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MEDEWORKS

User Guide

Revised March 2025

TABLE OF CONTENTS

- LOGIN..... 2
- NEW MEDEWORKS USERS..... 3
- LANDING PAGE..... 4
- WIDGETS..... 5
- REPORT TYPES..... 6
- LEFT MENU..... 7
- LEFT MENU NAVIGATION..... 8
- HOW TO CREATE FAVORITES..... 11
- FILTERS..... 12
- METRICS AND DIMENSIONS..... 13
- UPDATE/APPLY BUTTONS..... 14
- EXPORT..... 15
- TIPS AND TRICKS..... 16
- FREQUENTLY ASKED QUESTIONS..... 19

DISCLAIMER

We are committed to enhancing the MedeWorks platform to provide insightful analytics. We will make updates to this guide, but there may be instances where the screenshots in the guide do not perfectly match the MedeWorks user interface.

LOGIN

- URL: <https://my.medeanalytics.com>
- Username will be your company email address.
- Password access emails will come from MedeAnalytics Support Manager noreply@medeanalytics.com.
- Your temporary password will expire in 72 hours. If it expires use 'Forgot your password' on MedeAnalytics login page.
- If you need assistance with login contact portals@bcbsnd.com
- After you access your account, you will be prompted to change your password automatically. After initially logging in and changing your password, it will expire in 60 days.
- Don't share your password.

MedeAnalytics

Login

Username
[Forgot your username?](#)

Password
[Forgot your password?](#)

LOGIN

NEW MEDEWORKS USERS

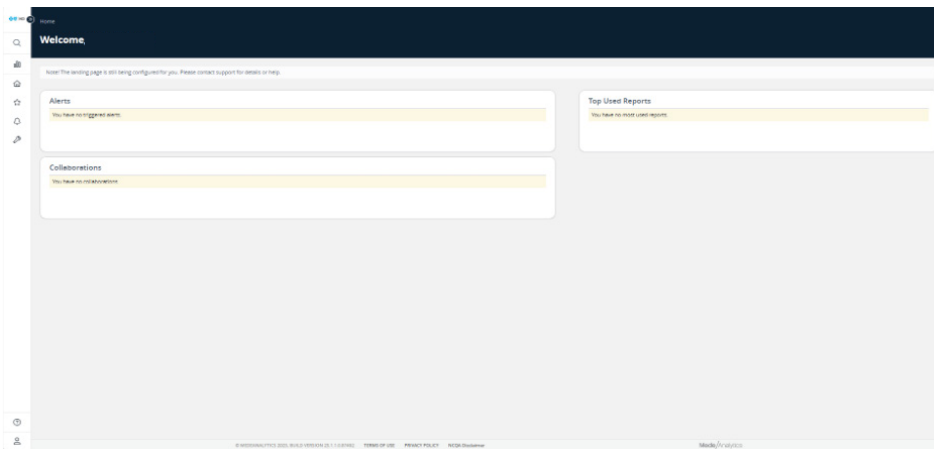
Please notify BCBSND if you have a new MedeWorks user by completing the online form:

- MedeWorks User Access Request Form | BCBSND - complete the form at <https://www.bcbsnd.com/providers/news-resources/forms-documents/medeworks-user-access-request-form> if you would like to add a user, change an existing user's access and remove a user's access. Must be submitted by provider organization's Authorized Access Approver.
- MedeWorks Provider Organization Request Form | BCBSND - complete the form at <https://www.bcbsnd.com/providers/news-resources/forms-documents/medeworks-provider-organization-request-form> if any changes to provider organizations' Authorized Access Approver.

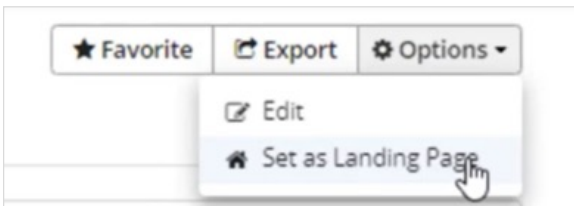
LANDING PAGE

Your landing page is the page you see every time you log in. Many users personalize their landing pages by adding dashboards to access frequently used information.

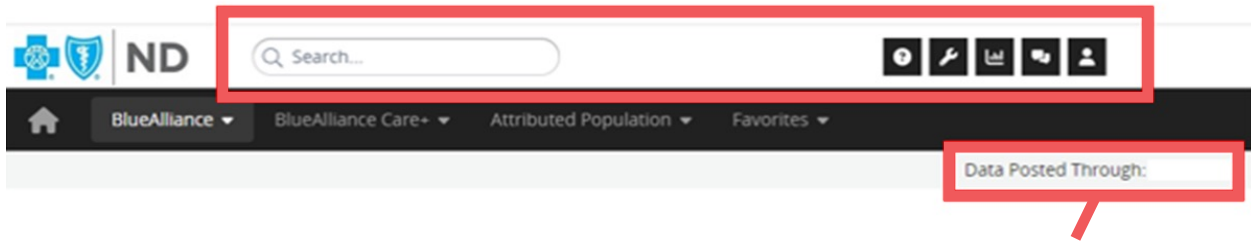
Upon logging in, you can modify the page to your liking” or something of the sort.



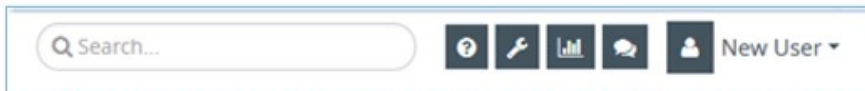
To add a dashboard to your personal landing page, start at the dashboard you'd like to apply, select Options drop-down and select Set as Landing Page. Click the Home Button to access the landing page and see the dashboard.



