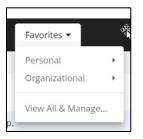
	Presentation Reports Explore Favorites
	Cover Page
	Report Parameters Overview
	Enrollment Overview
	Enrollment Breakdown
ou.	Financial Key Indicators.
	Medical Claims Lag
	Network Analysis
	Claims Distribution.
	Medical & Pharmacy Out of Pocket Distribution.
	Medical Out of Pocket Distribution.
	Pharmacy Out of Pocket Distribution.
	Cost & Utilization Key Indicators
	PMPM Breakout
	Top Diagnostic Categories
	Inpatient Analysis
	Inpatient Key Indicators by Service Type
	Top 15 Inpatient DRGs
	Outpatient Analysis
	Outpatient Key Indicators by Service Type
	Emergency Room Analysis.
	Professional Analysis
	Professional Key Indicators by Service Type
sc	Pharmacy Key Indicators
	Top Non-Specialty Therapeutic Drug Classes
	Top Non-Specialty Prescription Drugs
	Specialty Drugs Analysis
	High Cost Claimant Overview.
	High Cost Claimant Breakdown.
	Top 20 High Cost Claimant Listing - No PHI.
	Glossary

5. Explore – The Explore dropdown menu is used by more advanced users and should not be confused with our search tools or other existing reports in the various dropdown menus. Reports found here do not contain any customizations and allow you to build a custom report from scratch. Event Summary Report templates are the basis for our utilization reports. Claim Line Summary Report templates are the basis for our financial reports. Enrollment Summary Report templates are the basis for our Enrollment reports.





6. Favorites – any personal or organizational reports and/or dashboards you have marked as a Favorite can be viewed here. Please refer to the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional functionality information.



Top Right Menu Overview

The top right menu consists of buttons for Help, Tools, Dashboards, Notifications, User Settings, and Search.

Sentara [•] Health Plans	Q Search	0 / 4 1

Outlined below are descriptions of each button and its functionality:



From the **Help** menu, you can visit the official **Help Documentation**. If you need additional help, please contact the DataPoint mailbox at **Datapoint@sentara.com**.

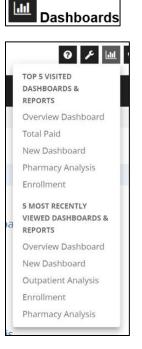
Resource Center	\times
Help Documentation	>
Contact Support Report issues to the help desk	>



From the **Tools** menu, you can access your **Exports** and **User Groups**. We will go into more detail on the **Export** functionality in the *Distribution of Reports User Guide* on the **sentarahealthplans.com/needtoknow** website.

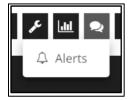


From the **Dashboards** menu, you can quickly view your **Top 5 Visited Dashboards and Reports** and your **5 Most Recently Viewed Dashboards and Reports**.



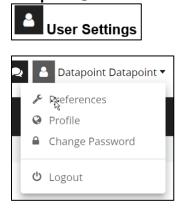
From the Notifications menu, you can access your custom Alerts.







From the **User Settings** menu, you can view and update your **Preferences** and **Profile**. You can also **Logout** of the tool. While there is a **Change Password** option, it should not be utilized. As mentioned above in the password reset section, users should reach out to **datapoint@sentara.com** for any password related issues.



You can use this **Search** bar for quick access to various reports and/or dashboards.



Example 1: If you search for 'loss', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional information on reports available and their features.



Example 2: If you search for 'high', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/didyouknow** website for additional information on reports available and their features.

•	Q high	1
the second se	HPS	
🕂 Utilization 👻 Financial 👻 Eni	High Cost Specialty Drugs	Explore 👻 Favorites 👻
← Home	High Cost Claimants Dashboard	
e nome	High Cost Claimant Overview	
Welcome, John Doe	\$25k High Cost Claimant PMPM Analysis	
, ,	\$50k High Cost Claimant PMPM Analysis	
Note! The landing page is still being conf	\$100k High Cost Claimant PMPM Analysis	etails or help.
Alexte	High Cost Claimant Overview.	
Alerts	High Cost Claimant Breakdown.	
247 IP Utilization Metrics - I	Top 20 High Cost Claimant Listing - No PHI.	