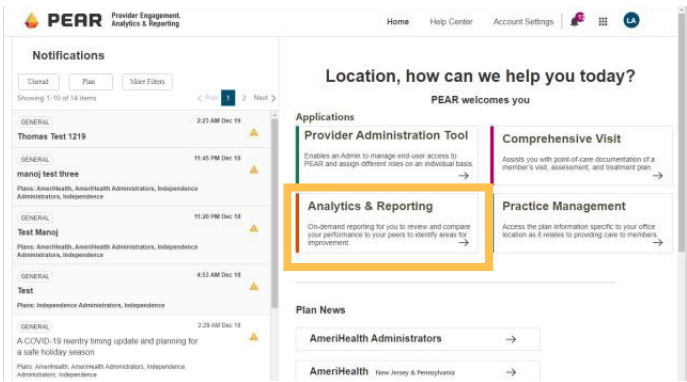



Payment Roster User Guide

If your organization is registered for the PEAR portal and has access to PEAR AR, you can view your specific Payment Roster(s). Follow the steps outlined to successfully navigate to these rosters.

Step#	Action
1.	<p>Log into PEAR portal and access PEAR AR application.</p> 
2.	<p>Navigate to the Payment Rosters by selecting <i>Report Center</i> from the top navigation menu, then select <i>Payment Rosters</i>.</p> 
3.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Payment Rosters</p> <p>Select Provider</p> <p><input checked="" type="radio"/> Practice Name A <input type="radio"/> Tax ID</p> <hr/> <p>Select Healthplan</p> <p>B <input checked="" type="radio"/> Independence Blue Cross <input type="radio"/> AmeriHealth</p> <p>Select Roster(s) C</p> <p><input type="checkbox"/> PCP CAP ROSTER <input checked="" type="checkbox"/> QIPS ROSTER <input type="checkbox"/> SPECIALIST CAP ROSTER <input type="checkbox"/> TANDIGM HEALTH ENHANCED CAP ROSTER</p> <p>Select Reporting Period D</p> <p><input type="text" value="December 2020"/></p> </div> <div style="width: 35%;"> <p>A. Search for and select your practice.</p> <p>B. Select the health plan.</p> <p>C. Select the roster(s) you wish to view.</p> <p>D. Select the reporting period.</p> <p>E. Once complete, select <i>Submit</i> to generate the report(s).</p> <p style="text-align: right;">Submit</p> <p style="text-align: right;">Reset</p> </div> </div>

4.

A. Review your roster selections.

Payment Rosters

Your Selections

Practice Name : [REDACTED]

Healthplan : [REDACTED]

Rosters : PCP CAP ROSTER

Reporting Period : December 2020

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B. Scroll down to view the *Roster Summary* and *Roster Details* based on your selections.

Roster Summary

Roster	Company	LOB	Payment Ty...	Member Count	Current Payment
PCP CAP ROSTER	[REDACTED]	Primary Care Physician	PRIMARY CARE PHYSICIAN	1	[REDACTED]

Roster Detail

1 2 3 4 5 6 7 8 9 10 100 items per page 1 - 1

Roster	CO	LOB	Member	Date of Birth (Age)	Sex	PCP Effective Date	Payment Type	Current Payment	Ad An
PCP CAP ROSTER	[REDACTED]	Commercial HMO	[REDACTED]	[REDACTED]	F	[REDACTED]	PRIMARY CARE PHYSICIAN	[REDACTED]	[REDACTED]

C. Practices have the option to download the information displayed on screen to either a PDF or Excel file.

Payment Rosters

Your Selections

Practice Name : [REDACTED]

Healthplan : [REDACTED]

Rosters : PCP CAP ROSTER

Reporting Period : December 2020

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