WIDGETS



Data Posted Through:
Most recent data available in MedeWorks



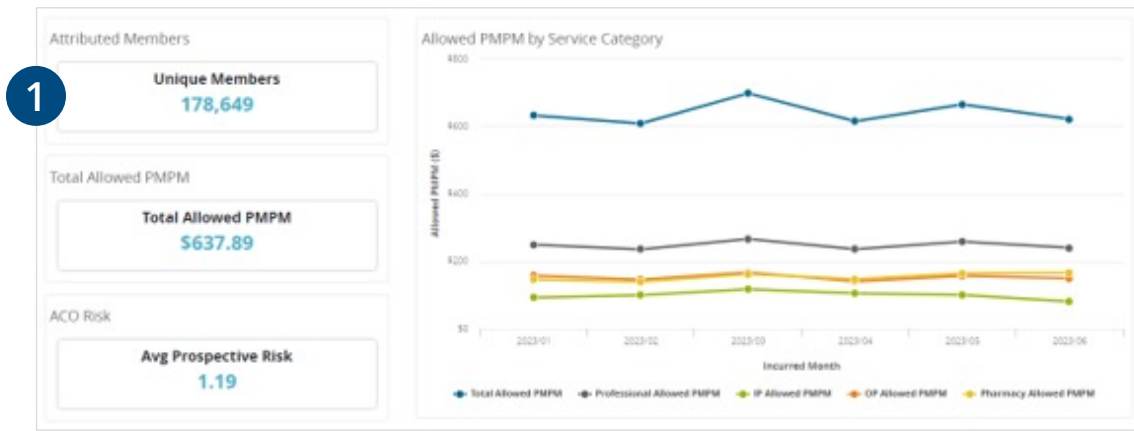
Type any report name in the search (also known as “Smart Search”) box to find any report or Dashboard in the system.

	Client Support Training Guides Online Help	<i>Client Support will connect with your email to portals@bcbsnd.com this will be if you are having technical difficulties</i>
	Exports User Groups	<i>Export dashboard, summary or detail report to various printable formats. Set up groups within company to share reports.</i>
	Top 5 Visited Dashboards & Reports 5 Most Recently Viewed Dashboards & Reports	
	Alerts	<i>Customizable. Notifications when a data point reaches a defined threshold.</i>
	Preferences Profile Change Password Logout	<i>Choose number of items are viewable Set Post Date email notifications Change Password and see number of days before PW Expiration Logout of the system</i>

REPORT TYPES

There are 3 levels of reports

- | 1. Dashboards | 2. Summary | 3. Detail |
|--|---|--|
| The highest data presentation level – a combination of summary reports | The second level that presents the data behind the graphs – can be in table, graph, or comparison views | Detail reports provide the last level of drilldown |



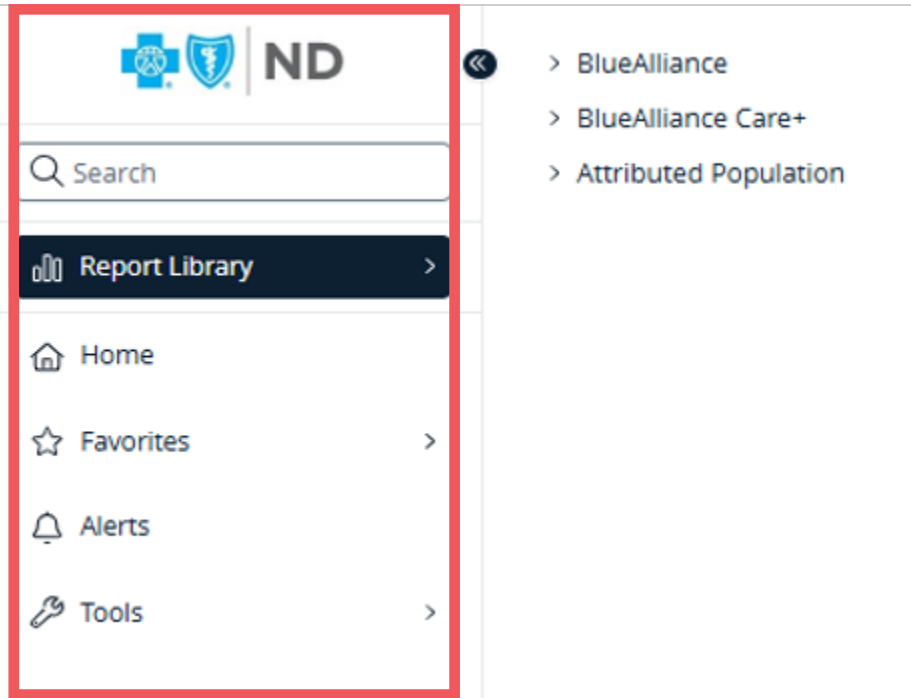
Claim Line Summary


Incurred Month	Total Allowed PMPM	Professional Allowed PMPM	IP Allowed PMPM	OP Allowed PMPM	Pharmacy Allow
2023/01	\$631.57	\$248.65	\$91.53	\$156.93	
2023/02	\$607.96	\$234.74	\$98.95	\$145.59	
2023/03	\$697.52	\$265.65	\$116.47	\$166.34	
2023/04	\$614.73	\$235.18	\$104.47	\$140.00	
2023/05	\$664.34	\$257.94	\$99.84	\$155.97	
2023/06	\$621.10	\$239.40	\$80.10	\$148.92	
Total : Selected Filter(s)	\$639.55	\$246.93	\$98.60	\$152.30	

Claim Line Detail

Unique Identifier			Claim		Dates			
Row ID	Patient Profile	Combined Claims Row Id	Claim ID	SSN_Mask_Flag	First Service Date	Last Service Date	Incurred Date	Incurred Mo

