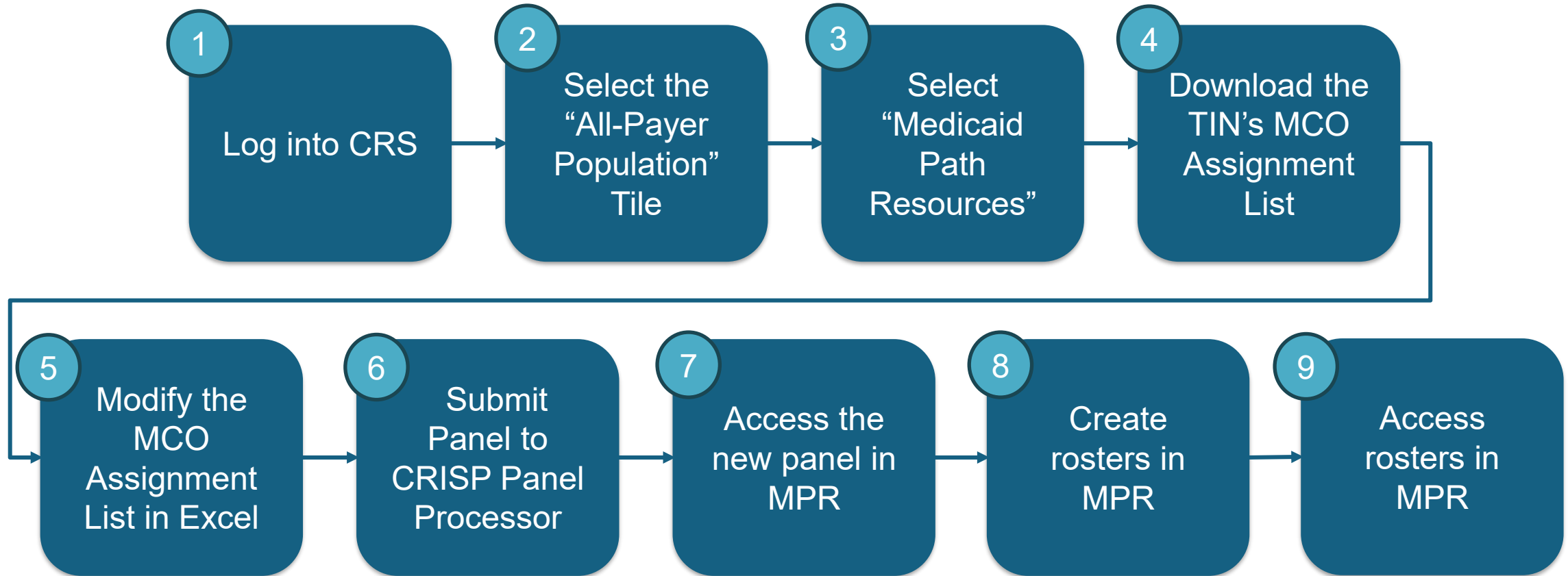





Walkthrough of MCO Assignment List Processes


January 23, 2026

Workflow



1. Log into CRS


Log in to CRISP Reporting Services (CRS) Portal 



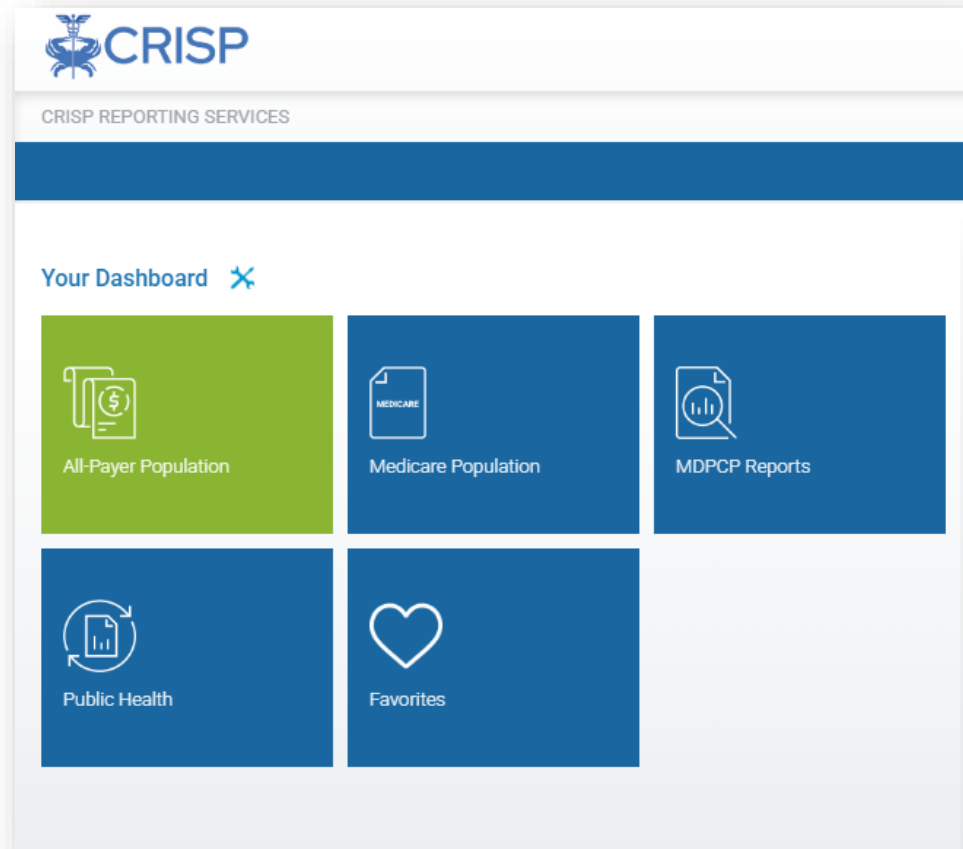
[Reset your password?](#)

