

# Maximize Your Member Portal!



Sherrí Teille | Director, Member Experience & Sales Operations

Whitney Ellington | Graphic Design & Multimedia Specialist

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Welcome to the Maximize Your Member Portal brown bag session! I am Sherrí Teille, Director of Member Experience and Sales Operations and I am joined today by Whitney Ellington NCPDP's graphic design and multimedia specialist.

We are glad you all have joined us today. By the end of this session we hope you will have learned some tips and tricks that maximize your ability to navigate and locate information on MyNCPDP and other NCPDP websites.

We will take a break midway through the presentation for presentations as well as at the end. If you have any questions, please make a note of it and raise your hand in the participants panel. Whitney, let's get started!

## The NCPDP Website Trio

**REDESIGNED**  
WITH YOU IN MIND



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NCPDP was redesigned to 3 sites, making it easier for you to navigate and access the information you need. First, we have [NCPDP.org](http://NCPDP.org), containing general information about NCPDP. You can find everything you need to learn about our Standards at [standards.ncdp.org](http://standards.ncdp.org). Access all of your NCPDP member-only benefits at [myncdp.org](http://myncdp.org).

## The Basics



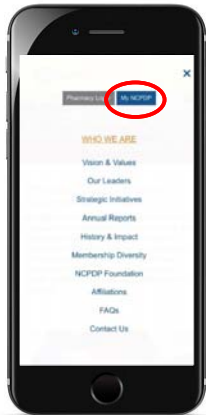
[www.MyNCPDP.org](http://www.MyNCPDP.org)



We are going to start with the most important site to our NCPDP members, the MyNCPDP which is designed to be your one-stop shop. Additionally, we've enhanced our sites to be mobile friendly. Throughout the presentation, you'll see a video sampling of what the screens may look like on your cell phone as well as a desktop view. Be sure to Bookmark MyNCPDP.org for the quickest, easiest and most direct access.

## The Basics (cont'd)

NCPDP.org

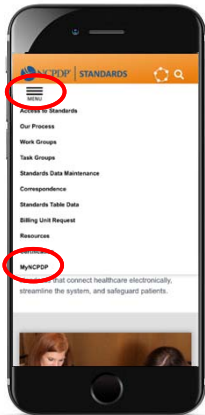


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You can also access MyNCPDP from NCPDP.org using the blue button in the upper right hand corner on the desktop. Or on your cell phone or tablet – click the Menu button then on the blue MyNCPDP button within the menu.

## The Basics (cont'd)

Standards.NCPDP.org



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Similarly, you can access MyNCPDP from the standards site via the menu bar or the quick link on your desktop. On a cell phone or tablet, you'll find the MyNCPDP login within the menu. Logging into MyNCPDP should be your first step for seamless navigation of the sites and easier access to the member-only sections!