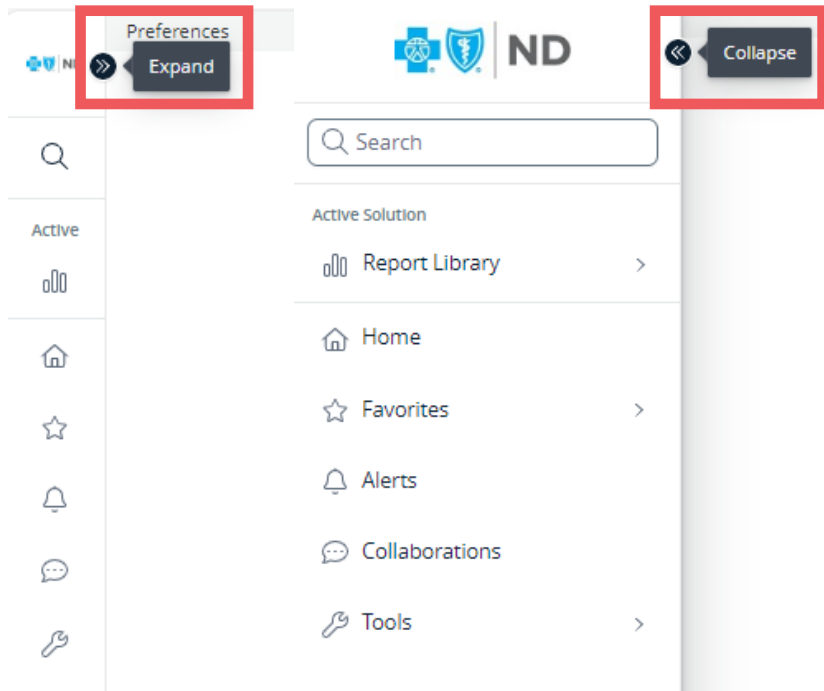
LEFT MENU



- **Home Button:** Takes you back to your landing page.
- **Report Library:** Tool bar provides access to BlueAlliance and/or BlueAlliance Care+ Dashboards.
 - Cost Trend Dashboard
 - Quality Dashboard
 - Utilization Dashboard
 - Attributed Member List
 - Provider Outflow
 - Shadow Measure Dashboard
 - Performance Dashboard
 - Attributed Population Dashboard
 - Attributed Member Claimant Cost Detail
- **Favorites:** Saved reports and dashboards only available to each user.
- **Back Button** : Use this button to go back to a previous page.

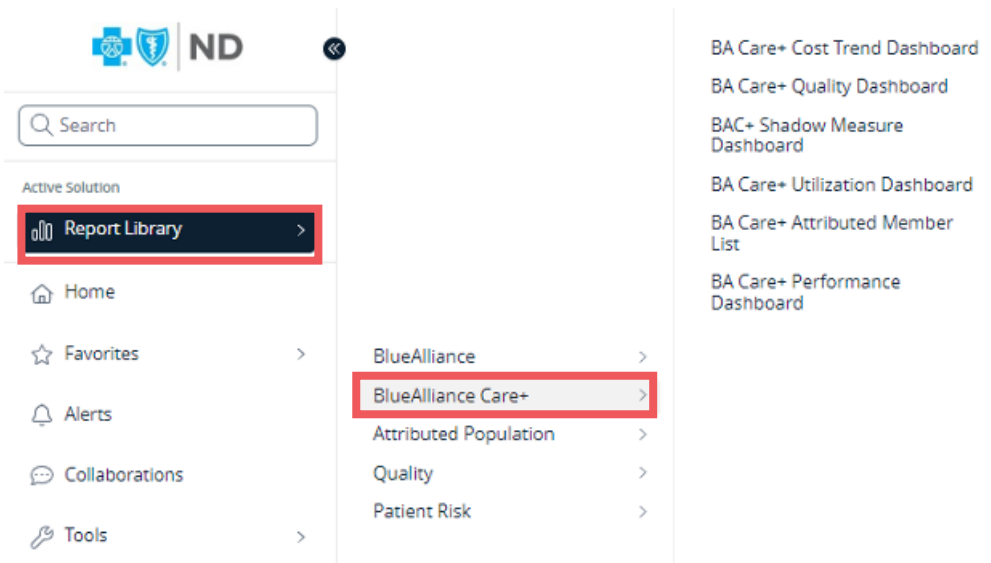
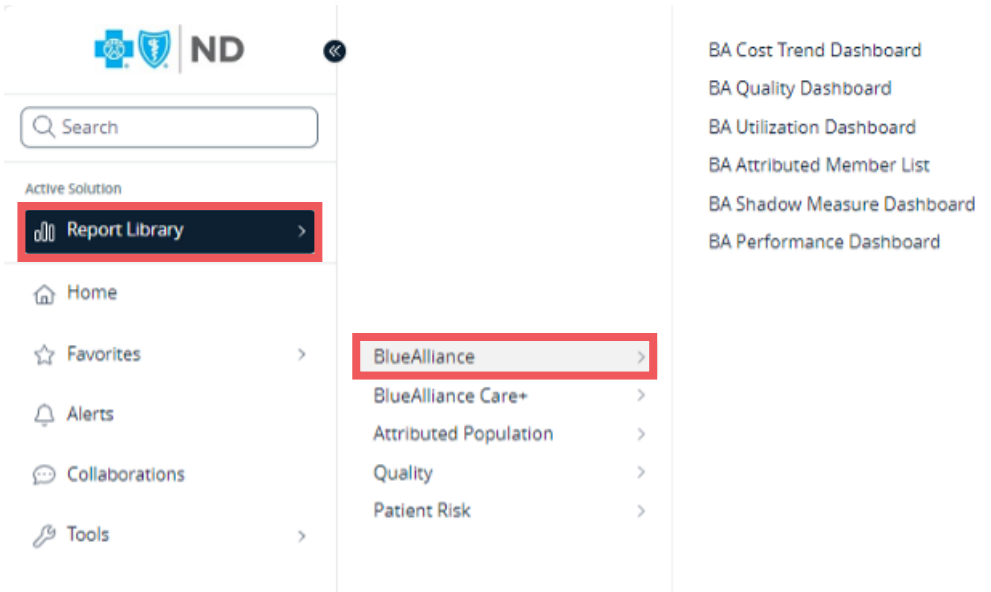
LEFT MENU NAVIGATION