Warning: CRISP policy prohibits username and password sharing.
Violation could result in account termination.

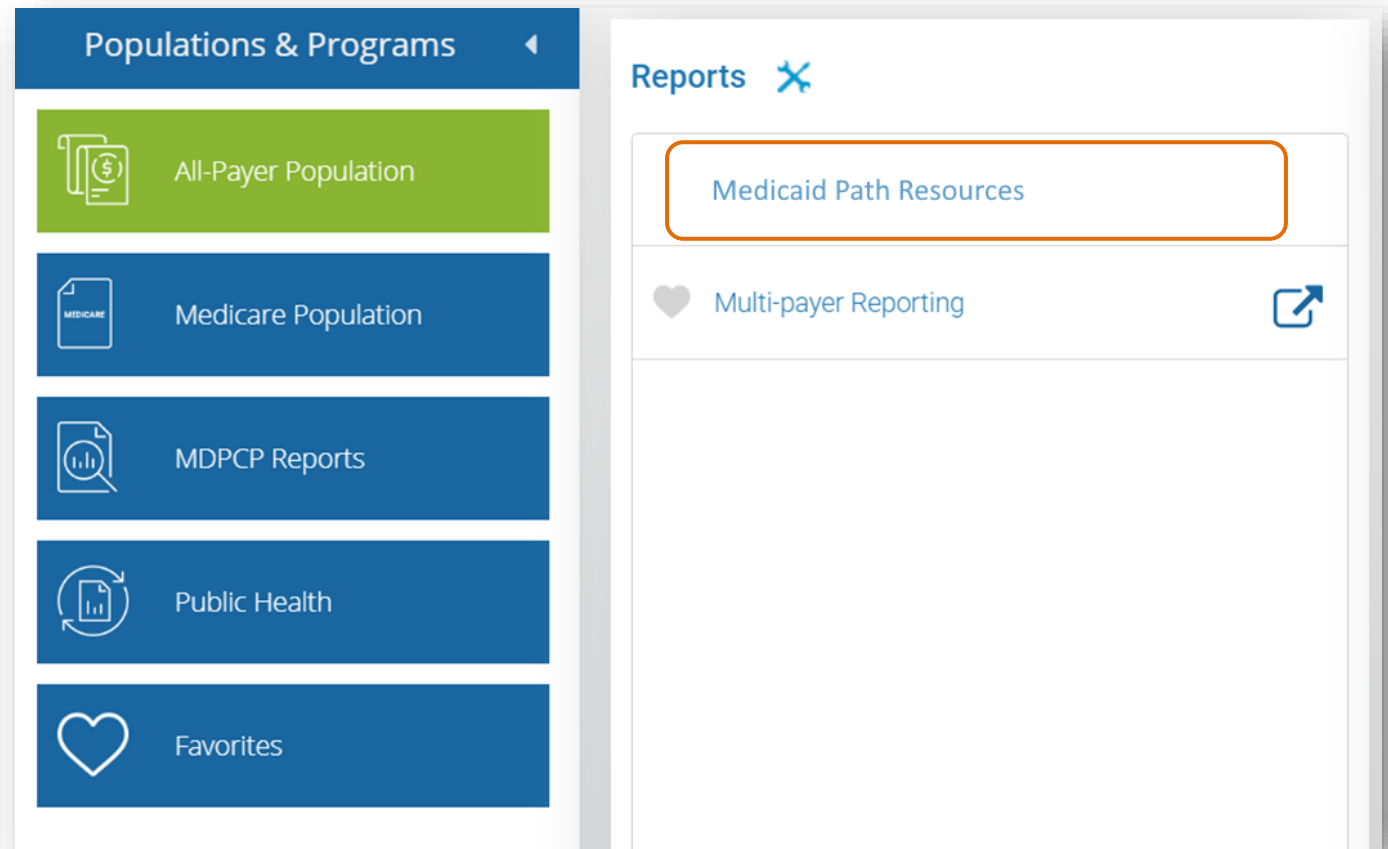
Questions or Concerns? Please contact the [CRISP Customer Care Team](#)
at support@crisphealth.org or 877-952-7477.

