

7 PROVIDER NAME SEARCH

The Provider Name Search option allows you to search for information regarding a provider by keying the provider's name or a portion of the name. The provider's name can be a business name or the last name and first name if the provider is an individual.

Select Option 7 from the Main Menu and press <ENTER>. The Provider Name Search screen will appear (Figure 7 - 2).

```
GHB0001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/18/07
09270001          MAIN MENU                                     16:51:40
  OPTION      DESCRIPTION
-----
(1)  PAYMENT PROCESSING MENU  FACILITIES REQUIRE ATTENTION
(2)  TOTALS MENU
(3)  APPROVAL NOTICE MENU
(4)  NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU
(5)  CHILD NAME SEARCH
(6)  FACILITY & NONLICENSED HOME NAME SEARCH
(7)  PROVIDER NAME SEARCH
(8)  QUERIES MENU
(9)  ADMINISTRATIVE MENU
(10) SCC BULLETIN BOARD
(11) LIST OF APPROVAL NOTICES RECENTLY ISSUED  NEW
(12) WAITING LIST SUMMARY
(13) FEDERAL SAMPLING MENU - CASE RECORDS SELECTED
(14) CASE NUMBER OR FAMILY NAME SEARCH

SELECTION: 7
F KEYS:  1=Help  3=Exit GHB
```