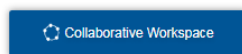
## Collaborative Workspace Icon



Standards.NCPDP.org

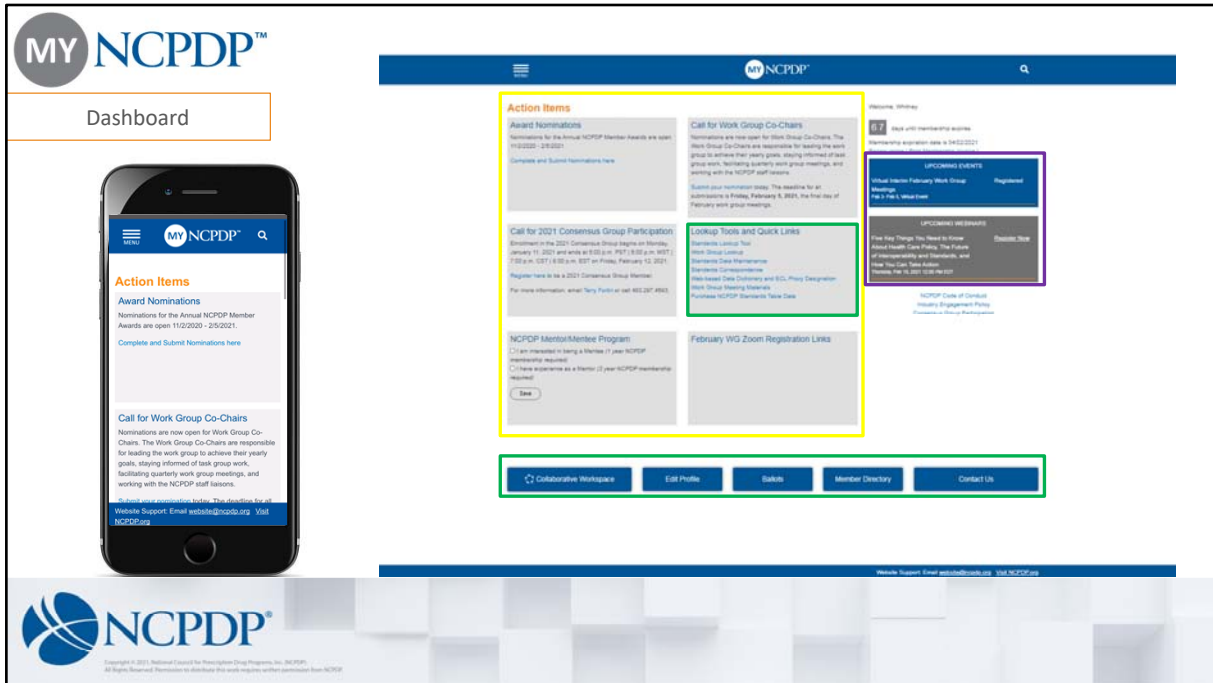


MyNCPDP.org



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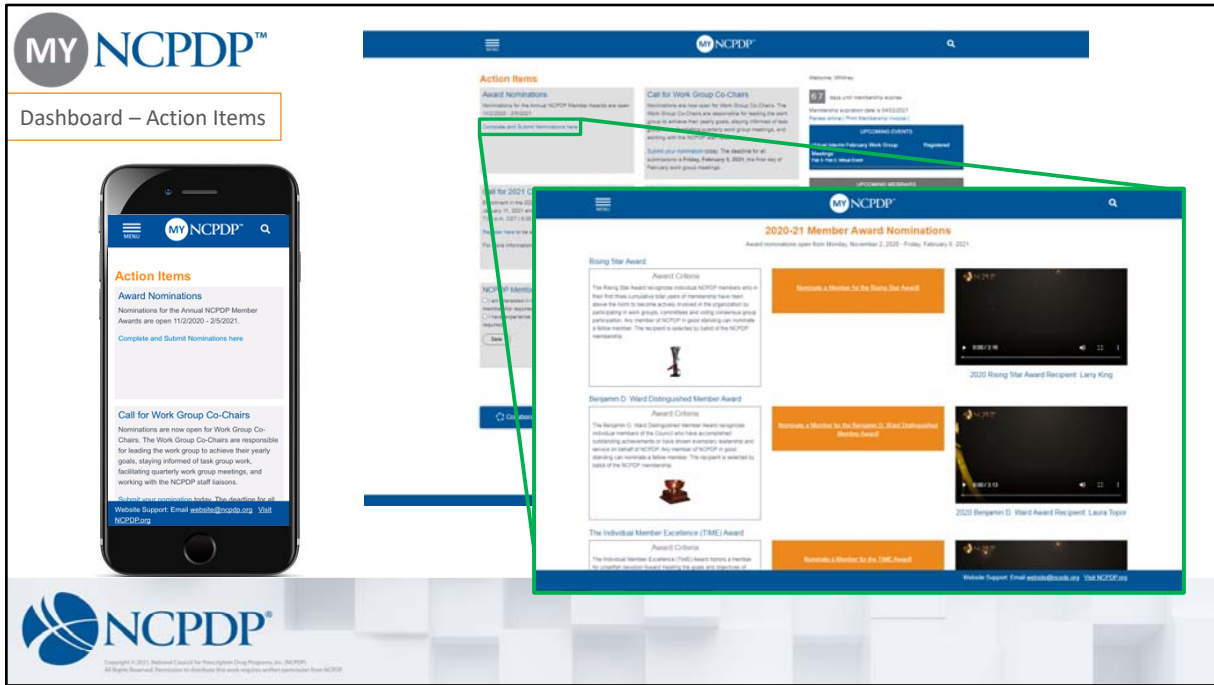
I just want to take a moment to point out this new icon. it appears throughout the three sites and clicking on it will take you to the collaborative workspace login. Here are a few examples of where it is located.



After logging into MyNCPDP, the first thing you see is your dashboard. Highlighted in yellow are current NCPDP Action Items.

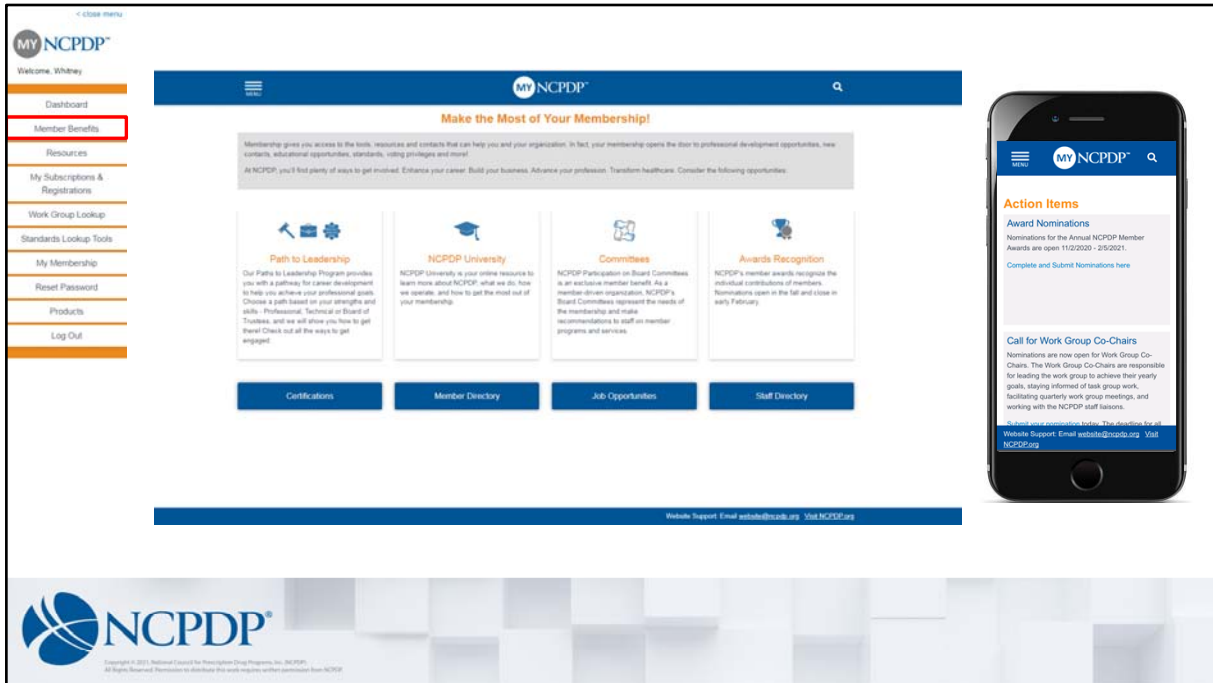
Stay updated on NCPDP events and webinars that are outlined in purple. You can register for the events shown or see a calendar of scheduled events by clicking Events or Webinars. The dashboard also contains multiple quick link features – outlined in green here – these give you direct access to the most frequently visited pages. You may need to scroll down to view the blue buttons when there are many action items.