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2. Select the “All-Payer Population” Tile



3. Select “Medicaid Path Resources”



4. Download the TIN's MCO Assignment List

The screenshot displays the hMetrix Reports interface. On the left is a navigation sidebar with categories: Populations & Programs, Medicare Population, HSCRC Regulatory Reports, MDPCP Reports, Administration Reports, Public Health, Introduction, and Favorites. The main content area is titled 'Reports' and lists several report types: Case Mix Program Loader, Commercial Benchmarking Data, Medicaid Path Resources (highlighted), Multi-Payer Reporting, Patient Total Hospitalization (PaTH), and Pre/Post. The 'Medicaid Path Resources' section is expanded to show 'Baseline Reports' and 'MCO Assignment List'. Under 'MCO Assignment List', three TINs are listed: TIN001 - CY Q3 2025, TIN002 - CY Q3 2025, and TIN003 - CY Q3 2025. Each TIN has a download icon (a downward arrow) and an Excel icon (a blue square with a white 'X' and grid pattern). An orange box highlights the Excel icons for all three TINs, with an orange arrow pointing from a text box to the middle Excel icon.

Populations & Programs

Reports

Case Mix Program Loader

Commercial Benchmarking Data

Medicaid Path Resources

Multi-Payer Reporting

Patient Total Hospitalization (PaTH)

Pre/Post

Medicaid Path Resources

Baseline Reports

MCO Assignment List

TIN001 - CY Q3 2025

TIN002 - CY Q3 2025

TIN003 - CY Q3 2025

Click the Excel icon to download the MCO Assignment List

4. Review MCO Assignment List in Excel

The MCO assignment list contains the following fields:

- Member's Original Medicaid ID
- Member's Current Medicaid ID
- Member's First Name
- Member's Middle Name
- Member's Last Name
- Member's Name Suffix
- Member's Address1
- Member's Address2
- Member's City
- Member's State
- Member's Zip Code
- Member's Date of Birth
- Member's Gender
- Member's County
- Member's Telephone Number
- MCO Name
- Maryland Medicaid-Issued Provider ID of Assigned PCP
- Name of Assigned PCP
- NPI of Assigned PCP
- County of Assigned PCP
- Name of Assigned PCP's Affiliated Group Practice
- NPI of Assigned PCP's Affiliated Group Practice
- Tax ID of Assigned PCP's Affiliated Group Practice

