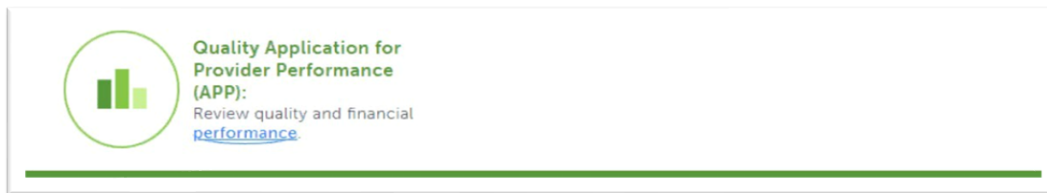# How To: Download COVID-19 Vaccine Outreach List for Healthfirst

1. Log into **Healthfirst Provider Portal** at https://hfproviderportal.org/.
   - This is the same portal that is used to verify Healthfirst insurance status and eligibility, download care gaps lists, and follow up on Healthfirst claims. You or someone at your practice should have a log in.
   - The portal platform changed in 2018. If you or someone at your practice has not logged in since then, you will have to make a new account (find instructions on how to make a new account here). Making a new account requires basic practice demographic information, the practice's Tax ID (TIN), and one claim number that was recently submitted to Healthfirst for verification.
   - If you or someone at your practice has not logged in in 90+ days, request that your account be unlocked by contacting your Network Account Manager. If you do not know you your Network Account Manager is, call provider services at 1-888-801-1660.
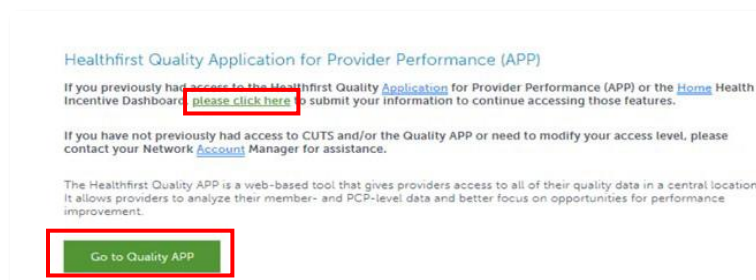
2. On the homepage, open the **Quality Application for Provider Performance (APP)**
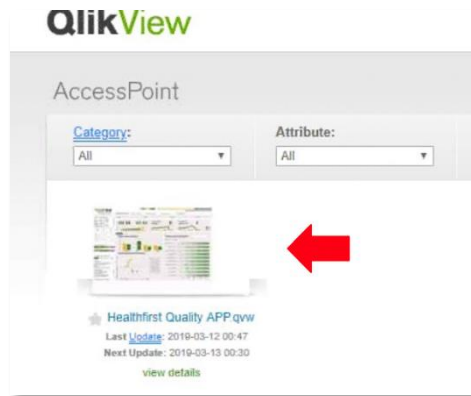

   - Most providers should already have this button. If the Quality APP button does not appear, contact your Network Account Manager or Provider Services at 1-888-801-1660 to have this added to the account.

3. On the next page click **Go to Quality APP.**
   - If the app does not open, contact your Network Account Manager directly or by submitting a Web-Form using the green "Please Click Here" link on this same page. See screenshot below.

4. QlikView will open and show a tile for the Healthfirst Quality APP.
   - This will be the only application available in QlikView. If you do not see this application, contact your Network Account Manager.
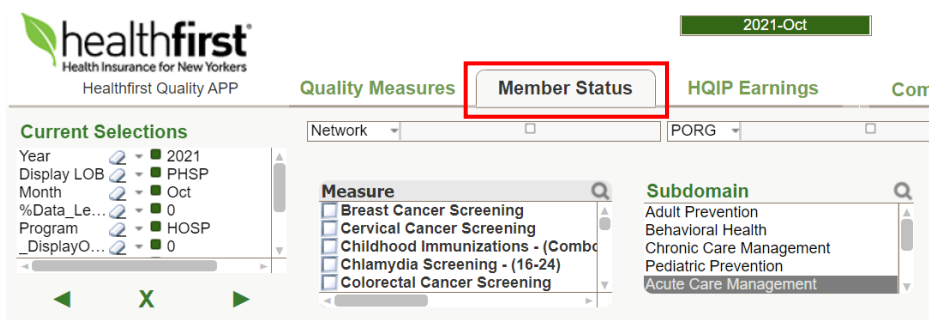

5. Accept terms and conditions of the Quality APP (if you have not done so previously).
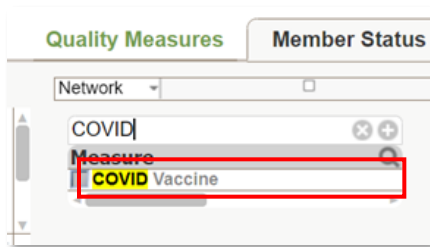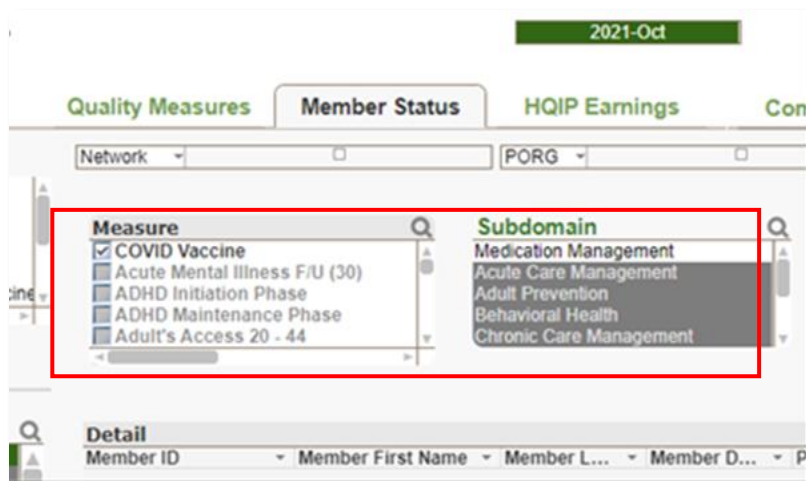
6. Open the **Dashboard.**

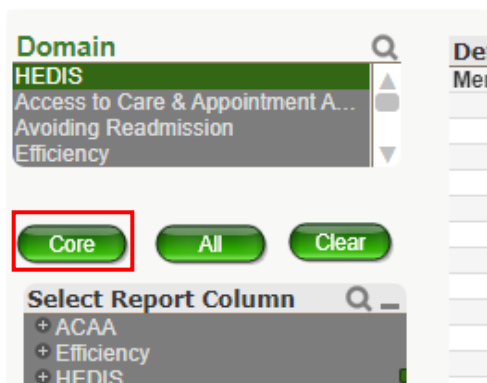7. From the Dashboard, open the **Member Status** tab.

8. From the Member Status tab, you can search for your measure of interest by clicking the magnifying glass next to the word Measure. Measure 🔍 Search "COVID" and select the COVID Vaccine option that appears in the dropdown.

The page will look like this if the above was done correctly.

9. On the left of the screen, click Core and the patient list of patients with COVID-19 vaccine gaps will appear.

10. Export the list to Excel using the Export button in the upper right.