

INTRODUCTION

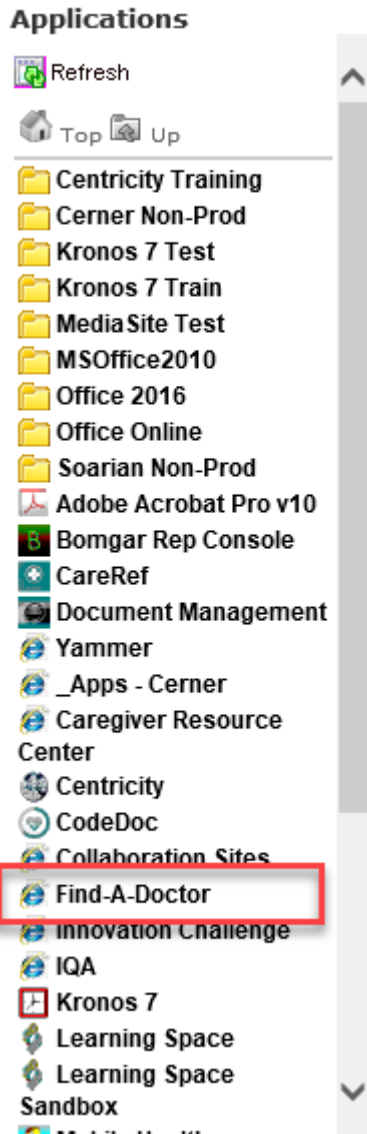
WHAT IS PROVIDERMATCH ADMINISTRATOR?

ProviderMatch Administrator (PMA)—part of the KyruusOne provider data management platform—offers intuitive, online data management solutions for administrators, department leaders and providers. PMA provides a single point of access to provider data, making it easy for practice administrators or their designee to manage clinical search settings for ProviderMatch applications (i.e., ProviderMatch for Consumers Find A Doctor Tool), maintain provider profiles, and access analytics. It also delivers an efficient way for practice managers to configure their profiles.

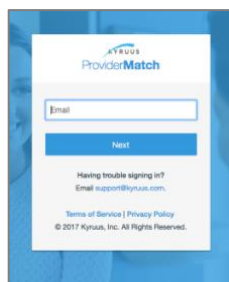
Kyruus receives provider data from Christiana Care data sources such as Credentialing (Echo), Practice Management (Powerchart) databases, etc. Kyruus receives any active Christiana Care credentialed providers and displays them in ProviderMatch Administrator.

Step 1: Accessing Provider Match

- Navigate to the Employee Portal and click on the Find-a-Doc Icon

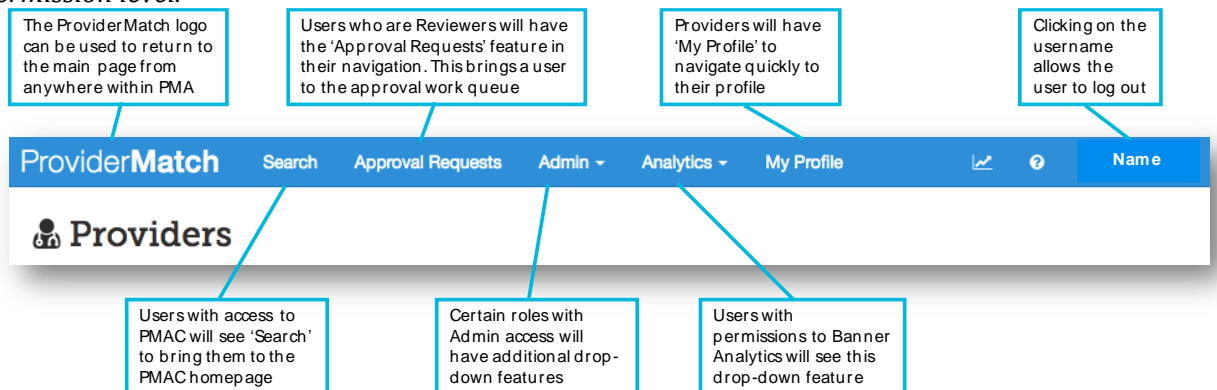


- The Kyruus login page will open. Next, log in with your Christiana Care Outlook email



PROVIDERMATCH ADMINISTRATOR NAVIGATION TOOLBAR

Please note: Toolbar visibility is dependent on your network's deployment and your ProviderMatch permission level.