Required fields for the CRISP Panel Processor

5. Modify MCO Assignment List in Excel

- The MCO Assignment list may be modified and uploaded as a panel (see following slides for more details about accessing the Panel Processor)
 - For example, a user may filter the list to see only the patients with a specific physician as their assigned PCP
- The panel template requires specific fields:
 - Patient_ID (Current Medicaid ID), First_Name, Last_Name, Address_1, City, State, Zip, Birthdate, Gender
- **Users can copy the requisite columns into the panel template for successful upload**

6. Submit Panel to CRISP Panel Processor

6.1. Access the Panel Processor in the HIE Portal

The screenshot displays the HIE Portal dashboard. At the top, there is a search bar for "Search Applications & Reports". Below it is a "Patient Search" section with fields for First Name, Last Name, Date of Birth, Gender, and SSN, along with "Reset" and "Search" buttons. The "Search Results" section shows "No records found". A notification banner states: "Your dashboard may display different services depending on your access". The main dashboard area, titled "Your Dashboard", contains a grid of service tiles. A red box highlights the "Panel Processor" tile in the second row, seventh column. A red arrow points from the notification banner to this tile. Other visible tiles include Emergent Imaging, Prescriber Reports, SBRT, 2020 eCOMs, COVID-19 LTC Partnership, Population Explorer, HIE Admin Tool, Referral Portal, Referral Portal CBO, Referral Portal MCO, EDAS - Emergency Department Advisory System, COVID Lab Tools - No Patient, Medicolv, Vaccine Tracking Service, Delegator Dashboard, and User Guide & Help.

6. Submit Panel to CRISP Panel Processor

6.2. Access the Upload File option

The screenshot displays the CRISP Panel Processor interface. At the top, there is a navigation bar with the text "© CRISP. All Rights Reserved." on the left and "SWITCH HIE", "SEND FEEDBACK", "PRODUCT UPDATES", "SUJAN POKHAREL", and "LOGOUT" on the right. Below this is a "HOME" button and a search bar labeled "Search Applications & Reports". A sidebar on the left, titled "Reports & Applications", lists several options: "Referral Portal CBO", "HIE Admin Tool", "Medisolv", "Emergent Imaging", "Referral Portal MCO", "EDAS - Emergency Department Advisory...", and "Panel Processor". The "Panel Processor" option is highlighted with a red box. The main content area is titled "Panel Processor" and features two tabs: "Upload File" (active) and "Upload History". A progress indicator shows three steps: "1 Select Template", "2 Upload File", and "3 Processing File". The "1 Select Template" step is expanded to show a "Template Selection" section with a "Select Template File" dropdown menu. A "Next" button is located at the bottom of this section.

6. Submit Panel to CRISP Panel Processor

6.3. Submit a Panel via the Upload File option

- Panels must be submitted as a .csv file with the file name in the following format:

[subscriber code]-1-z-MM-dd-yyyy (i.e: CEND_DEMO-1-z-08-05-2022)

- Panels should be set up with the “overwrite” option

7. Access the New Panel in Multi-Payer

Once the panel has been created, it will be available as an option in the panel selector in the global filters

Panel: TIN001 - TIN001 Roster: -Default- Payer Type: Medicaid Apply

Beneficiary Name	Medicare ID	Medicaid ID	MRN	Medicaid	Medicare	ADI	Medicaid Plan	Gender
Abalo Laileani F		nmqjp42xsk7	kwyv0cnvbp	Yes	No	81	MCO-Plan 11	Female
Abarca De Gonzalez Hwa...		l5qlgtobz0	nwosqvbexn	Yes	No	56	MCO-Plan 1	Female
Abdel Hamid Aaccpatient...	435gzj8bwvj	k0cu6q0yzbl	qsu6o2eprq	Yes	Yes	51	MCO-Plan 11	Male
Abdrhai Devole K		pg1xgsiwszx	1g9e0xvnap	Yes	No	96	MCO-Plan 1	Male
Abdullah Nri Diondre		3hio0nx6yu5	2jlnkd836q	Yes	No	76	MCO-Plan 1	Female
Abdus-samad Madonnac...		706gkmcjvif	19de4lg9c9	Yes	No	89	MCO-Plan 1	Male
Abdysheva Iris Deni D	3952vptgtwx	2l622g1hks4	t521xjv3uw	Yes	Yes	52	MCO-Plan 11	Male
Abegebey Maclain		szeu3y1jfpv	oo92n3ba1f	Yes	No	83	MCO-Plan 1	Female
Abeiy Trianasha		6g9vq6u7b1g	9y8qzbol5a	Yes	No		FFS	Female
Abels Rovon		o98l3uv4d34	20d8o794pn	Yes	No	90	FFS	Male
Abrahamse Fardin D		zrb5e75j4j7	ph9fwnb79y	Yes	No	95	MCO-Plan 1	Male
Abrego-fulton Shustine		aj63bi7950l	7lqt6ovhbh	Yes	No		MCO-Plan 1	Male
Abune Jrew M		1t9y3832582	rnt8h1f5ux	Yes	No	24	FFS	Female