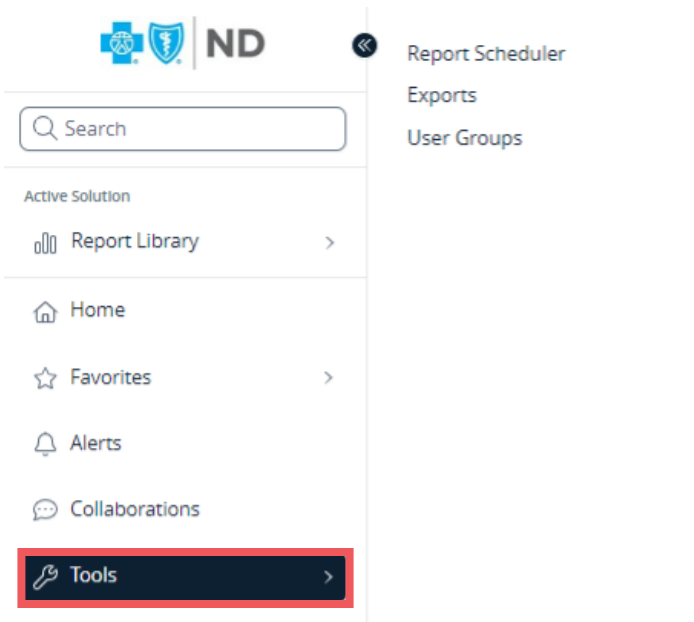
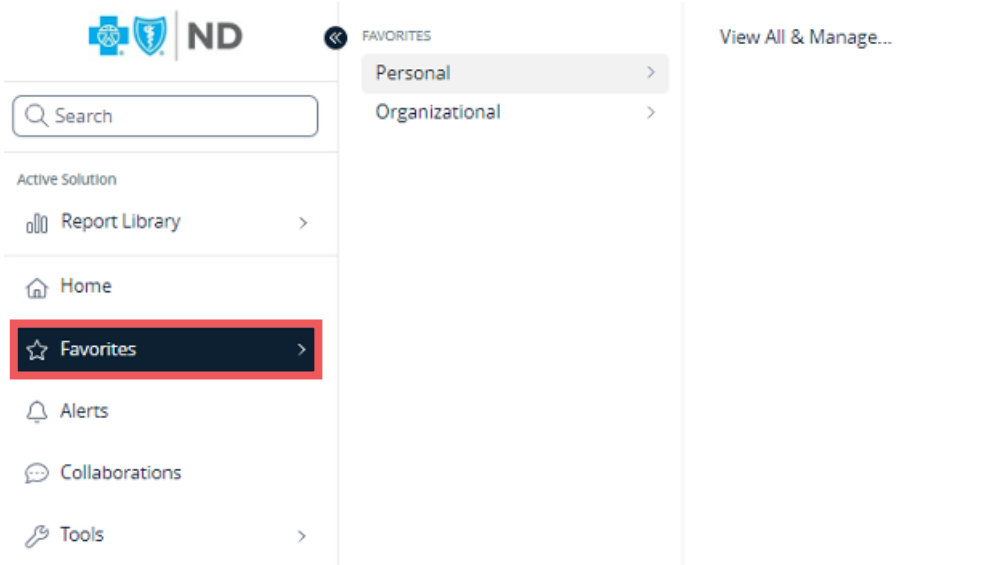
MedeWorks has transitioned to a new streamlined left menu navigation.



Clicking on the >> icon expands and collapses the left menu.

Clicking on the **Report Library**, Favorites, and Tools options at the top of the left menu opens the report library, personal favorites, and exports/user groups. As you move your mouse through the menu, the additional levels will expand.

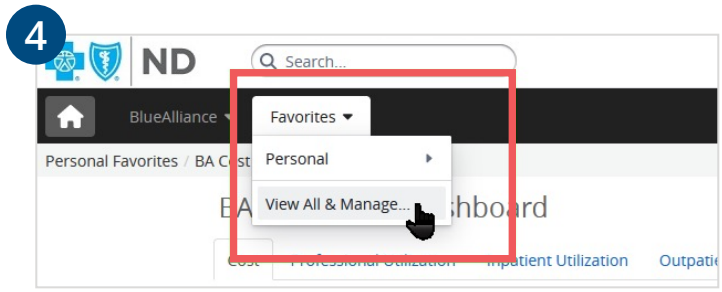
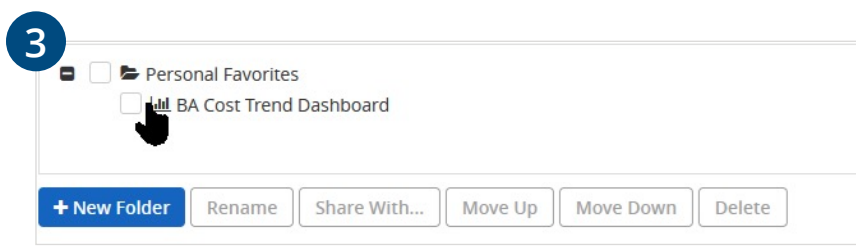
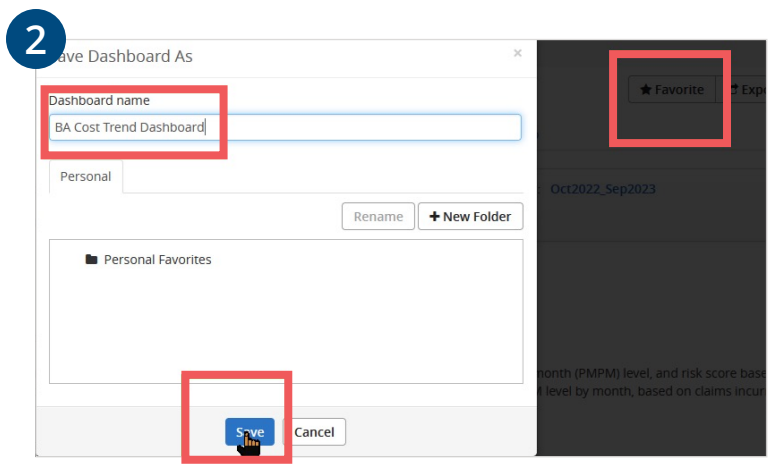
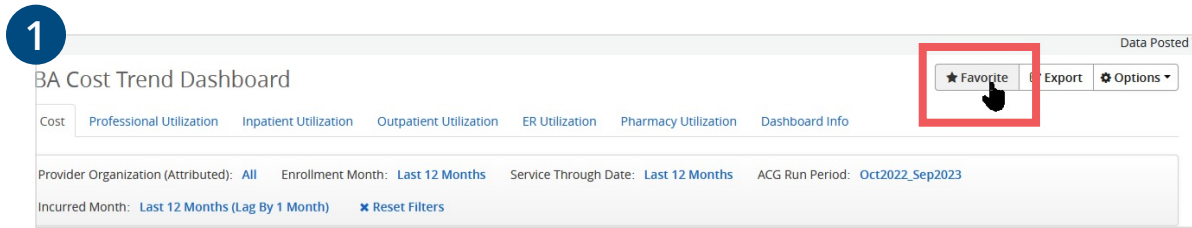




