VRC Peer Work Flow

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Step 1

To begin work flow, login using your username and password. The application is located at https://client.providersource.com/portal.
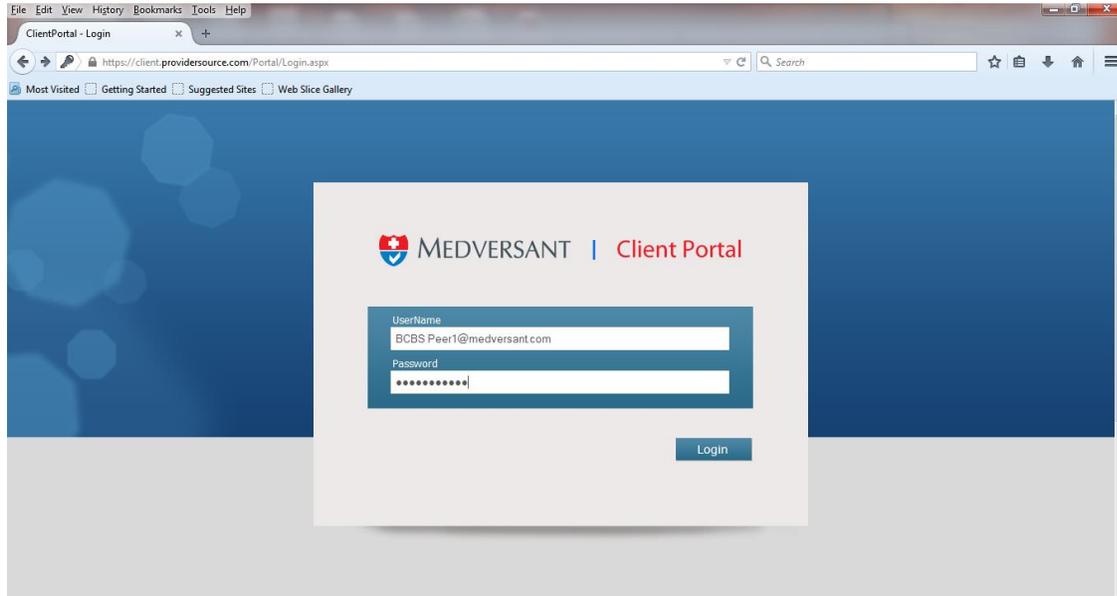
Step 2

After login, you land on the default Work Tickler search window, to begin peer review, first narrow your visible list of providers by submitting a date range in the "Committee Date" search options (highlighted in red), then button labeled "Search" (highlighted in green).

Step 3

Select a provider to be reviewed by clicking on name (highlighted in red below).

Step 4

Upon clicking the name, the Provider Profile page will appear. Detailed information about the provider is now available for your review. Should you want even more information, you may select the "Verified Profile" .pdf (highlighted in red below).
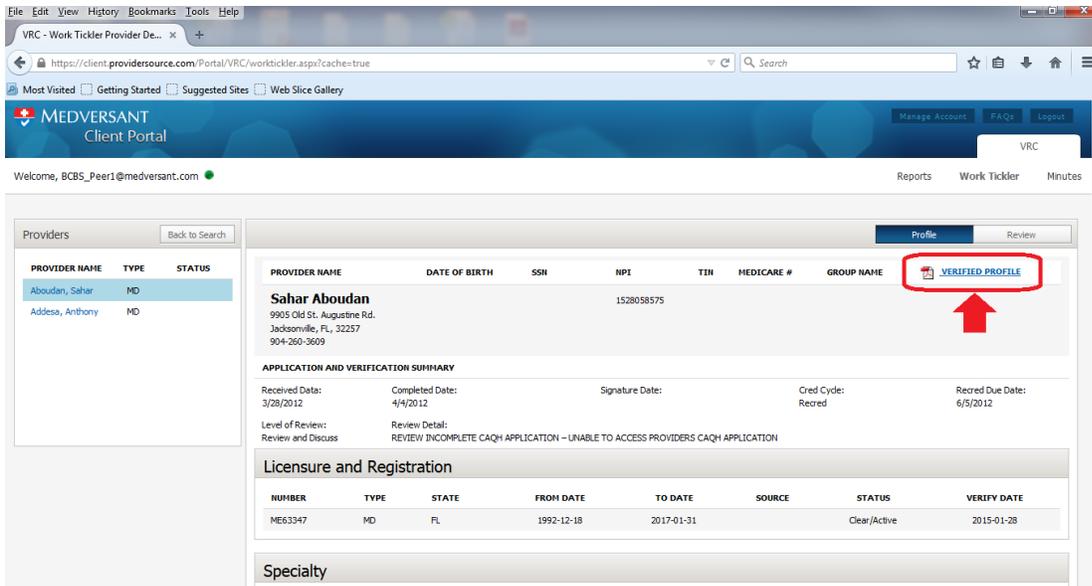
Step 4b

