CACTUS Department View Instructions

Information regarding data which can be found on each screen can find the CACTUS Field Guide

Quick Links to find what you need. Click Ctrl and the section you want to see:

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Installation

- Before you can access CACTUS, you must be approved to do so by the Credentials Committee which meets monthly. To make a request, contact Stephanie Allen.
- Once you have been granted access to CACTUS, HSTS will contact you with instructions to load CACTUS to your computer.

CACTUS Navigation

1. Once set up on your pc, use the desktop icon to open Cactus.

2. Log on with your normal user ID. You do not need to enter your password if you are logged into your computer.

3. It is normal to get a “production” alert.

4. The following Visual Cactus Desktop will display:
**SmartView**

SmartView enables you to see a summary of information for a specific provider. There are two different ways to access SmartView:

1. After clicking on one of the SmartView buttons, enter the provider’s **last name** on the screen, then click **Search Now>>**
2. Select the provider’s name and then click Details>>
3. You will see a display of information for that provider

<table>
<thead>
<tr>
<th>Provider Details</th>
</tr>
</thead>
</table>

- **1) Providers (1)**
  - University of Virginia Medical Center, 0 / 0 to 0 / 0

- **2) Department / Division (1)**
  - Anesthesiology (Applicant) (Clinical Staff Attending), 0 / 0 to 0 / 0

- **3) Provider Addresses (1)**
  - Home Address, 152 Boyington Blvd., Waynesboro, VA 22980, (540) 541-2450

- **4) Education (6)**
  - Medical School, University of Cincinnati, 01/01/2004 to 12/31/2006, Graduated/Complete, Doctor of Medicine
  - Fellowship, University of Virginia, 09/09/2014 to 02/05/2016, Graduated/Complete, No Value Specified
  - Fellowship, University of Virginia, 09/08/2014 to 02/05/2016, Graduated/Complete, No Value Specified
  - Graduate, Emporia State University, 01/01/2002 to 12/31/2003, Graduated/Complete, Master of Business Administration Research, Woodrow Wilson Rehab Center, 09/08/2014 to 02/05/2016, Graduated/Complete, No Value Specified
  - Residency, University of Cincinnati, 09/08/2014 to 02/05/2016, Graduated/Complete, No Value Specified

- **5) Affiliations / References / Other (7)**
  - Previous Employment, Rice County Hospital, Lyon, KS, Anesthesiology, 09/08/2014 to 02/05/2016
  - Previous Employment, Augusta Health, Fishersville, VA, Anesthesiology, 09/08/2014 to 02/05/2016
  - Previous Employment, Carlson, Omaha, NE, No Value Specified, 09/08/2014 to 02/05/2016
  - Other Privileges, Martha Jefferson, Charlottesville, VA, Anesthesiology, 09/08/2014 to 0 / 0
  - Chief of Staff, Fishersville, VA, No Value Specified, 0 / 0 to 0 / 0
  - Collaborative Physician, Crozet, VA, No Value Specified, 0 / 0 to 0 / 0
  - NP Mentor, Charlottesville, VA, No Value Specified, 0 / 0 to 0 / 0

- **6) Insurance (1)**
  - In Force, 09/08/2014 to 12/31/2016, State Farm

- **7) Licenses (7)**
  - State License, VA, 123456, 09/08/2014 to 12/31/2016, Active
  - State License, KS, 123456, 09/08/2014 to 12/31/2016, Inactive
  - DEA Certificate, KS, 123456, 09/08/2014 to 12/31/2016, No Value Specified
  - VA Auth to Prescribe, OH, 123456, 09/08/2014 to 12/31/2016, Inactive
  - Advanced Cardiac Life Support, VA, 123456, 09/08/2014 to 12/31/2016, No Value Specified
  - Advanced Life Support Experience Provider, KS, 123456, 09/08/2014 to 12/31/2016, No Value Specified
  - Advanced Trauma Life Support, OH, 123456, 09/08/2014 to 12/31/2016, No Value Specified

- **8) Specialties / Boards (6)**
  - Anesthesiology, No Value Specified, Primary
  - Pain Management, No Value Specified, Secondary
  - Amer Bd of Anesthesiology (Anesthesiology), Board Certified, 09/08/2014, 123456, 0 / 0
  - Amer Bd of Anesthesiology (Critical Care Medicine), Not Renewed Voluntary, 09/08/2014, 123456, 0 / 0
  - Amer Bd of Anesthesiology (Pain Management), Pending Results, 09/08/2014, 123456, 0 / 0
  - Amer Bd of Clinical Chemistry, No Value Specified, 09/08/2014, 123456, 0 / 0