HOW TO CREATE FAVORITES

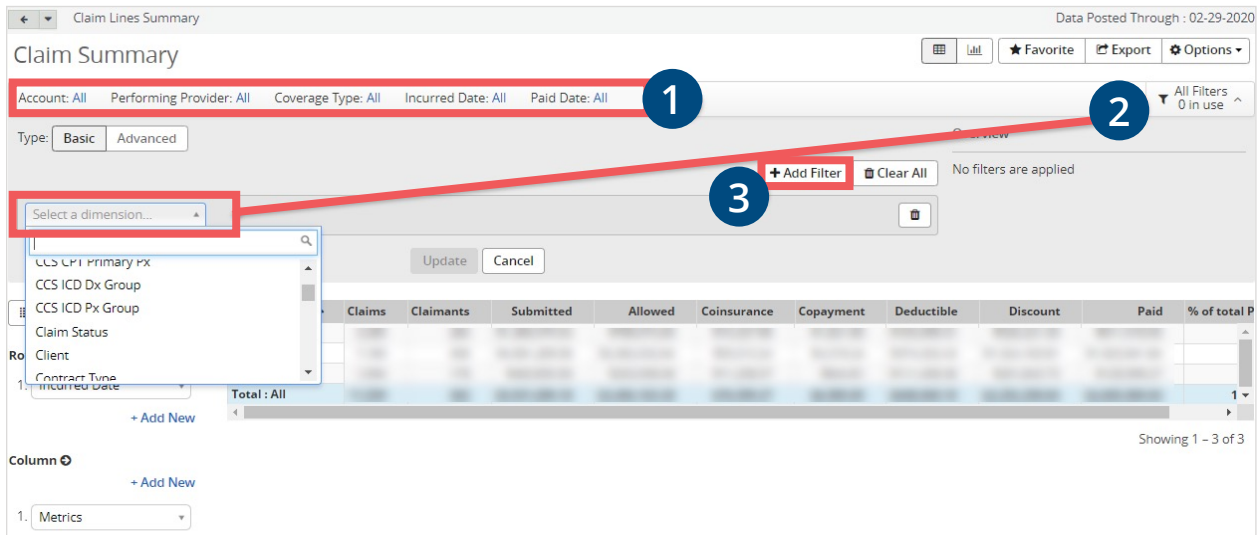
1. Use the Favorite icon to save a dashboard to your favorites.
2. 'Save Dashboard As' pop-up will appear. Rename dashboard if you'd like and click Save.

Product Standard Dashboards are hard-coded into the system. This means you cannot override or or make changes to these dashboards.



FILTERS

1. **Quick Filters:** The quick filter bar provides easy access to the most commonly filtered dimensions for that report.
2. **All Filters:** Allows for a more comprehensive list of filters and features.
3. **Add Filter:** To add additional filters to further narrow data.




METRICS AND DIMENSIONS

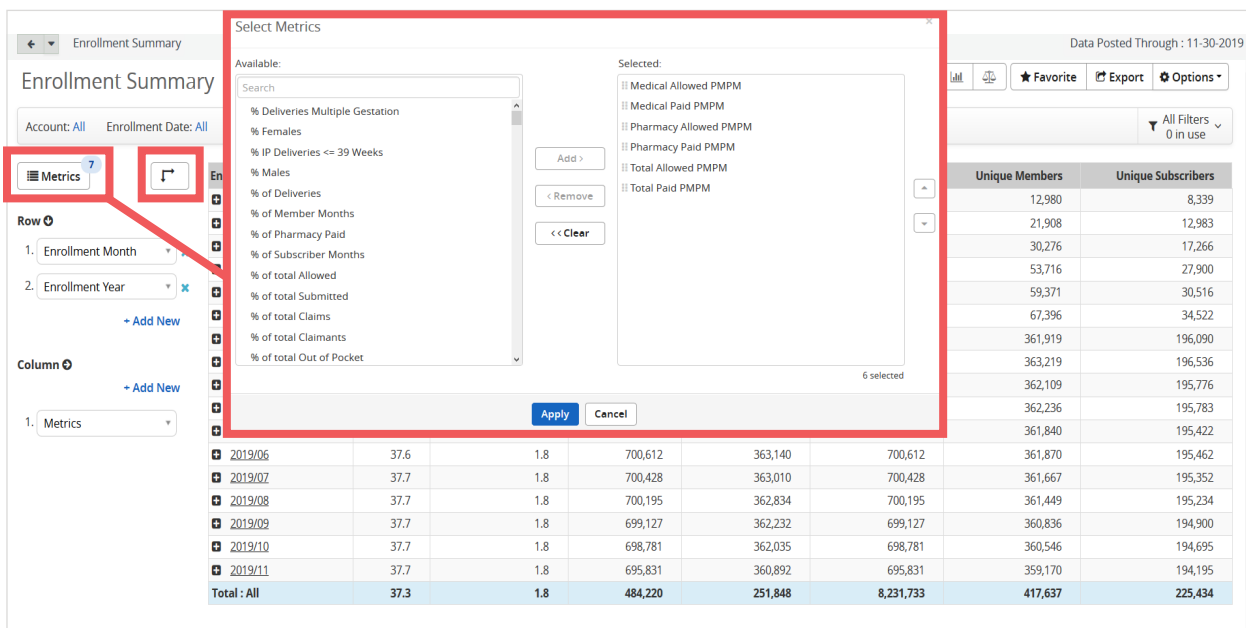
Metrics: The units of measure applied to a Summary Report.