If you click on the Verified Profile, a pop up of the .pdf will appear.
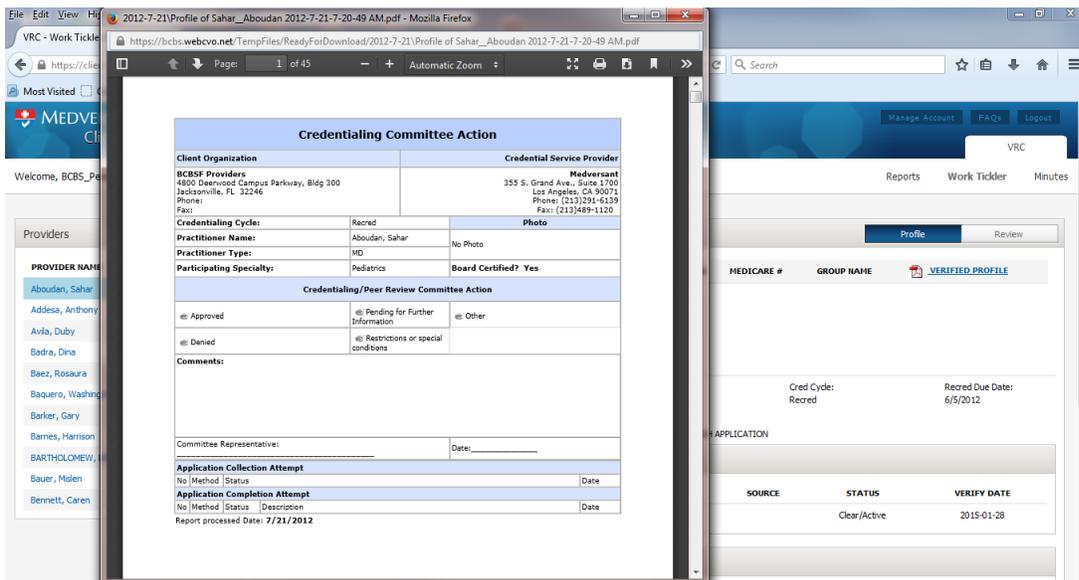
Step 4c

