

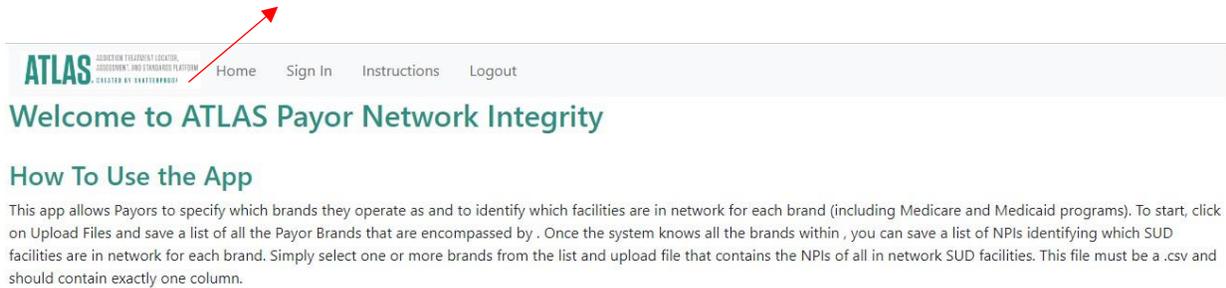


ATLAS Network Integrity Portal User Guide

First Time Users

When a first time user accesses the portal, they will need to create a new account.

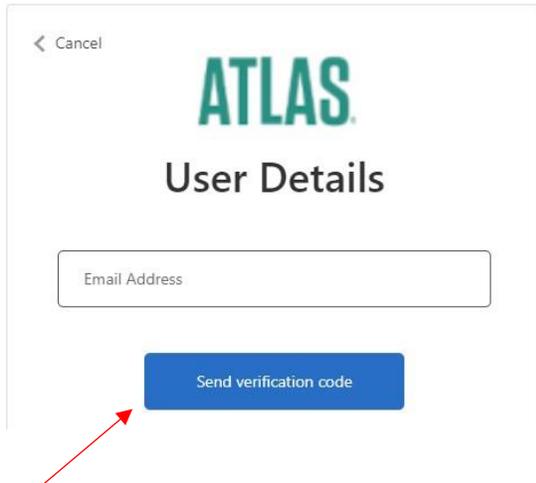
1. Click on **Sign In** at the top left of the screen.



2. A sign in box will pop up. New users must first create an account by clicking **Sign up now** link underneath the Sign in button.

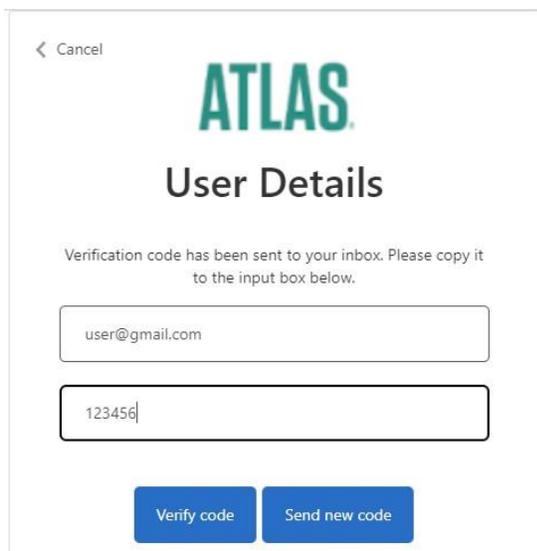


3. Enter your email address and click the **Send verification code** button. You will receive an email from msonlineserviceteam@microsoftonline.com with the subject line, **Microsoft on behalf of Treatment ATLAS**. This email has a 6-digit code that must be used to complete the account creation process. If you don't see the verification email, check the spam or junk folders in your email.



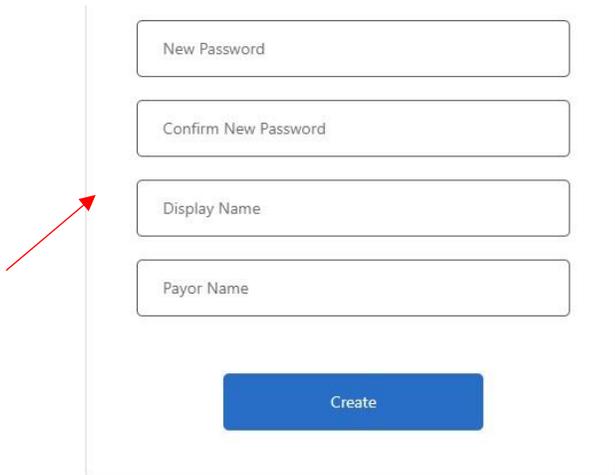
The screenshot shows the ATLAS User Details form. At the top left is a '< Cancel' link. The ATLAS logo is centered at the top. Below it is the title 'User Details'. There is an input field for 'Email Address'. Below the input field is a blue button labeled 'Send verification code'. A red arrow points to this button from the bottom left.

4. Enter this 6-digit code into the field underneath your email address and click the **Verify code** button. You should receive the 6-digit code via the email address you entered. You have the option to request a new code if needed by clicking the **Send new code** button. This verification step must be done before you complete the remainder of the form.