8. Create Rosters in Multi-Payer

1) Filter Panel to those with Assigned PCPs/TINs that are associated with the (non-) MDPCP Practice; make sure to exclude non-affiliated PCPs/TINs

Panel: TIN001 - TIN001 Roster: -Default- Payer Type: Medicaid Apply

2) Create Roster

Beneficiary Name	Medicare ID	Medicaid ID	MRN	Medicaid	Medicare	County name	CTO Name	Assigned PCP	Practice Name	Assigned PCP NPI	Claim Count
Abalo Laileani F		nmqj42xsk7	kwyv0cnvbp	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111248521	
Abarca De Gonzalez Hwa...		l5qlgftbz0	nwcsqvbexn	Yes	No	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111484912	€
Abdel Hamid Aaccpatient...	435gzj8bwvj	k0cu6q0yzbl	qsu6o2eprq	Yes	Yes	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111583643	1
Abdrhai Devole K		pg1xgsiwszx	1g9e0xvnap	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111152317	€
Abdullah Nri Diondre		3hio0nx6yu5	2jlnkd836q	Yes	No	Allegany	CTO_Name_5				
Abdus-samad Madonnac...		706gkmcjvf	19de4lg9c9	Yes	No	Allegany	CTO_Name_5				
Abdysheva Iris Deni D	3952vptgtwx	2l622g1hks4	t521xjv3uw	Yes	Yes	Garrett	CTO_Name_5				
Abegbey Maclain		szeu3y1jfpj	oo92n3ba1f	Yes	No	Allegany	CTO_Name_5				
Abeiy Trianesha		6g9vq6u7b1g	9y8qzbo15a	Yes	No	Allegany	CTO_Name_5				
Abels Rovon		o98l3uv4d34	20d8o794pn	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111143782	1
Abrahamse Fardin D		zrb5e75j4j7	ph9fwnb79y	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111350902	7
Abrego-fulton Shustine		aj63bi7950l	7lqt6ovhbh	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111152310	9
Abune Jrew M		1t9y3832582	mt8h1f5ux	Yes	No	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111148563	

Create Roster

Upload / Select Patients Combine Existing Rosters

Name:

Type: Selected Patient(s) Current View Upload

Make Public:

3) Make Public for all users with Panel access to see

Create Roster & Review Cancel

9. Access Rosters in Multi-Payer

Once a roster has been created, it is accessible in the Global Filters

MULTI PAYER REPORTING

Panel: Panel_2 - 2 Roster: 44 - Test Payer Type: Medicaid Apply

Reports

- Population Summary
- Population Navigator
- Measure Comparison by Time Period
- Acute Care Setting Utilization Report
- Emergency Room Utilization Report
- Plan All Cause Readmission (PCR) Report
- PQI Utilization Report
- Follow Up After Inpatient Discharge Report
- PMPM Trend Report
- Health Equity by Demographics Report
- Maternal Health Utilization Reports
- Redetermination Report
- Prediction Tools
- Quality Measure Dashboard
 - Quality Measure Dashboard
 - Health Equity by Demographics (Quality)