- Selected metrics are applied to preformatted reports by default. Users can view and change the metrics via the Metrics button to the left of the Summary Report.
- At least one metric must be selected in order to generate a report.

Dimensions: The parameters that form the rows and columns of the Summary Report. The dimensions chosen define how the data is “sliced and diced”—for example, by geography, facility, or physician.

Dimensions can be used in two ways:

- To flatten a report by isolating data associated with a single hospital, region, or product.
 - To deepen a report by building nested views, such as Medical Group > Diagnosis > Hospital.
- Dimensions are already defined for preformatted reports.
 - Users can change existing dimensions and add additional dimensions via the Row and Column selectors beside the Summary Report.
 - Another feature is the flip button:  This allows the row and the column to be flipped in the report.



The screenshot displays the 'Enrollment Summary' report interface. A 'Select Metrics' dialog box is open, allowing users to choose metrics for the report. The 'Available' list includes metrics such as '% Deliveries Multiple Gestation', '% Females', and '% IP Deliveries <= 39 Weeks'. The 'Selected' list includes 'Medical Allowed PMPM', 'Medical Paid PMPM', 'Pharmacy Allowed PMPM', 'Pharmacy Paid PMPM', 'Total Allowed PMPM', and 'Total Paid PMPM'. The 'Metrics' button and the flip button are highlighted with red boxes. The background shows a data table with columns for 'Unique Members' and 'Unique Subscribers'.

	Unique Members	Unique Subscribers
2019/06	12,980	8,339
2019/07	21,908	12,983
2019/08	30,276	17,266
2019/09	53,716	27,900
2019/10	59,371	30,516
2019/11	67,396	34,522
Total: All	361,919	196,090
	363,219	196,536
	362,109	195,776
	362,236	195,783
	361,840	195,422
	361,870	195,462
	361,667	195,352
	361,449	195,234
	360,836	194,900
	360,546	194,695
	359,170	194,195
	417,637	225,434

UPDATE/APPLY BUTTONS

After making changes to filters, dimensions or metrics, the **Update** or **Apply** button must be clicked to complete the change.

- Depending on the report, the Update button may appear next to Chart View on the upper right-hand side.
- **Tip: If you see a blue button, click on it to apply the change!**

Enrollment Month	Avg Age	Avg Contract Size	Avg Members	Avg Subscribers	Member Months	Unique Members	Unique Subscribers
2018/07	31.0	1.5	27,272	17,715	27,272	12,980	8,339
2018/08	31.8	1.6	46,634	27,920	46,634	21,908	12,983
2018/09	32.1	1.7	64,855	37,186	64,855	30,276	17,266
2018/10	31.7	1.9	116,069	61,210	116,069	53,716	27,900
2018/11	31.5	1.9	129,273	67,319	129,273	59,371	30,516
2018/12	31.5	1.9	147,275	76,381	147,275	67,396	34,522
2019/01	37.7	1.8	699,709	363,916	699,709	361,919	196,090
2019/02	37.6	1.8	702,755	364,986	702,755	363,219	196,536
2019/03	37.6	1.8	701,112	363,773	701,112	362,109	195,776
2019/04	37.7	1.8	701,370	363,834	701,370	362,236	195,783
2019/05	37.7	1.8	700,435	363,031	700,435	361,840	195,422
2019/06	37.6	1.8	700,612	363,140	700,612	361,870	195,462
2019/07	37.7	1.8	700,428	363,010	700,428	361,667	195,352
2019/08	37.7	1.8	700,195	362,834	700,195	361,449	195,234
2019/09	37.7	1.8	699,127	362,232	699,127	360,836	194,900
2019/10	37.7	1.8	698,781	362,035	698,781	360,546	194,695
2019/11	37.7	1.8	695,831	360,892	695,831	359,170	194,195
Total : All	37.3	1.8	484,220	251,848	8,231,733	417,637	225,434

Select Metrics

Available:

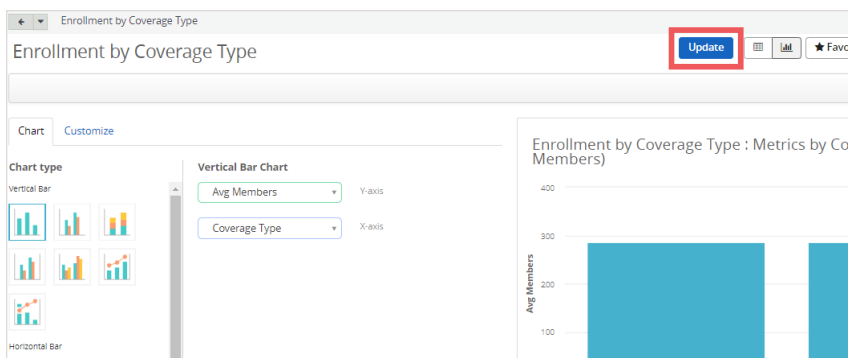
- % Deliveries Multiple Gestation
- % Females
- % IP Deliveries <= 39 Weeks
- % Males
- % of Deliveries
- % of Member Months
- % of Pharmacy Paid
- % of Subscriber Months
- % of total Allowed
- % of total Submitted
- % of total Claims
- % of total Claimants
- % of total Out of Pocket

Selected:

- Medical Allowed PMPM
- Medical Paid PMPM
- Pharmacy Allowed PMPM
- Pharmacy Paid PMPM
- Total Allowed PMPM
- Total Paid PMPM

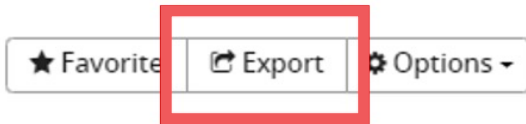
6 selected

Apply Cancel



EXPORT

Export: Export dashboard to a printable format and/or schedule reports.