Login to MyNCPDP frequently to keep up to date on NCPDP news, calls to action, & registrations.

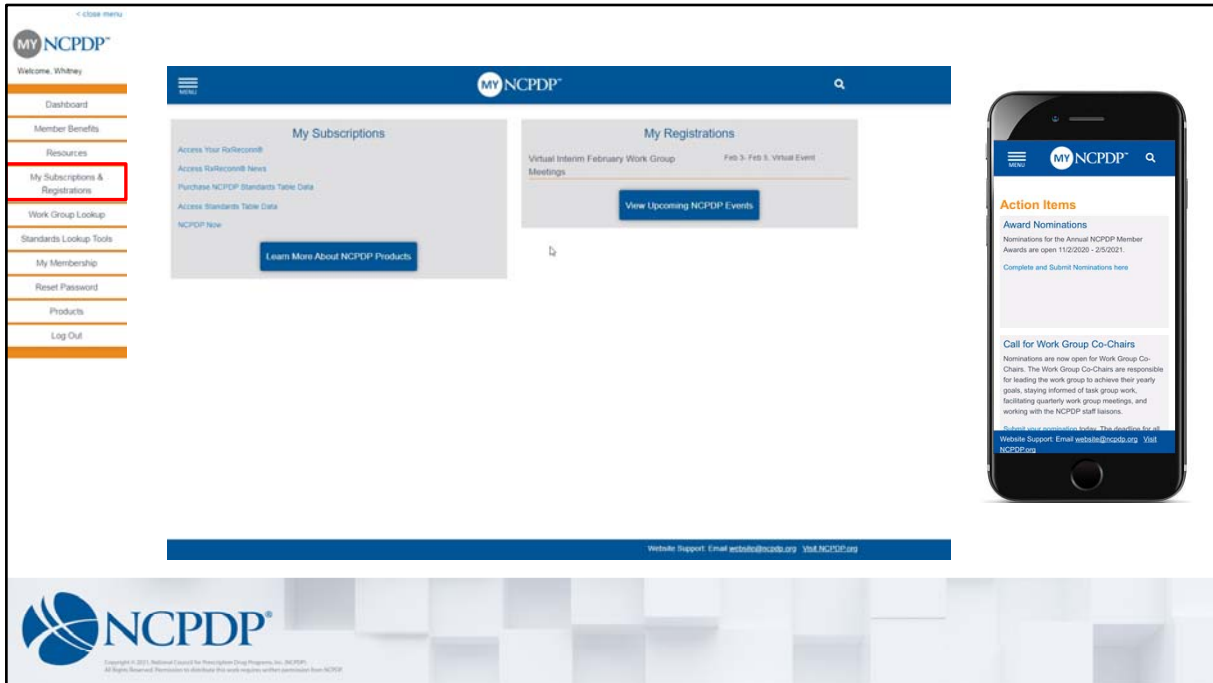


An example of an Action Item is the Member Award Nominations. From your dashboard, click on the link in the Action Item box and you'll see the award criteria and forms to nominate a member for one of three member-recognition awards. the Deadline is Tomorrow the final day of Work Group Meetings!





Make the most of your NCPDP membership. By clicking the Menu and selecting Member Benefits, you will find the career-enhancing and networking opportunities available to members. You can get on a Path to Leadership, learn about committees, awards and certifications. You can also access the member and staff directories on this page. The NCPDP University is a great place to start for new members as well as those looking for information on how to get involved.



The Subscriptions & Registrations link in the menu takes you to where you can access your purchased subscriptions such as RxReconn and Standards Table Data. Here you can also see the NCPDP events which you've registered for.

The screenshot displays the MY NCPDP dashboard for a user named Whitney. On the left is a navigation menu with options: Dashboard, Member Benefits, Resources, My Subscriptions & Registrations, **Work Group Lookup** (circled in red), Standards Lookup Tools, My Membership, Reset Password, Products, and Log Out. The main content area is titled "Action Items" and contains several boxes:

- Award Nominations:** Nominations for the Annual NCPDP Member Awards are open from 11/2/2020 to 2/5/2021. A link to "Complete and Submit Nominations here" is provided.
- Call for Work Group Co-Chairs:** Nominations are now open for Work Group Co-Chairs. The Work Group Co-Chairs are responsible for leading the work group to achieve their yearly goals, staying informed of task group work, facilitating quarterly work group meetings, and working with the NCPDP staff liaisons. A link to "Submit your nomination today" is provided.
- Call for 2021 Consensus Group Participation:** Enrollment in the 2021 Consensus Group begins on Monday, January 11, 2021 and ends at 5:00 p.m. PST | 6:00 p.m. MST | 7:00 p.m. CST | 8:00 p.m. EST on Friday, February 12, 2021. A link to "Register here" is provided.
- LookUp Tools and Quick Links:** This box is highlighted with a red border and contains links for: Standards Lookup Tool, **Work Group Lookup** (highlighted in green), Standards Data Maintenance, Standards Correspondence, Web-based Data Dictionary and ECL Proxy Designation, **Work Group Meeting Materials** (highlighted in green), and Purchase NCPDP Standards Table Data.
- NCPDP Mentor/Mentee Program:** Includes checkboxes for "I am interested in being a Mentee" and "I have experience as a Mentor", and a "Save" button.
- February WG Zoom Registration Links:** Lists three virtual work group meetings with their respective passcodes and "Join Link" buttons.

