

# Finance Provider Database: Benchmarking Specialties Guide

<https://finweb.app.vumc.org/apps/dofapproviderdatabase/BS>

Select a H.D. Grouping and a H.D. Number:

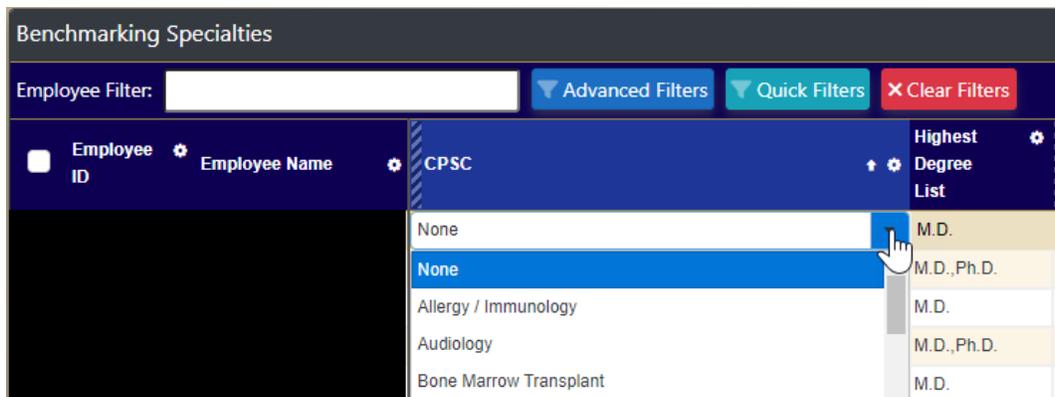


## Fixing Columns:

You can move each column by clicking on (1) the gear and then (2) fix the column.



This allows for viewing the specialty choices closer to the employee name instead of scrolling to the right.



## **Bulk Specialty Assignments:**

To make a bulk assignment you can follow the five steps below:

The screenshot shows the 'Benchmarking Specialties' interface. At the top, there is an 'Employee Filter' input field, 'Advanced Filters', 'Quick Filters', and 'Clear Filters' buttons. Below this is a table with columns: Employee ID, Employee Name, CPSC, Highest Degree List, HD. Description, and Title. The first eight rows of the table have their 'Employee ID' checkboxes checked. A yellow callout box points to these checkboxes with the text: '1 - Click the check box by the applicable Employee ID'. Another yellow callout box points to the 'Bulk Options' section at the bottom of the table with the text: '2 - Then, you have the option to make a bulk assignment'. The 'Bulk Options' section shows '(8 rows)' selected and an 'Assign Specialty' dropdown menu.

Then you will choose the (3) Benchmark Organization, (4) Benchmark Specialty, and (5) click “Assign to Selected Providers.”

This close-up screenshot shows the 'Bulk Options' section at the bottom of the interface. It displays '- 157 of 157 records' and 'Bulk Options: (8 rows)'. There are two 'Assign Specialty' dropdown menus, both currently set to '-- Select --'. A blue button labeled 'Assign to Selected Providers' is to the right. Three yellow callout boxes with numbers 3, 4, and 5 point to the first dropdown, the second dropdown, and the 'Assign to Selected Providers' button, respectively.

## **Check for any blank specialty:**

The goal is to have a designated specialty for all providers and each benchmark organization. You can quickly see which providers are missing information by clicking on “Quick Filters” and then “Select All.”

Benchmarking Specialties

Employee Filter:  Advanced Filters Quick Filters Clear Filters

Employee ID  Employee Name  CPSC  AAMC

### Quick Filters

Show Providers with no specialty set for:

- Select All
- AAMC
- AMGA
- CPSC
- MGMA
- SullivanCotter

Once the filters are chosen you will click the red X box to get all of the providers that are missing information in at least one of the Benchmark Organizations.

### Quick Filters

Show Providers with no specialty set for:

- Select All
- AAMC
- AMGA
- CPSC
- MGMA
- SullivanCotter

Please hit "Submit" once you have completed entering in the information.

Home CPE Specialties

H.D. Grouping:  H.D. Number:  Submit