Use the tools widget to access your exports:



Export Settings

You are about to download patient information outside of the secure MedeAnalytics environment. Be sure to follow your organization's rules regarding the security of confidential patient information.

Note: Password protection requires the file to be compressed into a zip format.

Protect document with password to ensure HIPAA compliance

Password:

Title:

Export:

File type:

Data format:

Paper size:

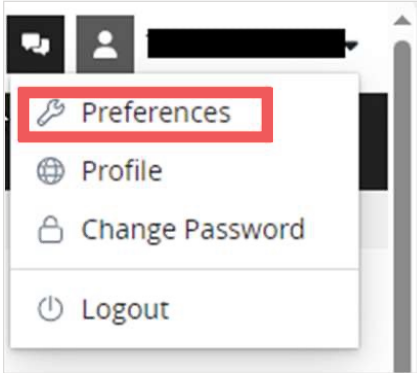
Orientation: Portrait

Scaling: Fit width to page(s)

Export

TIPS AND TRICKS

Get email notifications when refreshed data is available.



Preferences

General

Summary reports

- Show empty items
- Freeze first column

Show items per level

Detail reports

Show items per level

Alert notifications

- Time limit

Timeout after:

Exports

- Password protect exports

Password

Summary widgets

- Click on widget data to drill into report
- Click on widget data to apply as dashboard filter
- Automatically lock filters for new widgets
- Automatically lock metrics for new widgets

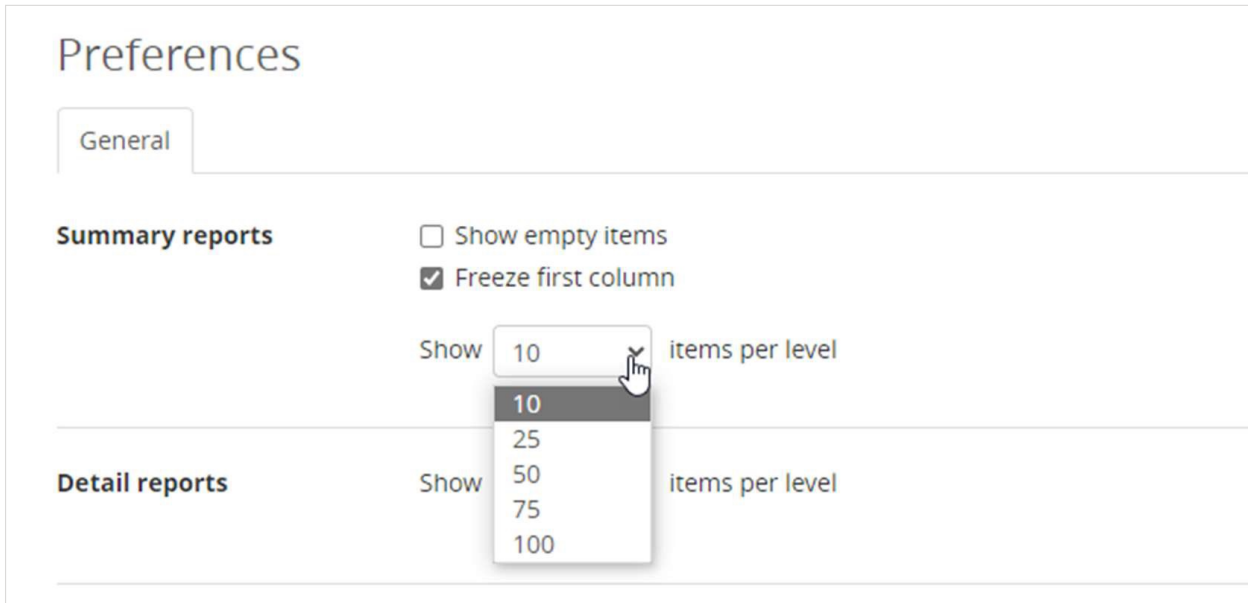
Detail widgets

- Click on widget data to drill into report
- Automatically lock filters for new widgets

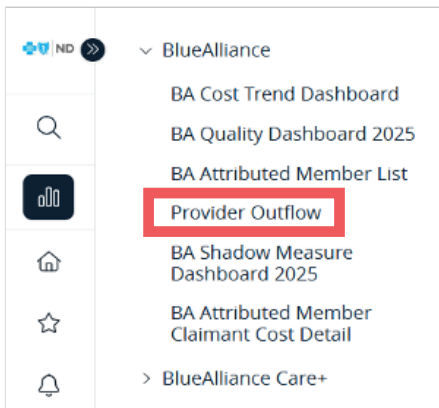
Post Date Email Notifications

- Email me when new data is posted in the system

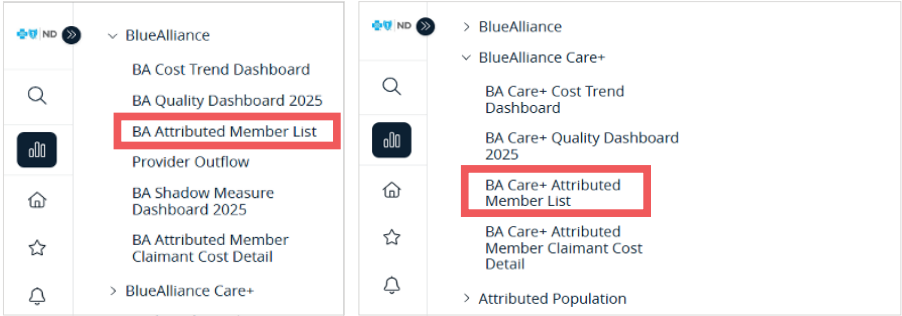
Change default view in your summary dashboard reports.