Step 2: Filtering Providers

All Providers

Displays an unfiltered list of providers at Christiana Care Health System by default

Providers

Show providers from: My Providers All Providers

Showing 1 to 10 of 2,163 entries

My Providers

Click this to filter to a list of providers who you are responsible for editing

Providers

Show providers from: My Providers All Providers

Showing 1 to 10 of 13 entries (filtered from 2,163 total entries)

Step 2: Editing Profiles

View a provider profile by clicking on the provider's name or the pencil edit button to the left of the provider name.

In your configuration, provider profiles are divided into the following tabs:


- General
- Experience
- Specialization
- Locations and Scheduling

Personal Section

The Personal section contains a majority of the provider's demographic information. There are certain fields that are managed directly in PMA. This means that if any information within these

fields is incorrect, you can click onto the information displayed to edit it directly in the application. For information on how to get the non-editable information changed in PMA, please contact ProviderMatchSupport@christianacare.org

In this section, you will be able to add/remove a provider's image:

Personal		Cancel	Save
First Name	Raafat		
Middle Name	Z.		
Last Name	Abdel-Misih		
Suffix	—		
Image	 Upload Image Delete Image		
Provider Gender	Male		
Languages	English		
Degrees	MD		
NPI	1821088048		

Practice Information Section

The following fields are displayed within the Practice Information section and are pulled directly from the credentialing data sources:

- Practice Groups: This field is used in Approval Workflows to determine who is responsible for editing and reviewing profiles. Please ensure that a Practice Group is only edited if needed and **not removed** for a provider.
- Provider Organization: This field identifies a service line that a provider belongs to.

Practice		Cancel	Save
Practice Groups	* Christiania Care General & Surgical Oncology		
Provider Organizations	Heart and Vascular Neurosciences		
Networks			

Additional Information Section

The following fields are available for your edit on the provider's profile:

Additional Information

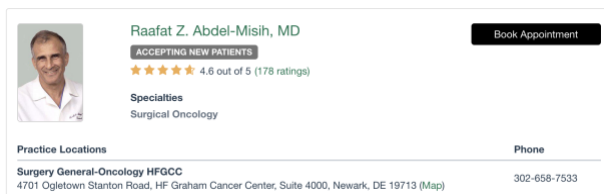
Cancel Save

Professional Statement

Dr. Raafat Z. Abdel-Misih is the director of the Hepatobiliary Pancreatic Multidisciplinary Center at Christiana Care's Helen F. Graham Cancer Center and Research Institute. He had also served as chief of Surgical Services for Christiana Care from 1995 until part of 2005, and as vice chair of the Department of Surgery until March of 2014. A surgeon since 1981, Dr. Abdel-Misih is board-certified in general surgery and has a particular interest in head and neck cases, surgical oncology and laparoscopy/endoscopy. He is clinical assistant professor of surgery at Thomas Jefferson University in Philadelphia. Dr. Abdel-Misih had extensive training in Britain as well as the United States. Since

Employee ID	801015859
Show In PMC	Yes
Show Call-to-Action	Yes
Video	
Call-to-Action Phone	302-658-7533
Academic Title	
Preferred First and Middle Name	
Practice URL	
Publications	
Employment Status	True

- Professional Statement: A provider bio allows patients to learn more about the provider and *increases the likelihood that the provider is selected by the patient.*
- Show In PMC: This allows a patient to be visible on the Find A Doctor website
- Show Call To Action: This allows a provider's "Book Appointment" Call To Action to be displayed on the provider's profile. Here is an example of a "Book Appointment" Call To Action button



Raafat Z. Abdel-Misih, MD

ACCEPTING NEW PATIENTS

★ ★ ★ ★ ★ 4.6 out of 5 (178 ratings)

Specialties
Surgical Oncology

Practice Locations

Surgery General-Oncology HFQCC
4701 Oglstown Stanton Road, HF Graham Cancer Center, Suite 4000, Newark, DE 19713 (Map)

Phone
302-658-7533

- Video: If a provider has a Youtube video to appear on their profile, it can be added here
- Call-to-Action Phone: This field is displayed when a consumer clicks the "Book Appointment" button. It is pre-populated with the provider's primary practice location phone number. To change that number, please edit this field
- Academic Title: If this provider has an academic title, please enter this
- Preferred First and Middle Name: If a provider has a preferred first/middle name, it can be entered here
- Practice URL: If a provider has a website for their practice, it can be entered here
- Publications: If a provider chooses to add their PubMed publications link, it can be entered here
- Employment Status: This is prepopulated based on whether a provider is a Christiana employed provider or Med Staff

Once all changes are made, please click **Save**

Experience Tab

The Experience tab contains the provider's educational background, including trainings, fellowships and certifications and are not editable. Please contact the Credentialing team for any questions/edits.