Beneficiary Name	Medicare ID	Medicaid ID	Medicare	Medicaid	Medicare	ADI	Medicaid Plan	Gender	Race	DOB	Age
-herrera Kariane		csxqjthwahr	nur8rlcco2lozpbmik4...	Yes	No	37	FFS	Female	Unknown	03/01/1990	34
-herrera Kariane		csxqjthwahr	2onzft9fpx3uf05jf3p...	Yes	No	37	FFS	Female	Unknown	03/01/1990	34
0 Nyedra		0519ko3ic8i	2objyalka4aj6nraaqz...	Yes	No	49	MCO-Plan 11	Female	Hispanic	12/01/2019	5
100066 Daniela Elizabeth L	udw2yh0h7ea	znqvl09znjk	ru06gaz9u7vl54mte4...	Yes	Yes	50	MCO-Plan 11	Male	Black	07/01/1959	65
100331 Kalhi		gjlpm6x9vw1	yxmo38oq55bhjc6ga...	Yes	No	33	FFS	Female	Black	04/01/2000	24
100391 Trema		dwufxa2awsy	10kcyx7ooedkaafxsk...	Yes	No	12	MCO-Plan 1	Female	Black	05/01/1987	37
100514 Carl Brendon		or8oecltmyf	xavb8auqif3r3vdrwwk...	Yes	No	34	MCO-Plan 11	Female	Black	01/01/1998	26
100566 Priss		6sklseucn4v	z7i146ymz8xdw136x...	Yes	No	5	FFS	Male	Black	10/01/1999	25
100590 Keondray	l20tnw9w919	59c1pi3l5sw	9rklelet1l22izkln14x...	Yes	Yes	31	MCO-Plan 11	Male	Hispanic	06/01/1950	73
5310-i Bligen Zeldra I		n550nusivoh	kjpbmbdz6c0r730lv9z...	Yes	No	31	MCO-Plan 11	Female	Hispanic	10/01/1985	39
5310-i Brown Sei Siddart...		n86fp7q092r	5unot1noml54lamg5...	Yes	No	46	MCO-Plan 11	Female	Black	05/01/1993	31
5340-h Zambrano Brede I		jesc7iie3k	ihf41j5moh169geg...	Yes	No	15	MCO-Plan 11	Female	Unknown	10/01/1975	49
??castro Castaneda Erick...		b78bx5602h8	lnldp94lzg5dl15weqp...	Yes	No	44	MCO-Plan 11	Female	Black	08/01/1985	39
??heredia Celris		d6for66osq2	6a0o1k0dazc8op60s...	Yes	No	41	MCO-Plan 11	Female	Hispanic	08/01/1967	57

Quarterly Updates

Quarterly Updates

- MCO Assignment lists will be updated on a quarterly basis & the new version will be available in CRS
- Multi-Payer panels typically expire after 90 days – practices will need to reupload their panel every quarter using the “overwrite” function

Accessing Historical MCO Assignment Lists

- Previous versions of the MCO Assignment List are available in the Archive

The screenshot displays the hMetrix interface. On the left is a navigation sidebar under 'Populations & Programs' with options: All-Payer Population, Medicare Population, HSCRC Regulatory Reports, MDPCP Reports, Administration Reports, Public Health, Introduction, and Favorites. The main content area is titled 'Reports' and lists several report categories: Case Mix Program Loader, Commercial Benchmarking Data, Medicaid Path Resources (highlighted), Multi-Payer Reporting, Patient Total Hospitalization (PaTH), and Pre/Post. The 'Medicaid Path Resources' section is expanded to show 'Baseline Reports' and 'MCO Assignment List'. Under 'MCO Assignment List', there are three entries: TIN001 - CY Q3 2025, TIN002 - CY Q3 2025, and TIN003 - CY Q3 2025. To the right of these entries is a vertical toolbar with icons for download, refresh, and archive. A callout box with an orange border points to the clock icon in this toolbar, containing the text: 'Click the clock icon to access the MCO Assignment List Archive'.

Accessing Historical MCO Assignment Lists

- Previous versions of the MCO Assignment List are available in the Archive

MCO Assignment List Archives

[-]

[-] OTHERS

[TIN 001 - CY Q3 2025.xlsx](#)

Click the file name to download historical MCO Assignment Lists