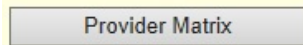




Provider Matrix Feature

The Provider Matrix feature in BRIDGES can be accessed by clicking the



button on the Home Screen/Dashboard. This button allows users to quickly see which Contracted Providers are available for referral within the BabyNet system. Users can use the search criteria of Contracted Providers by County, Discipline, Availability, and Provider Name. The Provider Matrix provides search results of the Contracted Providers available for referrals.

Agency Administrators are responsible for making sure that all Contracted Provider employee profiles are updated to include the specifics concerning the Provider Name, County, Discipline, and Availability. If this information is not updated for Contracted Provider employees their names will not show up in a search for a specific County, Discipline, or Availability. This will delay these Contracted Providers from being considered an option for referral for services.

Steps to check or update Contracted Provider employee profiles.

- **Step 1:** Logon BRIDGES as an **Agency Administrator**. This logon is for persons who own a BabyNet contracted service provider agency or handle the billing within a BabyNet contracted service provider agency. This user is able to access all account payables of the agency as well as view all of their BabyNet agency service providers and associated child records. The username format for this logon is **F.Last-Agency**
The temporary password issued for this logon is **BabyNet1234**
- **Step 2:** Click on the **Edit/Find User** button located on the Home Page/Dashboard. This button will provide a complete list of all Contracted Providers who are listed under your agency. This is a good way to check that all of your employees are listed under your company and that no one is missing who should have access through your agency.
- **Step 3:** Click on the **Update** button on the left hand side of the screen. This button will allow you to access all demographic information concerning Contracted Providers, including the counties served by the specific Contracted Provider employee. You will

need to select the specific counties, be sure to hold the Ctrl key down if you need to select multiple counties. The selection of specific counties in this area will determine the counties that Contracted Providers show up within the **Provider Matrix** search results. Use the BabyNet District Map below to help you identify the correct counties that services are provided by discipline.

BabyNet District Map