On the right side of the dashboard, there is a "Welcome, Whitney" message, a notification that "67 days until membership expires", and sections for "UPCOMING EVENTS" (Virtual Interim February Work Group Meetings) and "UPCOMING WEBINARS" (Five Key Things You Need to Know About Health Care Policy, The Future of Interoperability and Standards, and How You Can Take Action).

At the bottom of the dashboard, there is a footer with the NCPDP logo and copyright information: "Copyright © 2021, National Council for Prescription Drug Programs, Inc. All Rights Reserved. Permission to distribute this work requires written permission from NCPDP."

To make access to the work group lookup tools convenient, they are accessible from either the menu or directly from the permanent action item box on your dashboard. \*Newly added\* is the work Group Meeting Materials highlighted here in green.

The image shows a desktop and mobile view of the MY NCPDP website. The desktop view features a blue header with the MY NCPDP logo and a search icon. Below the header, the page title is "Action Item - Work Group Meeting Materials". A sub-header reads "Work Group Meeting Materials". A paragraph of text states: "WG Materials excluding DERFs and Project Development Forms. Also check closer to the WG meeting for updated WG documents. Visit each WG page for any DERFs assigned to a WG for review. See the Maintenance and Control web page for a complete listing of all DERFs and Project Development Forms." Below this is a section titled "Documentation for February 2021 WG Meeting" with a list of work groups: WG1, WG2, WG7, WG9, WG10, WG11, WG14, WG18, WG45, and MC. A footer contains contact information: "Website Support Email: [website@ncpdp.org](mailto:website@ncpdp.org) Visit: [NCPDP.org](http://NCPDP.org)".

The mobile view, shown on a smartphone, displays the same content in a responsive layout. The header includes the MY NCPDP logo and a search icon. The main content area is titled "Action Items" and lists "Award Nominations" and "Call for Work Group Co-Chairs". The footer includes the same contact information as the desktop view.

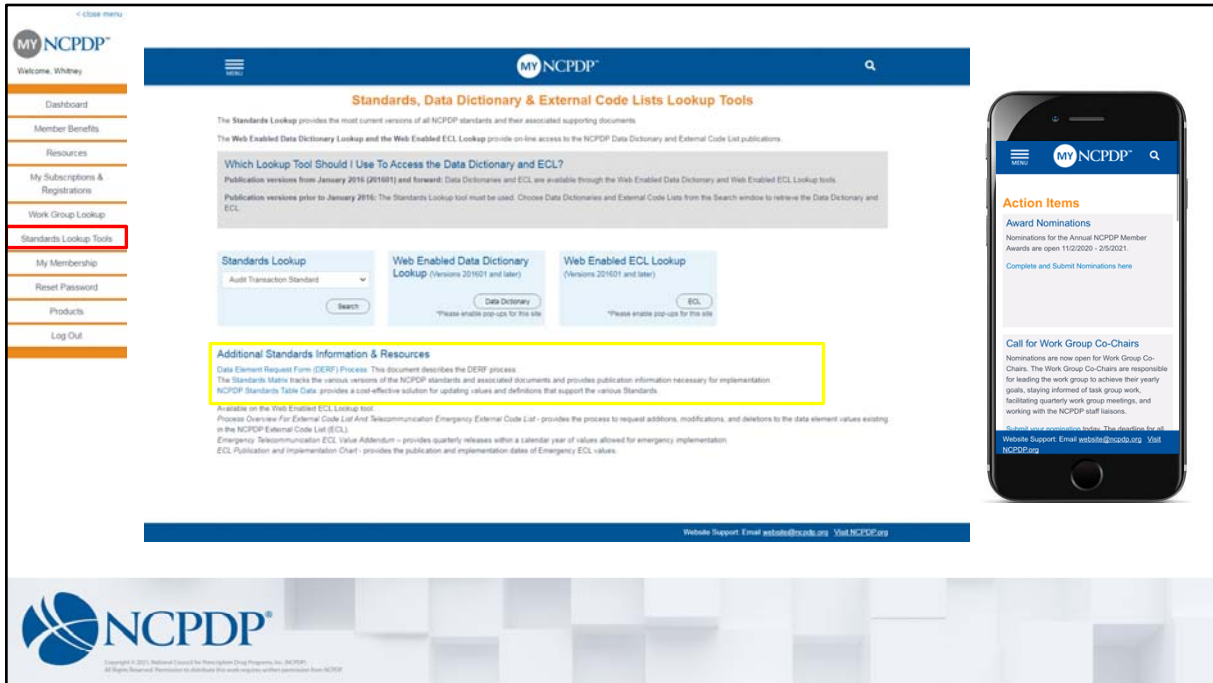
here you can download the zip files that contain all the work group documentation for each work group from one location! However, DERFs and project development forms are still accessed on the work group pages using the work group lookup tool. To access this, click the menu then click work group lookup.

