The following steps are to be used by primary care providers (PCPs) and Local Care Coordinators (LCCs) when activating Care Plans in CareFirst’s PCMH Provider Portal.

Log in to the Provider Portal.

Click on the Roster tab. Here, your Care Plan-eligible members are listed. The Care Plans that are ready to be activated will be at the top of the list.
In the **Workflow Status** column, ‘In Development’ should be linked. Click on the link to go to the **Assessment and Plan** page.

In the **Care Plan Submission** section, there is an ‘LCC Reviewed’ and ‘PCP Approved’ check box. The ‘LCC Reviewed’ box should be checked and a review date will appear in the **Status** column.

Check the ‘PCP Approved’ box. This creates a saved version of the Care Plan.

A dialog box will appear. To confirm you are submitting the Care Plan, click **OK**.

(Check marks may disappear after clicking **OK**.)

Note: If the ‘PCP Approved’ box is grayed out and will not let you check it, contact your LCC.
A dialog box will appear to confirm the date and time of your submission. Click OK.

To view this version of the Care Plan, click on View Care Plan Version at the top right-hand side of the page.

Click the drop down option and you will see the submission date. Highlight the date to view the Care Plan.

To exit the Care Plan for this patient, click on the blue Close button on the top or bottom right corners of the page.

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Want to Learn More?

We offer a variety of webinars and seminars for your PCMH. To register, visit www.carefirst.com/cpet or call the Provider Seminar Registration Line at 877-269-2219.