The screenshot shows the ATLAS User Details form after the verification code has been sent. At the top left is a '< Cancel' link. The ATLAS logo is centered at the top. Below it is the title 'User Details'. A message reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains 'user@gmail.com' and the second contains '123456'. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'.

5. Complete the rest of the form by choosing a password, confirming your password, entering your full name, and carefully entering your Payor Name. **All users from the same Payor must enter the same Payor Name here to be associated to the same account.** If you need to confirm this information, please reach out to the ATLAS team. When you have completed the form, click the **Create** button.

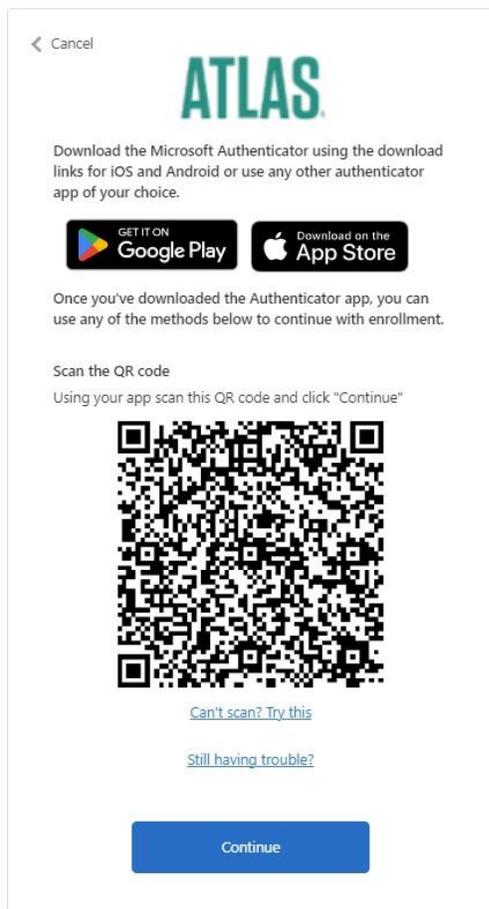


The image shows a registration form with the following fields and a button:

- New Password
- Confirm New Password
- Display Name
- Payor Name
- Create (button)

A red arrow points to the left side of the form.

6. To ensure that this application and your data are safe, we use multi factor authentication. After you click the **Create** button, a QR code will appear. Use any mobile device camera to scan the QR code (or, if this does not work, click the **Can't scan? Try this** link below the QR code). If you have Microsoft Authenticator installed, you will be prompted to open it and add this new account. Otherwise, you will be prompted to install Microsoft Authenticator and set up this new account so that you can authenticate when logging in to the portal.



7. Once your account is created, a notification email is sent to an ATLAS employee for approval. Your account must be approved by an ATLAS employee before you can login and use the application. You will receive an email from ATLASnotifications@treatmentatlas.org when this approval action has been completed.

Upload Files

Payor Brands (e.g., lines of business, legal entities)

Payor brands are the different lines of business or legal entities that are operated by your organization (a payor). Think of how your members recognize which insurance they have – are there certain brands that you use in specific states? Do you use a different name for your Medicare Advantage line of business? All of these “brands” should be captured in your portal so that we can list them in the insurance filter on ATLAS.

Users can enter their list of individual brands within the tool using the upload feature.

When ATLAS first creates a Network Integrity portal for a payor, no brands will be present in the system. Payor brands must be uploaded before any network information can be imported.


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Welcome  from 

[Upload Payor Brands](#)
[Upload Facilities List](#)

Upload Payor Brands

No file chosen

The Payor Brand file should have the following format:

- Column header of “PayorBrand”
- A single column listing of all payor brands
- Excel .csv file format
- If a Payor Brand requires any special characters, the brand must be listed in double quotes (see example to the right).

A
1 PayorName
2 Payor Brand 1
3 Payor Brand 2
4 Payor Brand 3 (Managed Care)
5
6

A
1 PayorName
2 "Payor Brand 1"
3 "Payor Brand 2"
4

Once a file has been created in the above format, users can click the **Choose File** button to import the file and the **Upload** button to save the payor brands to the ATLAS Network Integrity portal.

[Upload Payor Brands](#)
[Upload Facilities List](#)

Upload Payor Brands

No file chosen



Facilities

1. After Payor Brands are uploaded using the steps above, users are directed to import the list of contracted treatment sites through the **Upload Facilities List** function.

- Here you can upload the lists of facilities that comprise each of your networks. Each list of facilities must be the complete list for that network (commercial, managed care, Medicare Advantage). You can upload a list of contracted facilities for two brands with the exact same network by selecting both brands in the list of payor brands.