- **9) CSCO Credentialing / HSF Employ Agr (1)**
  - 2/4/2016 - Individual Credentialing, Provisional Credentialing - Physicians (In Process), No Value Specified
  - Anesthesiology, 0 / 0 to 0 / 0 (In Process)
To open a provider record

1. Click on the Open a File option.
2. Select which data you would like to view for your particular provider (Provider, Department/Division, Addresses, References, etc.).
3. Click the Open

4. In the “Provider Find” screen, in the Name Field, type the Provider’s last name. If you would like to just enter the first letter of the last name, you can search that way also and find their name in a list.
5. Press Enter on your keyboard
6. When you see the provider’s name, select it, then click OK. You can research information on providers who have left UVA by checking the box next to the “Include Inactive Providers” option at the bottom of the screen.

7. To see similar data for a different provider, click the magnifying glass in the toolbar
Run a query to view expiration dates

1. Click Open a File
2. Click Queries under File Types
3. Click the Provider Selection Query
4. Click Run
5. Click >>
6. Make your criteria selection by double-clicking in the box on the right and selecting what you would like to see.

- Green √ indicates that you do want that criteria included in your search
- Red X indicates that you do not want that criteria included in your search

**Criteria Selections**

**Find all active providers**

The above example will find all active providers employed by any entity in the UVA Health System except for those who are current applicants or have withdrawn their applications.
Find a particular division

In this example, you want to find a particular division - all cardiologists.

a) Double-click on the words “Critical Care Medicine”
b) This will open the “Modify Your Search Example” box
c) Click the + by *ANESTHESIOLOGY* and then click the box next to “Critical Care Medicine” to de-select it.
d) Click the + next to *MEDICINE*
e) Click the box next to Cardiology to select it
f) Click OK
Find specific providers

In this example, you want to find specific providers

a) Double-click at the top of the field in the white space next to “Specific Provider”
b) Click the green + in the lower left corner of “Modify Your Search Example” box
c) Type the last name of the provider
d) Select their name from the list
e) Click Add
f) To add another provider, type their last name
g) Type the last name of the provider
h) Select their name from the list
i) Click Add
j) Click Close
k) Click OK

The above search will find the providers Thomas Jefferson and George Washington.

7. Once you have selected your criteria, you can click Finish, twice
8. Right-click on your results and choose Export Provider(s) to Flat File

9. Assuming you want to see all of the expiration dates, click Create Flat File;

10. Depending on your location and the number of providers in your search, this could take quite some time to generate. If you are running remotely or from UPG, a report with all providers can take up to 20 minutes. An average query might take 1-2 minutes on Grounds.

11. When the file is complete, you will see the following. Click OK
12. Click Yes to view the flat file

13. Your file will automatically open in Excel. You can sort and arrange the data from there as you usually would in Excel.

14. NAME and SAVE the Excel file for future use on your computer. If you use the default save location, you will lose your file as soon as you close CACTUS.
To see the status of New Hires

1. Open the Provider screen for the provider whose credentialing progress you want to see.
   a. Open a File
   b. Providers
   c. Open

2. Click Open a File from the menu

3. Select CSO Credentialing / HSF Employ Agr
4. Verify that you have the correct provider and click OK.

5. If you click the Verifications tab, you will see a list of items which need to be verified for this provider. If the checkbox under Verified does not have the green check mark, then that item has not yet been verified. You may need to use the scroll bar to see all of the required verifications.

For more information regarding the specifics of fields in CACTUS, please refer to the CACTUS Field Guide.
To see the status of all new hires in a department or division

1. Click Open a File
2. Click Queries under File Types
3. Click OK
4. Click the Credentialing-New Hire Open Query
5. Click Run
6. Click >>
7. Just as before for queries, you can change the parameters you want to see. For example, you can choose to see a specific department or division.
8. Click >>
9. Click Finish
10. With the query still open, go up to your toolbar and select the open folder

11. Select Credentialing Manager from the list
12. Click Open
13. Select Custom/Ad Hoc and click OK

14. Arrange the newly opened screen and the query results so you can see both at the same time.
15. Hold Ctrl on your keyboard and click on “Providers Full Name” on the query.

16. You will see a down pointing arrow on top of Providers Full Name
17. While holding Ctrl, drag your mouse over to the table under “Query Type” in the Credentialing Manager screen.

18. On top of the table, you should see a faint box with a + next to it
19. Let go of your mouse before you let go of Ctrl.
20. When you do let go, you should see a message asking if you want to “Load these Credentialing Records for edit”. Click OK

21. When you see the message that CACTUS has loaded the credentialing records, click OK
22. You can see your providers in one spreadsheet or view individual records.