The screenshot displays the MY NCPDP website interface. On the left is a navigation menu with options like Dashboard, Member Benefits, Resources, My Subscriptions & Registrations, Work Group Lookup (highlighted in red), Standards Lookup Tools, My Membership, Reset Password, Products, and Log Out. The main header features the MY NCPDP logo and a search icon. Below the header, a blue banner reads "Work Groups are Central to Standards Development". A "Work Group Lookup" dropdown menu (highlighted in red) is positioned above a search button. To the right are buttons for "W1 Registration", "Meeting Minutes" (highlighted in purple), "Meeting Recaps", and "Task Group List". The main content area shows details for "WG1 Telecommunication", including "Work Group Co-Chairs" (Stephane Lynn Denton | Express Scripts, Amy Harvey | Rexel Aut Corporation, Roger G. Proulx | Genentech) and "Staff" (Leslie Carr, CPT). Below this, there is a section for "Documentation for February 2021 WG Meeting" and a "New DERF" section with details about a new DERF (DERF\_021509\_Emergency\_ICL\_000139\_Additional\_Message\_Information\_Qualifier\_Chargeback\_Amount\_and\_Discount\_Applied). At the bottom of the page is the NCPDP logo and copyright information. On the right side, a smartphone displays the mobile version of the site, showing "Action Items" (Award Nominations) and "Call for Work Group Co-Chairs".

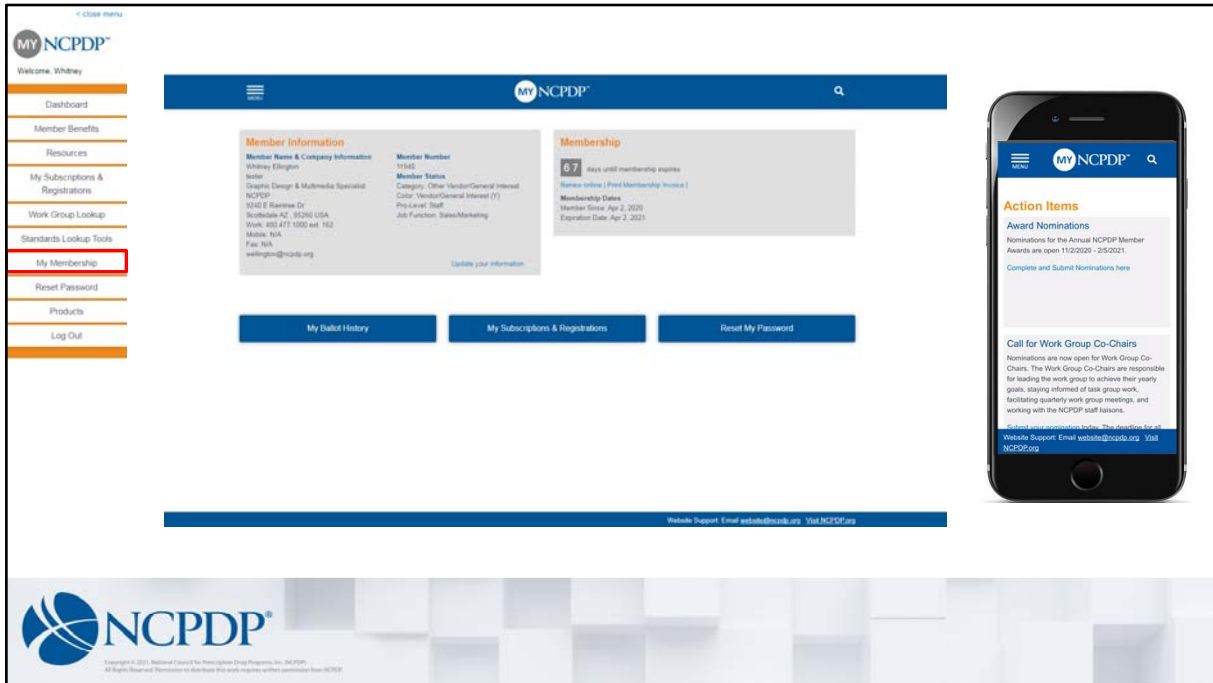
Within the work group lookup tool, select a work group from the drop down box located in the red rectangle and click the search button. The information for that work group will show in the gray box. Here you can scroll down to view all pertinent information including the scope, goals and parliamentary procedure. The Meeting Minutes button, outlined here in purple, will take you to the minutes specific to the work group that is currently showing in the gray box.

The screenshot shows the MY NCPDP dashboard for a user named Whitney. On the left is a navigation menu with options: Dashboard, Member Benefits, Resources, My Subscriptions & Registrations, Work Group Lookup, **Standards Lookup Tools** (circled in red), My Membership, Reset Password, Products, and Log Out. The main content area is titled 'Action Items' and contains several boxes: 'Award Nominations', 'Call for Work Group Co-Chairs', 'Call for 2021 Consensus Group Participation', 'Lookup Tools and Quick Links' (containing links for Standards Lookup Tool, Work Group Lookup, Standards Data Maintenance, Standards Correspondence, Web-based Data Dictionary and ECL Proxy Designation, Work Group Meeting Materials, and Purchase NCPDP Standards Table Data), 'NCPDP Mentor/Mentee Program', and 'February WG Zoom Registration Links'. On the right, there are sections for membership expiration (67 days until membership expires), upcoming events (Virtual Interim February Work Group Meetings), and upcoming webinars (Five Key Things You Need to Know About Health Care Policy, The Future of Interoperability and Standards, and How You Can Take Action). The footer includes the NCPDP logo and contact information.

Access the standards lookup tools from either the menu or directly from the quick link action item box on your dashboard. Remember, this action item is permanent on your dashboard to provide easier access to these valuable tools and information.



The standards lookup tool, web enabled data dictionary and ECL lookups are located in this section for members to easily access the data they need. Additional standards information and resources are outlined here in yellow.