The list of contracted facilities should be in the following format:

- Column header:
 - NPI
 - Name
 - Address1
 - Address2
 - City
 - State
 - Zip
- 7 column list of data in this order:

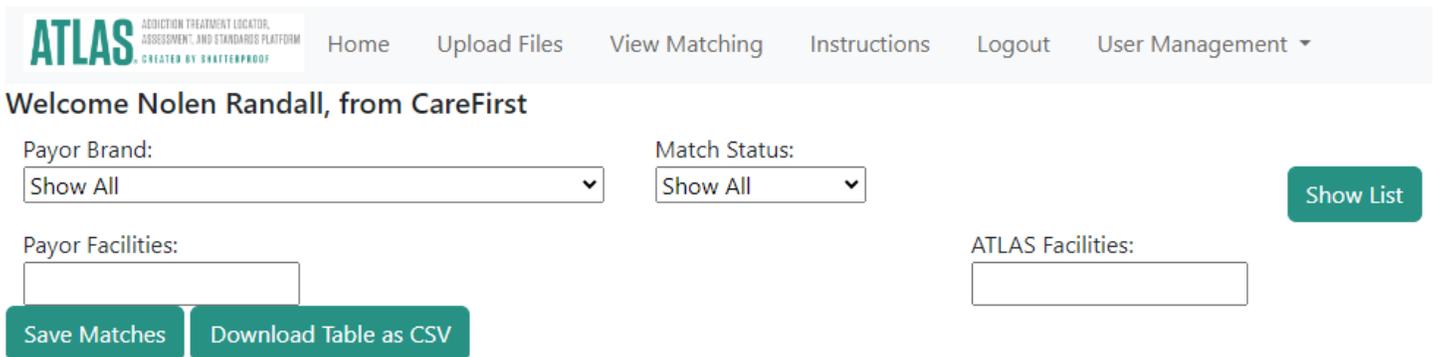
	A	B	C	D	E	F	G
1	NPI	Name	Address1	Address2	City	State	Zip
2	1013053016	THE WOUNDED HEALER INC	371 GLASSBORO RD		WOODBURY HEIGHTS	NJ	08097
3	1023287711	SOAR CORP	9150 MARSHALL ST	PAVILLION UPPER LEVE	PHILADELPHIA	PA	19114
4	1043718588	BEACON POINT RECOVERY CE	2301 E ALLEGHENY AVE	STE 200	PHILADELPHIA	PA	19134
5	1043765621	SOAR CORP	7500 BRISTOL PIKE		LEVITTOWN	PA	19057
6	1043778145	PENN FOUNDATION INC	807 LAWN AVE		SELLERSVILLE	PA	18960
7	1073128690	GENTLE FORCE COUNSELING	610 YORK RD		JENKINTOWN	PA	19046
8	1073581005	TRUSTEES OF THE UNIVERSITY	51 N 39TH ST		PHILADELPHIA	PA	19104
9	1083031793	HOPE SPRINGS BEHAVIORAL	1190 OLD YORK RD	SUITES A AND B	WARMINSTER	PA	18974
10	1083031793	HOPE SPRINGS BEHAVIORAL	2500 YORK RD STE 145		JAMISON	PA	18929
11	1083100531	PENN FOUNDATION INC	271 BETHLEHEM PIKE	STE 201	COLMAR	PA	18915
12	1083708580	UNIV OF DOVER LLC	404 S BEDFORD ST		GEORGETOWN	DE	19847

- Once the list of facilities is uploaded:
 - It is matched against ATLAS data to tie your facility list to ATLAS's list.
 - Any facilities that are in the ATLAS database and in the uploaded list of contracted providers will be listed as in-network on ATLAS and in your password-protected portal.
 - Any facilities that are not in your uploaded list of contracted providers will not be listed as in-network on ATLAS or in your password-protected portal.

Viewing Data

To view the updated list of matched facilities (between the payor's list of contracted facilities and the ATLAS database), click on **View Matching** in the main navigation at the top of the screen and use the filters to show matching lists for each Payor Brand, or matches for your entire network. Use the **Match Status** filter to show either matches or a list of unmatched facilities, facilities that did not have a match in the ATLAS data.

Payor Facilities and **ATLAS Facilities** filters can be used to filter the list after it loads. This is helpful to look for particular facilities, cities, states or zip codes. The filters apply to any part of the name and address.



ATLAS ADDICTION TREATMENT LOCATOR, ASSESSMENT, AND STANDARDS PLATFORM
CREATED BY SHATTERPROOF

Home Upload Files View Matching Instructions Logout User Management ▾

Welcome Nolen Randall, from CareFirst

Payor Brand: Match Status:

Payor Facilities: ATLAS Facilities:

Save Matches Download Table as CSV Show List

You can also export the entire list to a .csv file. The exported list will reflect what is shown on the screen.

User Management

You can edit your account name or reset your password in the self-service **User Management** tab at the top of the screen.



Edit Profile

To update the Payor name or the name displayed for a particular account, click **Edit Profile** in the User Management drop-down shown above, make any adjustments, and click **Continue** to save these updates. Please note you must logout and then sign in again for the updates to take effect.

Please also note that if the user has uploaded files for network integrity, changing the Payor Name in the **User Management** tab will break the association between this user and their saved data. You should only update the Payor Name if it was entered incorrectly at your initial sign up and you need to align with your group. Please reach out to the ATLAS team if you have any questions about this.

Reset Password

You can reset your password by clicking on **Reset Password** in the User Management drop-down. A one-time verification code will be sent to the email address you provided during registration.