Figure 7 - 1: Option 7 - Provider Name Search

```
GHB3501M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/18/07
09270001          PROVIDER NAME SEARCH                        17:21:32
SEL  PROVIDER NAME          ADDRESS          ID  CTY  STATUS

COUNTY  _  NEW SEARCH
Enter S to select provider detail from screen (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 7 - 2: Blank Provider Name Search screen

2. Press **<ENTER>** and, if found, a listing of detail records will appear (Figure 7.1.1 - 2).

GHB3501M		SUBSIDIZED CHILD CARE REIMBURSEMENT			04/18/07	
09270001		PROVIDER NAME SEARCH			17:21:37	
SEL	PROVIDER NAME	ADDRESS	ID	CTY	STATUS	
_	HAPPY DAY AFTERSCHOOL PRO	228 BOWLIN RD	361121	36		
_	HAPPY DAY CARE CENTER INC	710 MAIN STREET	801043	80		
_	HAPPY DAY CHILD DEVELOPME	710 SOUTH MAIN ST	801043	80		
	NT CENTER, INC.					
_	HAPPY DAY NURSERY SCHOOL	2607 E WENDOVER AVE	411031	41		
_	HAPPY DAY NURSERY SCHOOL	2607 EAST WENDOVER AVE	411031	41		
	AND KINDERGARTEN, INC.					
_	HAPPY DAYS CDC, INC.	439 N MAIN ST	491103	49		
_	HAPPY DAYS DAY CARE & KIN	P O BOX 82	901025	90		
	DERGARTEN PEACHLAND					
_	HAPPY DAYS DAY CARE AND K	PO BOX 82	041029	4		
COUNTY _ NEW SEARCH					Indicates additional pages of records.	
Enter S to select provider detail from screen (if available)						
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down						
GHB013- MORE IN LIST - select row then press ENTER or F3.						

Figure 7.1.1 - 2: Provider Name Search results, county not specified

3. If there are no records, the following message will appear: "Display complete. There are no more records to display." (Figure 7.1.1 - 3).

GHB3501M		SUBSIDIZED CHILD CARE REIMBURSEMENT			04/20/07	
09270001		PROVIDER NAME SEARCH			13:52:23	
SEL	PROVIDER NAME	ADDRESS	ID	CTY	STATUS	
COUNTY _ NEW SEARCH						
Enter S to select provider detail from screen (if available)						
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down						
GHB126- There are no records found for the search criteria.						

Figure 7.1.1 - 3: No records found

4. To view a detail record in the listing, tab down and place an "S" beside the desired record (Figure 7.1.1 – 4).

GHB3501M		SUBSIDIZED CHILD CARE REIMBURSEMENT		04/18/07	
09270001		PROVIDER NAME SEARCH		17:21:37	
SEL	PROVIDER NAME	ADDRESS	ID	CTY	STATUS
_	HAPPY DAY AFTERSCHOOL PRO	228 BOWLIN RD	361121	36	
_	HAPPY DAY CARE CENTER INC	710 MAIN STREET	801043	80	
_	HAPPY DAY CHILD DEVELOPME	710 SOUTH MAIN ST	801043	80	
	NT CENTER, INC.				
_	HAPPY DAY NURSERY SCHOOL	2607 E WENDOVER AVE	411031	41	0
_	HAPPY DAY NURSERY SCHOOL	2607 EAST WENDOVER AVE	411031	41	0
	AND KINDERGARTEN, INC.				
s	HAPPY DAYS CDC, INC.	439 N MAIN ST	491103	49	
_	HAPPY DAYS DAY CARE & KIN	P O BOX 82	901025	90	
	DERGARTEN PEACHLAND				
_	HAPPY DAYS DAY CARE AND K	PO BOX 82	041029	4	

COUNTY NEW SEARCH
 Enter S to select provider detail from screen (if available)
 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
 GHB013- MORE IN LIST - select row then press ENTER or F3.

Figure 7.1.1 - 4: Select record to review

5. Press <ENTER> to view the selected record (Figure 7.1.1 – 5).

GHB3001M		SUBSIDIZED CHILD CARE REIMBURSEMENT		04/18/07	
09270001		PROVIDER DETAIL		17:22:12	
		PROVIDER ID: 491007			
		DATE PROCESSED: 1999-06-19			
PROVIDER NAME:		HAPPY DAYS II LEARNING CE			
ADDRESS:		PO BOX 1053			
CITY:		TROUTMAN		ST: NC ZIP: 28166 -	
				PHONE: () -	
PROVIDER NAME:					
ADDRESS:				ST: ZIP: -	
CITY:				PHONE: () -	
PROVIDER NAME:					
ADDRESS:				ST: ZIP: -	
CITY:				PHONE: () -	
PROVIDER NAME:					
ADDRESS:				ST: ZIP: -	
CITY:				PHONE: () -	

GHB281- Provider currently has no active facilities.
 F KEYS: 1=Help 3=Exit 4=Main Menu
 GHB279- Inquiry only. ENTER new id or F3/F4 to Exit.

Figure 7.1.1 - 5: Selected record

7.1.2 Performing general search – county specified

1. Key in the Purchaser ID in the **COUNTY** field and the name in the **NEW SEARCH** field. For this example we'll key "49" in the **COUNTY FIELD** and "happy*" in the **NEW SEARCH** field (Figure 7.1.2). Since we are not sure of the Provider name, we keyed in an asterisk (*) at the end to generate more possible results.
2. Repeat Steps 2 through 5 from Section 7.1.1.

```
GHB3501M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/18/07
09270001          PROVIDER NAME SEARCH                        17:21:56
SEL      PROVIDER NAME          ADDRESS          ID      CTY  STATUS

COUNTY 49 NEW SEARCH happy*
Enter S to select provider detail from screen (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB060- Enter a COUNTY (optional) and a NAME to search.
```

Figure 7.1.2: Provider Name Search, county specified and partial name

7.2 Help in Setting Parameters for a Search

Pressing the F1 key generates a list of Provider search options (Figure 7.2).

```
- GHB35011          SUBSIDIZED CHILD CARE REIMBURSEMENT
                          PROVIDER NAME SEARCH
                          HELP
Search on provider name. Examples follow. Other combinations are
possible.

CHIL*      ==> lists all with name beginning CHIL like CHILD,
            CHILDREN, etc.
CHILDR*    ==> lists all with name beginning CHILDR like CHILDREN

F KEYS: 3=Exit
```

Figure 7.2: Help menu - Provider Name Search screen