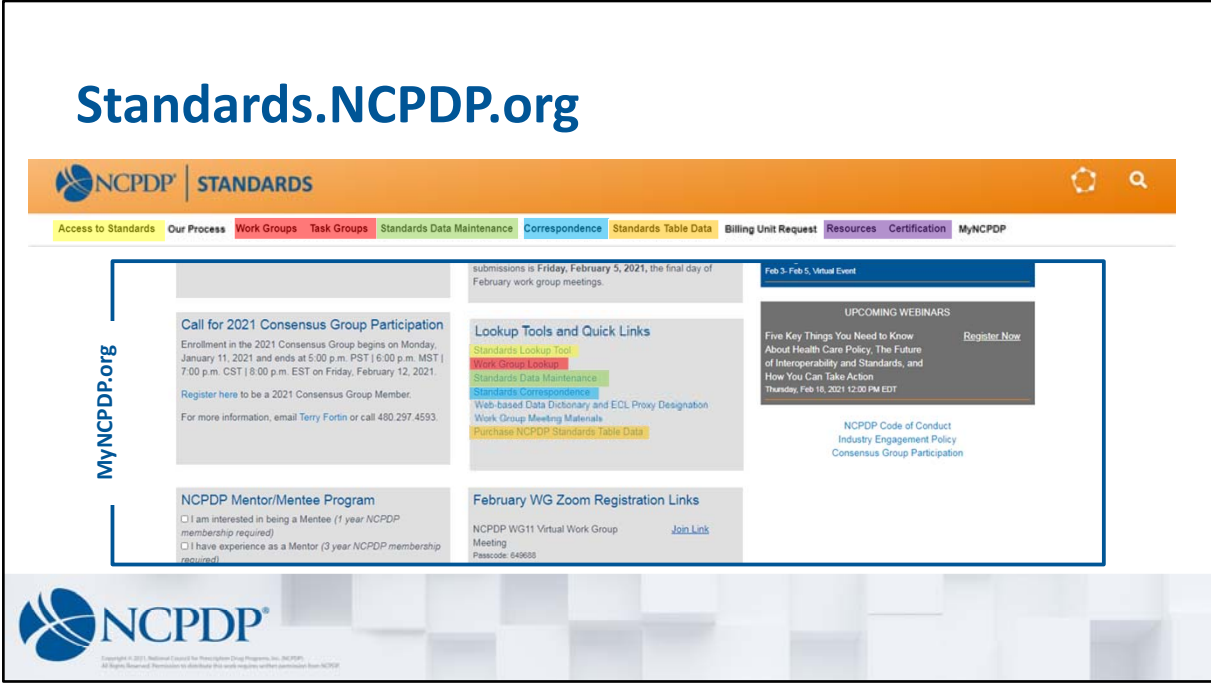


Visit the My Membership section by clicking on the Menu then My Membership. Here you can Keep your profile updated, access membership invoices and renew your membership online.



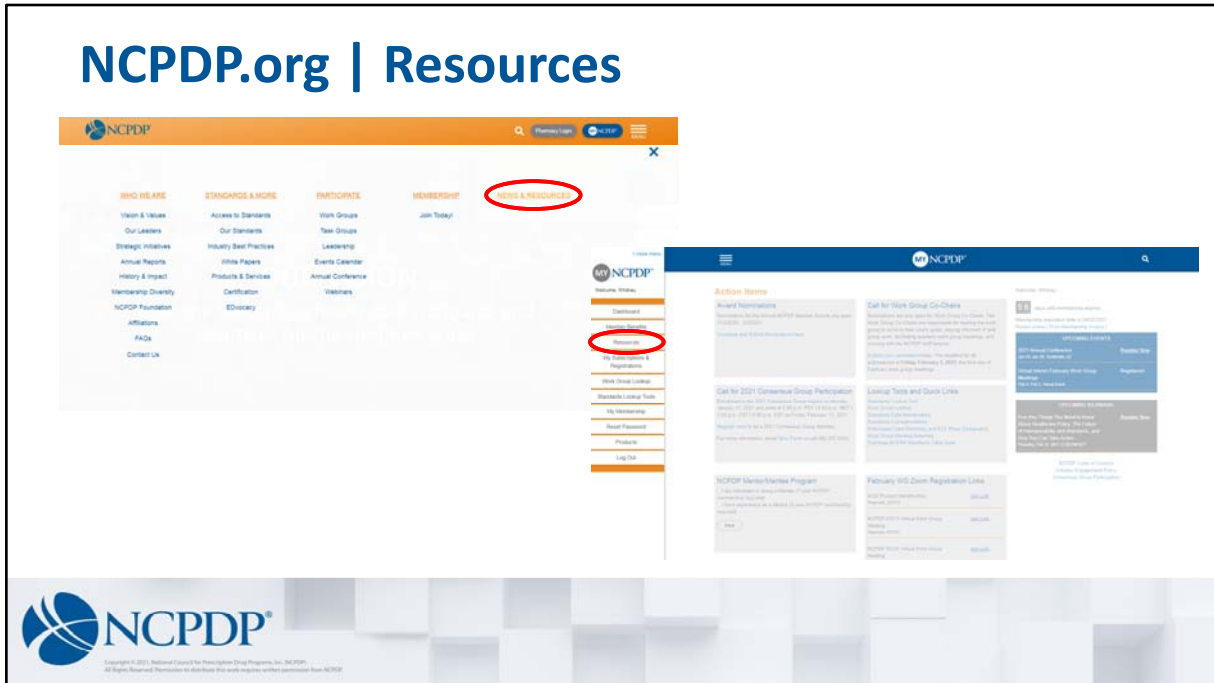


Let's take a moment to answer some questions. If you have a question about MyNCPDP, please raise your hand within the participants panel now.