General

These clinical fields determine how a provider wants to be found in search results:

The screenshot shows a form titled "General" with "Cancel" and "Save" buttons in the top right. The form contains the following fields:

- Practice Type:** Two radio buttons. "Primary Care" is unchecked, and "Specialty Care" is checked.
- Provider Type:** A dropdown menu with "Physician" selected.
- Specialties:** A tag labeled "Surgical Oncology" with an 'x' icon to remove it.

- Practice Type: Is the provider a PCP, Specialist, or both?
- Provider Type: This field is prepopulated. If a provider's provider type needs to be edited, please use the drop down list to choose the type of provider they are (ie: Physician, Nurse Practitioner, etc.)
- Specialties: Please note that this a provider's currently practicing specialty and what they want to be found in searches for by a consumer. Please limit this to one specialty as much as possible:
 - Example: A Provider is boarded in both Internal Medicine and Cardiology. Today, they practice as a Cardiologist. In this case, please select only Cardiology as a specialty.

Step 4: Updating Clinical Key Words

Clinical keywords are used to define the clinical terms the provider sees patients for and wants to be scheduled for. The terms are populated based on the provider's specialty. Appropriate clinical key words must be manually applied to the profile (by checking the box on the left hand side and indicating the word to be "Searchable" via the drop down box on the right hand side).

NOTE: Accurately selecting key words is essential to ensuring the most applicable provider appears in search results. It is important to make sure the appropriate clinical key words are applied to the profile.

Clinical Keywords

[Cancel](#) [Save](#)

Here are the symptoms, conditions, treatments, and procedures that can describe your clinical focus. These keywords are used to help your peers and patients find you.

Click Edit to modify your keywords. To add keywords to your profile, scroll to the bottom of the page and search for keywords or browse the entire library.

Conditions & Symptoms

 [acral lentiginous melanoma](#)

Not Searchable

 [adrenal disorders](#)

Searchable

 [anorectal cancer](#)

Searchable

 [basosquamous carcinoma](#)

Searchable

To add a term to a provider's profile, you can either:

1) Click on the orange bar at the top of this section:

[General](#) [Experience](#) [Clinical](#) [Locations and Scheduling](#)

5 new clinical keywords based on your specialties

[Review](#)

Or

2) Scroll to the bottom of the section and select terms using the search bar. Here you can either look for individual keywords from the library or copy them from another provider

[Save](#)

Search for a clinical keyword:

[Copy Clinical Keywords From Another Provider](#)

Can't find the clinical keyword you're looking for? [Browse our entire library.](#)

Please click **"Save"** once changes are complete in this section.

[Step 5: Updating Locations and Scheduling Tab](#)

In this section, you will have the ability to edit Scheduling Information and Office Hours

For any issues with updating a provider's profile, please send an email to ProviderMatchSupport@christianacare.org

Scheduling Information

Cancel Save

Accepting New Patients

Yes

Age Groups Seen

- Newborns (0-2)
- Children (2-11)
- Adolescents (12-18)
- Adults (18-65)
- Adults over 65

External ID

523

Additional Information

Edit

Office Hours

8:00 am - 4:30 pm

Practice Locations

Clinic

Surgery General-Oncology HFGCC (Cerner)	4701 Ogletown Stanton Road, HF Graham Cancer Center, Suite 4000 Newark, DE 19713	Location ID: 1022650533 Kynus ID: 2044838	Phone: 302-658-7533
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Scheduling Information

- Accepting New Patients: Is this provider Accepting New Patients? Yes/No
- Age Groups Seen: This field is prepopulated. Please edit this as needed

Additional Information: Please add/edit the provider's office hours as needed

Practice Locations: This includes the locations at which a provider practices. To edit this information, please check the source of the practice location information (Credentialing or Cerner) and contact those parties to edit the locations. They will be reflected in PMA within a couple of days.

Step 6: Submitting Profile Edits

Once your edits are complete, please click the **“Submit For Review”** button to submit your changes and make them live on a provider's profile.

[« Back to list](#)

[Submit for Review](#)



Raafat Z. Abdel-Misih
Surgical Oncology