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:

1 - Click the check box by the applicable Employee ID

2 - Then, you have the option to make a bulk assignment

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

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.”
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.

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