As mentioned earlier, our website consists of 3 different sites. Here you see the standards site. I want to re-emphasize the value of logging into MyNCPDP. As a member, you can access standards tools from the quick links action item on your dashboard and the resources and certifications from the menu so there is minimal need to navigate to the individual standards site.

# NCPDP.org | Resources



NCPDP.org contains general public information, however, it also hosts a robust resources page that is fully searchable! Access this page directly from MyNCPDP by clicking the Menu and selecting Resources

# NCPDP.org | Resources

The image displays the NCPDP.org Resources page on both a smartphone and a desktop. The desktop view features a search bar with a yellow highlight, a date filter with a blue highlight, and a filter table with purple highlights. The filter table is as follows:

TYPE		TOPIC	
<input type="checkbox"/> White Papers	<input type="checkbox"/> News	<input type="checkbox"/> Acronym Dictionary	<input type="checkbox"/> H17 ATM Templates
<input type="checkbox"/> Informational	<input type="checkbox"/> Press Releases	<input type="checkbox"/> Annual Conference	<input type="checkbox"/> H17 Topics
<input type="checkbox"/> Annual Report	<input type="checkbox"/> Presentations	<input type="checkbox"/> Certification	<input type="checkbox"/> NCPDP Processor ID (BNI)
<input type="checkbox"/> Guides and Templates	<input type="checkbox"/> Webinars	<input type="checkbox"/> EDI/EDI	<input type="checkbox"/> NCPDP Retailer
<input type="checkbox"/> Documents	<input type="checkbox"/> Emergency Preparedness	<input type="checkbox"/> Emergency Preparedness	<input type="checkbox"/> Security/PII Use
	<input type="checkbox"/> ePrescribing	<input type="checkbox"/> ePrescribing	<input type="checkbox"/> Barcode/PII/D
	<input type="checkbox"/> Guidance Documents	<input type="checkbox"/> Patient Care Services	<input type="checkbox"/> Product & Services
	<input type="checkbox"/> HIPAA Information	<input type="checkbox"/> Product & Services	<input type="checkbox"/> Quantity Prescribed (RQ/ET)

Below the filter table, there is a 'News' section with a link to 'Call for 2021 Consensus Group Participation' and a 'Documents | Guides and Templates' link.

The resource page offers multiple search capabilities. You can search by keyword in the yellow highlighted box. You can filter by date in the blue box or by type and topic in the purple box. These fields are not required, you can leave them blank and scroll through the entirety of the resources without any filters. The most recently added or updated resources will show first.

# NCPDP.org | Resources

The screenshot displays the NCPDP.org Resources page. At the top, the NCPDP logo is on the left, and a search bar is in the center. Below the search bar, the word "RESOURCES" is prominently displayed. A search filter is set to "emergency", which is circled in green. Below the search bar, there are two columns of filters: "TYPE" and "TOPIC". The "TYPE" column includes options like "White Papers", "News", "Annual Report", "Guides and Templates", and "Documents". The "TOPIC" column includes options like "Accuracy/Discrepancy", "Annual Conference", "Contribution", "Efficacy", "Emerging Preparedness", "ePrescribing", "Guidance Documents", "HIPAA Information", "HL7 FHIR Templates", "Hot Topics", "NCPDP Provider ID (BIN)", "NCPDP Toolkit", "Marketing Plan", "Medicare Part D", "Patient Care Services", "Products & Services", "Quality Prescribed (QAS ET)", "CDMP Standards", "SPDP ASAP", "Specialty", "Real Time Prescription Benefit (RTB)", "QD Label", "Universal Patient Identifier Guidance (UPI)", "Telecommunication Standard", and "Prescription Drug Monitoring Program (PDMP)".

Below the filters, there are two buttons: "Search" and "Clear Search". A blue arrow points from the search bar area to the right side of the page, labeled "Search results".

On the right side of the page, there are several sections of search results:

- Documents | Guides and Templates | Informational**  
**Emergency Preparedness**  
Download  
This page provides guidance to the pharmacy industry for resources available during a declared emergency. The intended audience is healthcare industry providers who would need resource information for eligibility and claims processing affecting displaced individuals.
- Documents | Guides and Templates**  
**NCPDP Emergency Preparedness Guidance – COVID-19 Vaccines v1.0**  
Download  
This Guidance Document addresses COVID-19 Vaccines considerations.
- Documents | Guides and Templates**  
**NCPDP Emergency Preparedness Guidance**  
Download  
This document provides resource information for the pharmacy industry for a declared emergency.
- Press Releases**  
**NCPDP Issues COVID-19 Guidance For Pharmacy-Lead Testing For Immediate Industry Implementation**  
Download  
Standards Based Information and Protocol Support Report Authorization for Pharmacies to Order, Administer FDA Authorized COVID-19 Tests
- News**  
**NCPDP Participates in White House Opioid Summit**  
A three-hour summit is taking place at the White House today, to discuss the steps taken to address the opioid crisis since the president declared the epidemic a public health emergency in October. NCPDP's Senior Vice President of Public Policy and Industry Relations, Steve Mullens, R.Ph., received an invitation and is attending the event.
- Informational**  
**Process Overview for External Code List and Telecommunication Emergency External Code List**  
Download  
UPDATED: Process Overview for External Code List and Telecommunication Emergency External Code List
- Press Releases**  
**NCPDP Announces Keynote Speakers for its 60th Anniversary, 2017 Annual Technology & Business Conference**  
Download  
NCPDP announced today highlights from its 60th Anniversary Conference. The annual event showcased NCPDP's milestone achievements over the past 60 years - improving the healthcare experience for patients and providers, improving administrative efficiencies and access to critical data with its ANSI accredited industry standards, and the positive impact of NCPDP's best practice industry guidance.
- Press Releases | Business Publications**

Filters can be applied to narrow or expand your search. Here, we have searched using keyword “emergency” without applying any filters. we get a long list of results.

