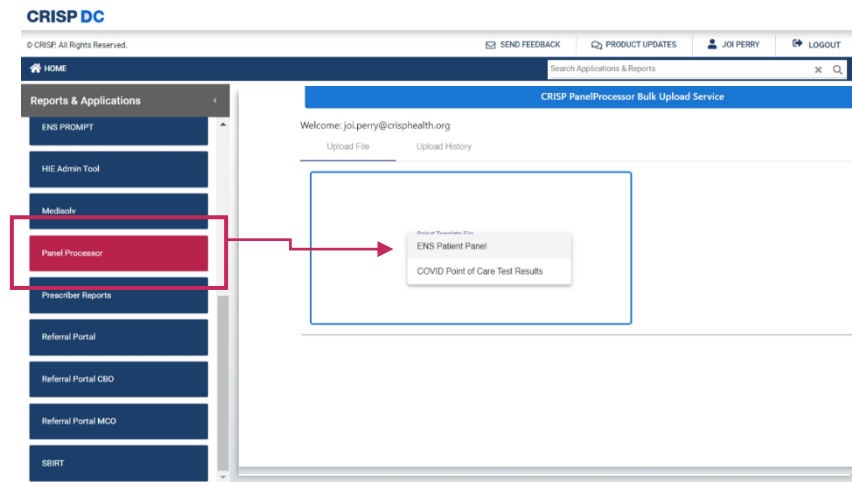
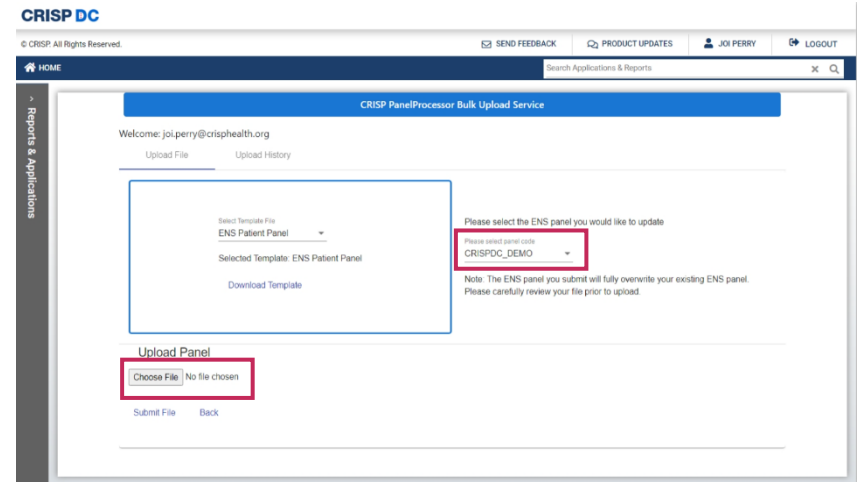


CRISP DC Panel Processor Quick Guide

Providers can manually submit their patient panel through the CRISP Panel Processor application. Please see the step-by-step directions below.



- 1) Select **Panel Processor** from the Reports & Applications tab and click on the drop-down arrow. Then select **ENS Patient Panel**.



- 2) Select the **Panel Code**. Your panel code will include your organization's source code. Choose the most recent patient panel and upload. The patient panel must be in .CSV format and named using the designation (ex: subscribercode-1-z-mm-dd-yyyy).

AR1 Assigning_Authority_Code

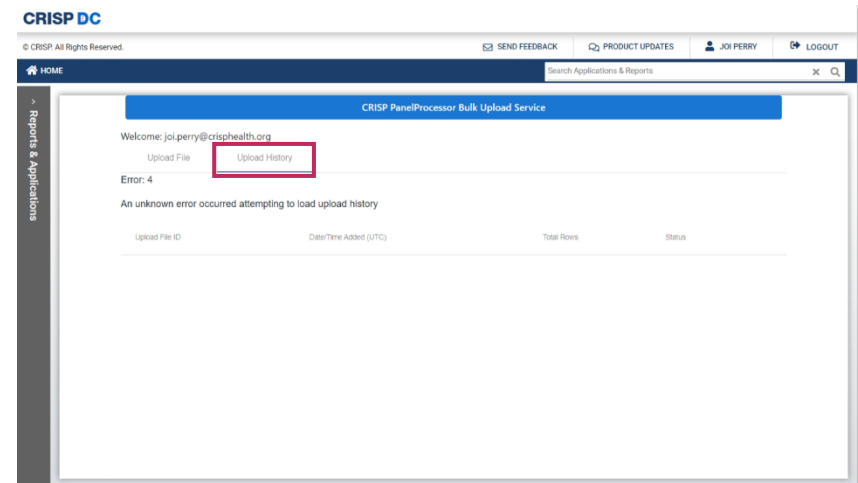
| Group | Member_Status | Patient_ID | First_Name | Middle_Name | Last_Name | Name_Suffix | Address_1 | Address_2 | City | State | Zip | Birthdate | Gender | SSN | Home_Phone | Work_Phone | Cel |
|-------|---------------|------------|------------|-------------|-----------|-------------|------------|-----------|-----------|-------|-------|------------|--------|-------------|------------|------------|-----|
| 1 | ADD | 999999 | John | K | Doe | | 33 main st | apt 45 | baltimore | MD | 21230 | 12/31/1900 | M | 999-99-9999 | 3025551212 | 3025551212 | 302 |
| 3 | UPDATE | 1000000 | Jane | K | Doe | | 34 main st | apt 46 | baltimore | MD | 21230 | 12/31/1900 | F | 999-99-9999 | 3025551212 | 3025551212 | 301 |
| 4 | DELETE | 1000001 | Jim | K | Doe | Jr | 35 main st | apt 47 | baltimore | MD | 21230 | 12/31/1900 | M | 999-99-9999 | 3025551212 | 3025551212 | 300 |

All panels are required to have these columns headers, be named the same, and be in this order. All files must be saved as CSV (Comma delimited)

| Values always required |
|--|
| Values optional - these fields will appear on your ENS alerts if you include them in the panel |
| Values required for delta panels only |
| Provide these values if available |
| Values required for care alert panels |

Sample Patient Panel 08.15.2019

- 3) The highlighted blue values **must** be included in your patient panel. Verify all cells are complete (not blank) to ensure successful upload.



- 4) View patient panel upload status in the **Upload History** tab.