Provider Outflow Dashboard (BlueAlliance only): For providers to have insight into currently attributed population cost and utilization outside of your organization.

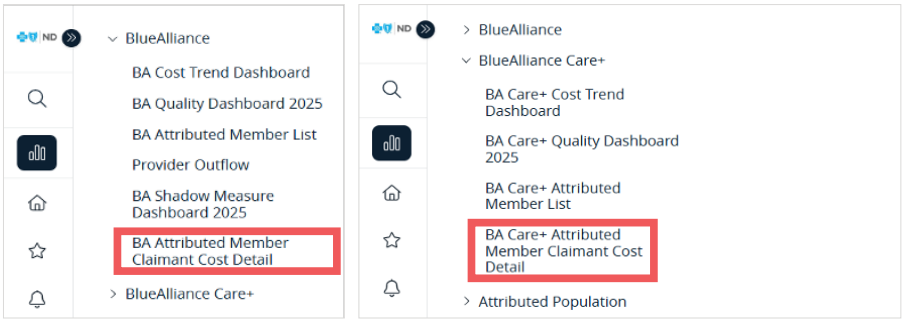


Attributed Member List Dashboard: For providers to get a list of attributed members who are currently enrolled.



Medeworks overwrites attribution every month.

BA & BAC+ Attribution Members Claimant Cost Detail: For providers to have insight into the last 12 months of claims for attributed members sorted to show highest cost members first.



FREQUENTLY ASKED QUESTIONS

Why do I have a specialty showing under 'Professional Utilization' if my organization does not provide that service type?

In MedeWorks, you will have access to all claims for your attributed members, not just claims at your facilities.

Professional Utilization
The purpose of this tab is to provide insight into what is driving costs for professional claims for members attributed to the provider organization.

Professional Service Type Breakdown

Event Service Type Detail	Claimants	Professional Visits	Provider Allowed Amount ↓	Provider Allowed per Service
Office Visits & Outpatient Services				
Drugs (Injected)				
Therapeutic Procedures				
Psychiatry				
Preventive Services				
Chemotherapy Drugs				
Chiropractic Manipulation				
Vaccines & Toxoids				
Radiology: Other				
Musculoskeletal System				
1 - 10 of 148				
Total : All				

How do I drill down for additional information?

1. Select Edit Report from top right corner three buttons
2. Under Row:
 - Add Event Service Type detail
 - Select Add New
 - Add Billing Provider Name
 - Click Update

Professional Utilization
 The purpose of this tab is to provide insight into what is driving costs for professional claims for members attributed to the provider organization.

Professional Service Type Breakdown

Event Service Type Detail	Claimants	Professional Visits	Provider Allowed Amount ↓	Pro
Office Visits & Outpatient Services				
Drugs (Injected)				
Therapeutic Procedures				
Psychiatry				
Preventive Services				

View Report

Edit Report

Save to Dashboard

BA Cost Trend Dashboard / Event Summary (6)

Event Summary

Account: All Event Service Type: All Service From Date: All Service Through Date: Last 12 Months [Reset Filters](#)

Metrics 4

Row

1. Event Service Type ... ✕

2. Billing Provider Name ✕

[+ Add New](#)

Column

1. Metrics ✕

[+ Add New](#)

Event Service Type Detail
+ Office Visits & Outpatient Services
+ Drugs (Injected)
+ Therapeutic Procedures
+ Psychiatry
+ Preventive Services
+ Chemotherapy Drugs
- Chiropractic Manipulation
100 CHIRO PETERSON FOUR, LLC
100 CHIRO WALFOORT LLC
307 CHIROPRACTIC HEALTH CENTER PC
614 CHIROPRACTIC LLC
701 CHIROPRACTIC & REHAB, LLC
A L WAGNER FAMILY CHIROPRACTIC PC

How do I sort my data?

To the right of each column, you can select a dropdown to sort data.

Top 10 Principal Diagnoses by ER Utilization: Potentially Avoidable ER Visits

3-Digit Principal Diagnosis	ER Visits	Potentially Avoidable %	Non Preventable %	Psychiat
F10 - Alcohol related disorders				
R10 - Abdominal and pelvic pain				
R07 - Pain in throat and chest				
E11 - Type 2 diabetes mellitus				
M54 - Dorsalgia				
R42 - Dizziness and giddiness				
L03 - Cellulitis and acute lymphangitis				
F15 - Other stimulant related disorders				
K29 - Gastritis and duodenitis				
K70 - Alcoholic liver disease				



Can I view my data by provider?

1. Select Edit Report from top right corner three buttons
2. Under Row:
 - Add Attributed Provider
 - Click Update
3. By selecting to the right of each number, you can drill down the data for each provider

Note: Unassigned members will be those who are geographically assigned (BlueAlliance Care+ only).

Top 10 Principal Diagnoses by ER Utilization: Potentially Avoidable ER Visits

3-Digit Principal Diagnosis	ER Visits	Potentially Avoidable %	Non Preventable %	Psychiatric %	Alcohol %	
F10 - Alcohol related disorders						View Report Edit Report Save to Dashboard
R10 - Abdominal and pelvic pain						
R07 - Pain in throat and chest						
E11 - Type 2 diabetes mellitus						
M54 - Dorsalgia						
R42 - Dizziness and giddiness						
L03 - Cellulitis and acute lymphangitis						
F15 - Other stimulant related disorders						

Claim Line Summary

Account: All Incurred Date: All Paid Date: All

[Metrics](#) ⁷ [↶](#)

Row [⊕](#)

1. [Attributed Provider](#) [+ Add New](#)

Column [⊕](#)

1. [Metrics](#) [+ Add New](#)

Attributed Provider	ER Visits	
Unassigned		



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