# NCPDP.org | Resources

The screenshot displays the NCPDP.org Resources page. At the top, there is a search bar with the text "Search" and a magnifying glass icon. Below the search bar, there are two columns of filters: "TYPE" and "TOPIC". The "TOPIC" filter is expanded, showing a list of topics with radio buttons. The "Guidance Documents" topic is selected, indicated by a green circle and a checkmark. A blue arrow points from the "Guidance Documents" filter to the search results on the right. The search results show a list of documents, including "Emergency Preparedness" and "NCPDP Emergency Preparedness Guidance - COVID-19 Vaccines v1.0". The page also features a footer with the NCPDP logo and copyright information.

If we add one topic filter, such as Guidance Documents, we get a narrowed result list that includes the keyword and also the topic filter.

# NCPDP.org | Resources

The screenshot displays the NCPDP.org Resources page. At the top, there is a search bar with the text "Resources" and a search button. Below the search bar, there are two filter sections: "TYPE" and "TOPIC". The "TYPE" section includes options like "White Papers", "News", "Press Releases", "Annual Report", "Presentations", "Guides and Templates", "Webinars", and "Documents". The "TOPIC" section includes options like "Asymptomatic", "Annual Conference", "Distribution", "Education", "Emergency Preparedness", "Guidance Documents", "NPIA Information", "IS.7 MTM Templates", "Annual Conference", "NCPDP Processor (S/N)", "NCPDP-Related", "Meaningful Use", "Medication Plan", "Patient Care Services", "Products & Services", and "Quantity Prescribed (40-ET)". A blue arrow points from the "Emergency Preparedness" filter to the search results area. The search results area shows a list of documents, including "Emergency Preparedness" and "NCPDP Emergency Preparedness Guidance - COVID-19 Vaccines v1.0". Below the search results, there is a section for "Press Releases" and a "Load More" button. At the bottom of the page, there is a footer with the NCPDP logo and contact information.

if we add a second topic filter, such as Emergency Preparedness, we get additional resources added to our results. This is because the topic filters work independently of each other, giving you both filters selected. Let's look at a few popular searches...

# NCPDP.org | Resources

The image displays the NCPDP.org Resources page on both a mobile device and a desktop browser. The desktop view shows a search interface with filters for TYPE and TOPIC. The 'TYPE' filter is highlighted with a purple box, and the 'White Papers' checkbox is selected. Below the filters, a search result is displayed for 'Qualified Medicare Beneficiary Part B Coordination of Benefit Barriers and Recommendations'.

Are you wanting to find the most recent NCPDP published white paper? Simply select the White Papers check box under the TYPE section then click search. The most recent white paper will be the first search result.



# NCPDP.org | Resources

The image displays the NCPDP.org Resources page on both a mobile device and a desktop. The desktop view features a search bar, a date range selector (highlighted in purple), and a list of resource types. The 'White Papers' section is expanded, showing a document titled 'Qualified Medicare Beneficiary Part B Coordination of Benefit Barriers and Recommendations' with a 'Download' button.

Now, let's say you need to find a white paper that was published in 2020. We will leave the white papers box selected and enter our dates into the date field that is highlighted here in purple. Then click search. Now we have a list of all the white papers published in 2020. Click the title to see more information on that white paper or click download to immediately download.

# NCPDP.org | Resources

The screenshot displays the NCPDP.org website interface. On the left sidebar, the 'Emergency Preparedness' link is highlighted with a green box. Below it, a 'Download' link is highlighted with a purple box. The main content area shows the 'Emergency Preparedness' page, which is also highlighted with a purple box. The page includes a search bar, a 'Pharmacy Login' button, and a navigation menu. The main content area features a header for 'Emergency Preparedness' and a sub-header for 'Pharmacies Reporting Statuses'. The page text provides guidance for pharmacies on how to report their status during an emergency, including instructions for new temporary pharmacies and those that are temporarily closed. It also mentions the 'Healthcare Ready' initiative and the 'PhRMA's Medicine Assistance Tool (MAT)'. The footer of the page contains the NCPDP logo and copyright information.

Once you find the resource you are looking for – click on the title to see a pop up with more information on that resource, as you see here in green or you can click download to download the resource information directly as shown in purple.

## Site Searches

NCPDP.org



Standards.NCPDP.org



MyNCPDP.org



When visiting any of the three sites, clicking on the search icon – highlighted here in yellow – will search that individual site in its entirety.

## Additional Resources and Assistance

**REDESIGNED**  
WITH YOU IN MIND



Access website quick start guides from the Resources page with keyword: **quick start**

Website questions:  
[website@ncdp.org](mailto:website@ncdp.org)

Membership questions:  
Vincent Finocchiaro - [vfinocchiaro@ncdp.org](mailto:vfinocchiaro@ncdp.org)



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We've published quick start guides and videos that can be accessed from the resources page using the keyword quick start. If you have any questions about the websites or logging in, please send an email to [website@ncdp.org](mailto:website@ncdp.org). For questions regarding your membership or member benefits, reach out to Vincent, the Membership Services Manager. Thank you for attending our brown bag today! We have XXXX minutes left for a few more questions. If we aren't able to get to your question, please email us at [website@ncdp.org](mailto:website@ncdp.org). Enjoy the rest of your day at Work Groups.