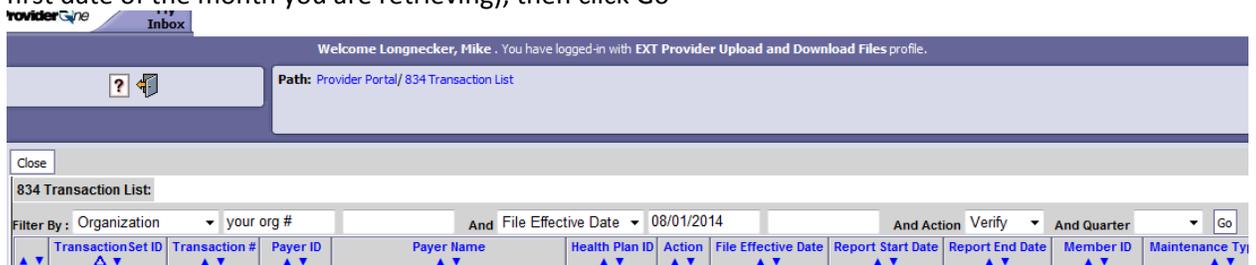


**Tribal Affairs**

**PCCM Client Roster Quick Reference Sheet**

***How to Retrieve Your PCCM Client Roster (HIPAA 834) in ProviderOne***

1. Login to ProviderOne using one of the following profiles:
  - EXT Provider Download Files
  - EXT Provider Eligibility Checker
  - EXT Provider Eligibility Checker-Claims Submitter
  - EXT Provider Managed Care Only
  - EXT Provider System Administrator
  - EXT Provider Upload Files
  - EXT Provider Upload and Download Files
2. Click on View Enrollment Roster under Managed Care
3. Filter by (a) Organization (enter your organization number) and (b) File Effective Date (enter the first date of the month you are retrieving), then click Go



4. Click on the Save to XLS button
5. ProviderOne will display a TXT version of the client roster (HIPAA 834) in Microsoft Excel. At this point, you can save it as an Excel file.