Once you have completed reviewing the .pdf or you choose not to review it, you can complete the review process by selecting the "Review" button (highlighted in red) in the upper right corner of the Work Tickler window. To submit your feedback, click on the "Add Recommendation" button (highlighted in green below).
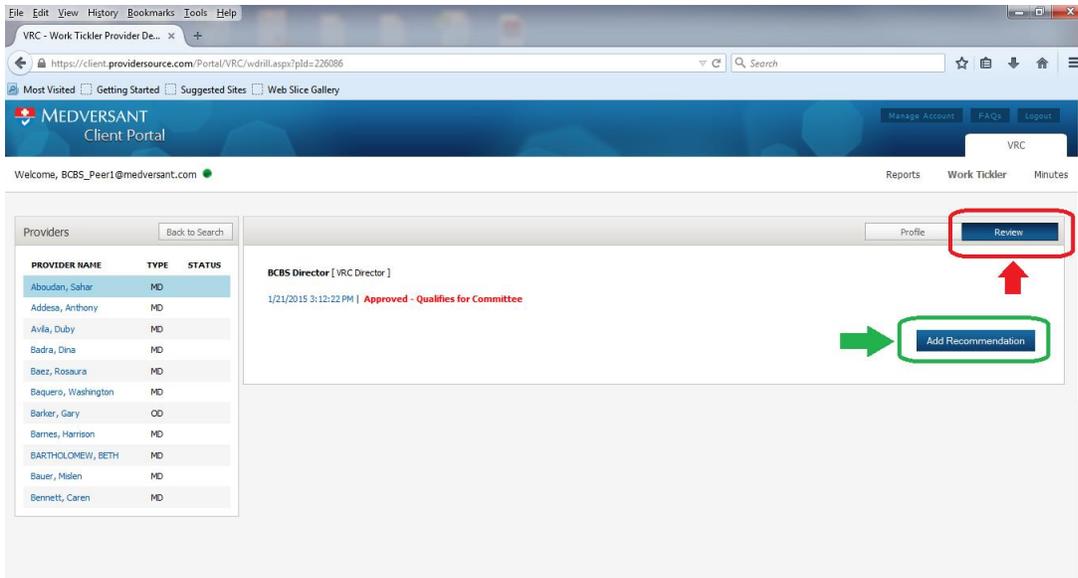
Upon clicking the button, the "Review Committee Recommendation window will appear. To complete your review process, select your recommendation from the drop down labeled "Recommendation:" (highlighted in green below), input any comments you feel necessary in the "Review comments:" text box, then attach your chosen .jpg signature by clicking on the "Browse" (highlighted in red), navigating to the location of the file, and add it once located. By clicking the button labeled "Save", your review of this provider is complete.
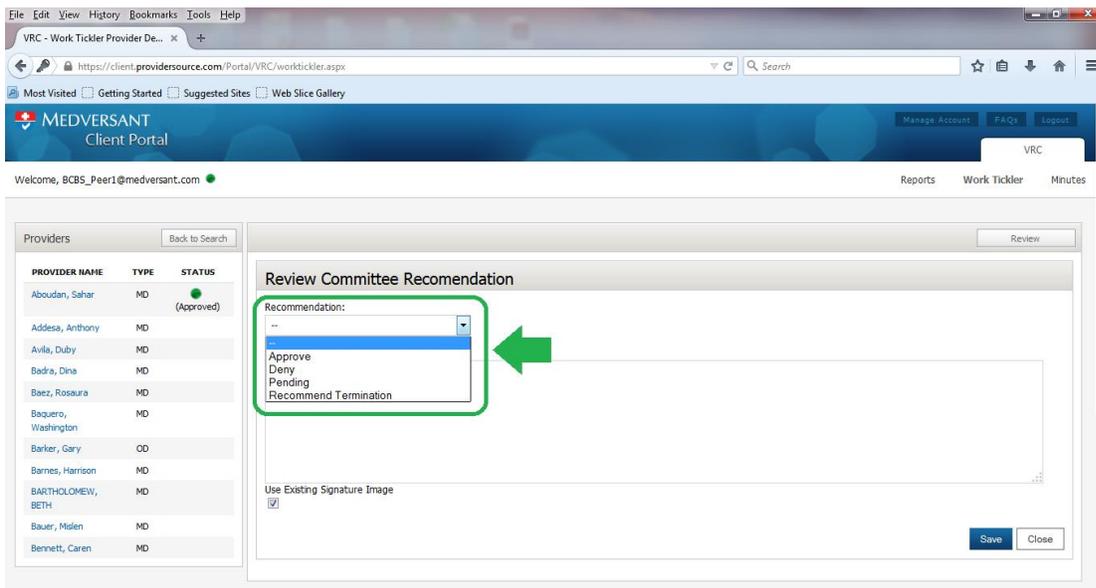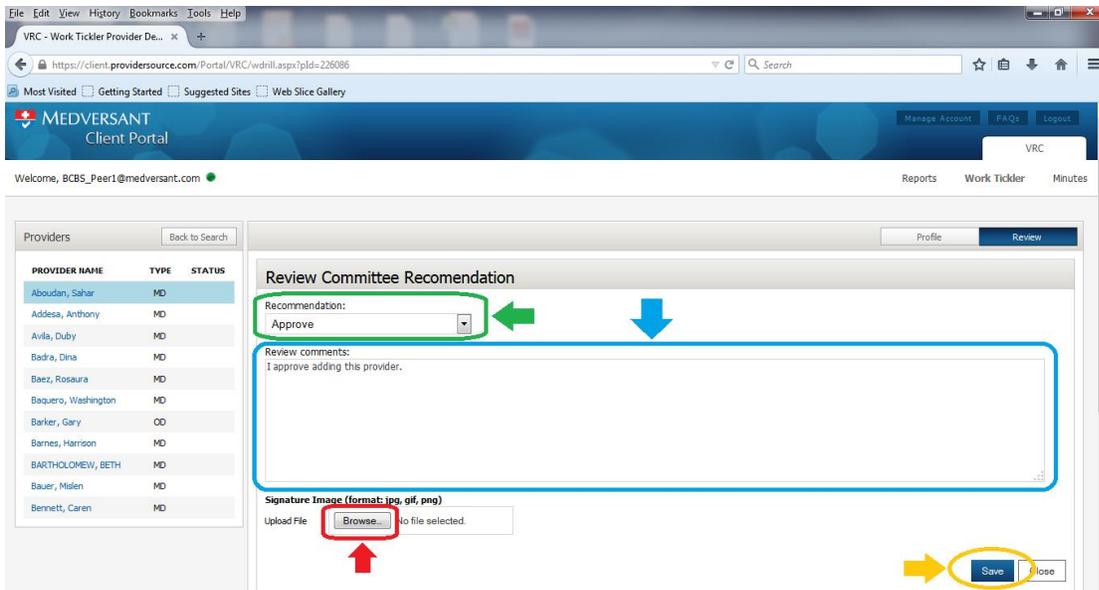
Upon clicking "Save", you will return to the Provider Profile page where the status of the provider will be noted with recommendation (highlighted in yellow below). To repeat review process for another provider, click on the "Back to Search" button (highlighted in red) to return to Work Tickler list.
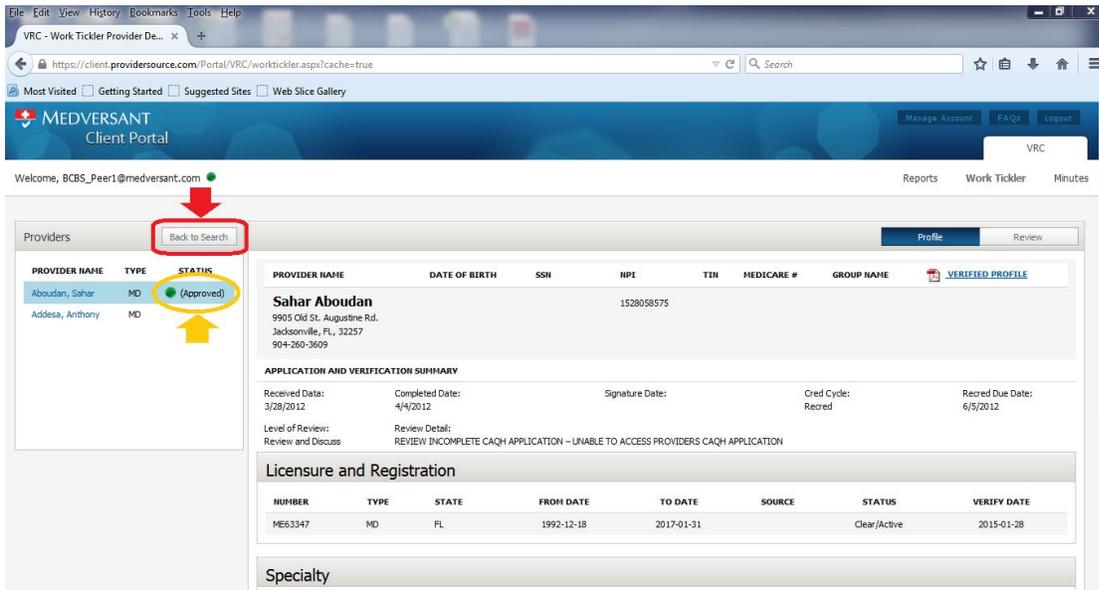
Step 4d

