



COUNTY OF SANTA CLARA
Behavioral Health Services

BHSD 7521 CCP PROVIDER CREDENTIALING

REV. 05/17/2024

REVISIONS

| Date | Slides | Revisions |
|------------|--------|--|
| 05/17/2024 | All | Update report name |
| 5/17/2024 | 4-6 | How to export report into Microsoft Excel Record (XLS) |

PURPOSE OF THE REPORT

BHSD 7521 CCP Provider Credentialing report will enable you to view all of the staff/providers who have been associated to your specific agency. This guide will support general understanding of the fields included in the report. BHSD encourages each CCP to run the report and audit the information in order to ensure that it is accurate and up to date. Incorrect information on this report can impact billing for individual providers. Review this report regularly and send any needed corrections to the Business Office at BHSDBusinessOffice@hhs.sccgov.org

Enter the **Contracting Provider** and select “Process”.

BHSD 7521 CCP PROVIDER CREDENTIALING

Process

Discard

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BHSD 7521 CCP
Provider
Credentialing



Contracting Provider *



An incomplete view of the report will appear, so the report needs to be exported. Select **Export**.

Print Report **Export**

Find... 1 of 11 100% SAP CRYSTAL REPORTS®

Main Report

Run Date: 05/17/2024 Page 1 of

Santa Clara County
828 South Bascom Ave., Suite 280
San Jose, CA 95128

BHSD 7521 Provider Credentialing Report

| <u>Contracting Provider</u> | <u>Performing Provider</u> | <u>Provider ID</u> | <u>NPI Number</u> | <u>Taxonomy</u> | <u>Termination Date</u> | <u>Eff. Start Date (MSO)</u> | <u>Eff. End Date (MSO)</u> |
|-----------------------------|----------------------------|--------------------|-------------------|-----------------|-------------------------|------------------------------|----------------------------|
| | | | | 2084P0800X | | 3/7/2023 | 4/28/2023 |
| | | | | 2084P0800X | | 9/26/2016 | 4/14/2023 |

Select “Microsoft Excel Record (XLS)” in **Format** field (1) and select ‘OK’ (2) to export the report into Excel.

Print Report Export

Format: Microsoft Excel Record (XLS) 1

Excel Format

- Typical: Data is exported with default options applied.
- Minimal: Data is exported with no formatting applied.
- Custom: Data is exported according to selected options.

Column Width

- Column width based on objects in the:
- Constant column width (in points):

Details v

36

- Export object formatting
- Export images
- Use worksheet functions for summaries
- Maintain relative object position

- Maintain column alignment
- Export page header and page footer
- Simplify page headers
- Show group outlines

Ok 2 Cancel

Partial Screenshot of the Credentialing Report:

| Termination Date | Eff. Start Date (MSO) | Eff. End Date (MSO) | Eff. Start Date (PM) | Eff. End Date (PM) |
|------------------|-----------------------|---------------------|----------------------|--------------------|
|------------------|-----------------------|---------------------|----------------------|--------------------|

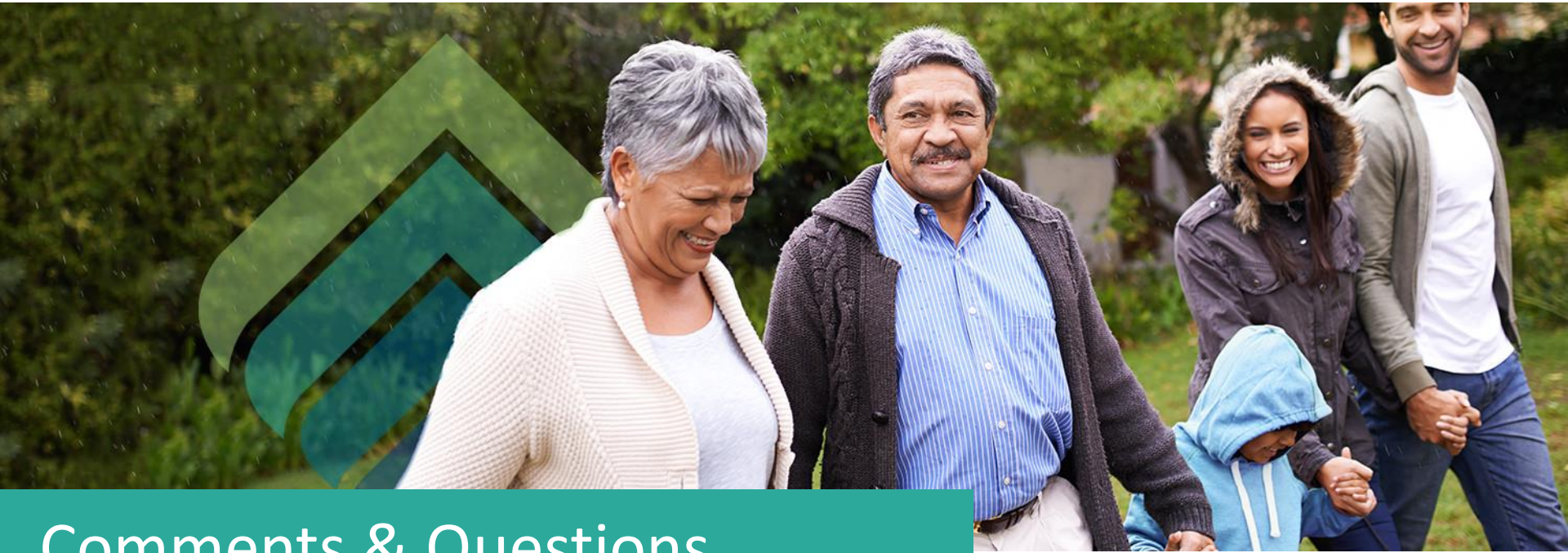
Termination Date: This date would terminate access for this particular staff entirely with the County's Avatar system.

Eff. Start Date (MSO): This date refers to the first date that this particular staff was added to your specific agency.

Eff. End Date (MSO): This date refers to the end date that this particular staff was terminated for your specific agency.

Eff. Start Date (PM): This date refers to the start date of this particular staff's credential.

Eff. End Date (PM): This date refers to the credentialing end date that VHP assigns for each individual staff.



Comments & Questions