You may also submit your recommendation without going into the detailed profile by clicking the check box next to the provider's name (highlighted in red below), then clicking on the "Submit" button (highlighted in green).
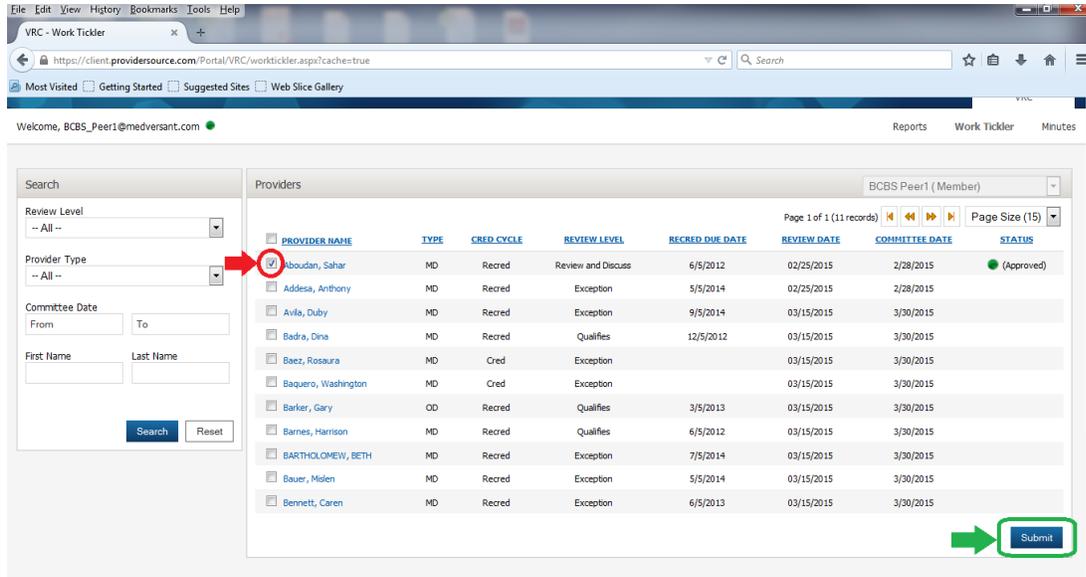
The Review Committee Recommendation window will appear, just follow the same process as listed in Step 4c.