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 09270001 OPTION	SUBSIDIZED CHILD CARE REIMBURSEMENT MAIN MENU DESCRIPTION	04/18/07 16:51:40		
(3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13)	PAYMENT PROCESSING MENU FACILITIES REQUIRE AT TOTALS MENU APPROVAL NOTICE MENU NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE M CHILD NAME SEARCH FACILITY & NONLICENSED HOME NAME SEARCH PROVIDER NAME SEARCH QUERIES MENU ADMINISTRATIVE MENU SCC BULLETIN BOARD LIST OF APPROVAL NOTICES RECENTLY ISSUED NEW WAITING LIST SUMMARY 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

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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.
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Figure 7 - 2: Blank Provider Name Search screen

7.1 Performing a Name Search

You can perform a search of all counties or specify a particular county by keying the Purchaser ID. If a provider is found, a listing of detail records associated with that provider will appear. The search format for an individual is: last name, first name.

Please keep in mind the following when performing a search:

- For an individual, unlike the child search, a space is required between the comma and before the first name, as in Smith,_John (underline designates a space).
- Type in the first few letters followed by an asterisk if you don't know the full name or if you're not sure of the spelling. For example, if you're not sure whether the name is Happy Day Care or Happy Days Care, type in "happy day*" to generate results for both.
- Type in more of the name to narrow the search. This results in a shorter search time and a shorter list.
- The search function is not case-sensitive.

7.1.1 Performing general search – no county specified

1. Tab to the **NEW SEARCH** field and key in the name. For this example we'll use "happy*" (Figure 7.1.1 - 1).

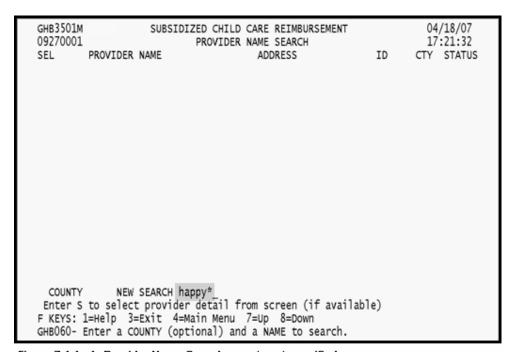


Figure 7.1.1 - 1: Provider Name Search, county not specified

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

GHB3501M SUBSIDIZED CHILD CARE 09270001 PROVIDER NAME SEL PROVIDER NAME ADI	SEARCH	04/18/07 17:21:37 CTY STATUS	
_ HAPPY DAY AFTERSCHOOL PRO 228 BOWLIN RI	36112	1 36	
_ HAPPY DAY CARE CENTER INC 710 MAIN STR	EET 80104	3 80	
_ HAPPY DAY CHILD DEVELOPME 710 SOUTH MA:	IN ST 80104	3 80	
NT CENTER, INC. _ HAPPY DAY NURSERY SCHOOL 2607 E WENDO	VER AVE 41103	1 41	
_ HAPPY DAY NURSERY SCHOOL 2607 EAST WEI	NDOVER AVE 41103	1 41	
AND KINDERGARTEN, INC. _ HAPPY DAYS CDC, INC. 439 N MAIN S	T 49110	3 49	
_ HAPPY DAYS DAY CARE & KIN P O BOX 82 DERGARTEN PEACHLAND	90102	5 90	
_ HAPPY DAYS DAY CARE AND K PO BOX 82	04102	9 4	
COUNTY NEW SEARCH Enter S to select provider detail from so F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up GHB013- MORE IN LIST - select row then pro	creen (if available) ad 8=Down of	Indicates additional pages of records.	

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).

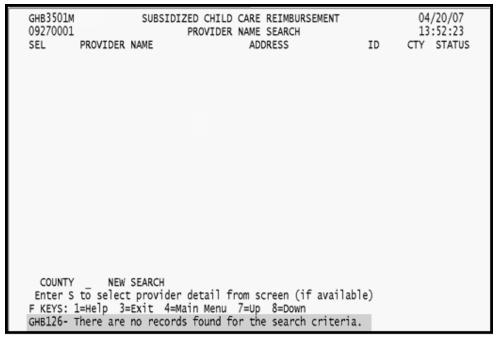


Figure 7.1.1 - 3: No records found

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 09270001 PROVIDER NAME SEARCH		17	/18/07 :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 NT CENTER, INC.	801043	80				
_ HAPPY DAY NURSERY SCHOOL 2607 E WENDOVER AVE	411031	41	0			
_ HAPPY DAY NURSERY SCHOOL 2607 EAST WENDOVER AVE AND KINDERGARTEN, INC.	411031	41	0			
s HAPPY DAYS CDC, INC. 439 N MAIN ST	491103	49				
= HAPPY DAYS DAY CARE & KIN P O BOX 82 DERGARTEN PEACHLAND	901025	90				
_ 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).

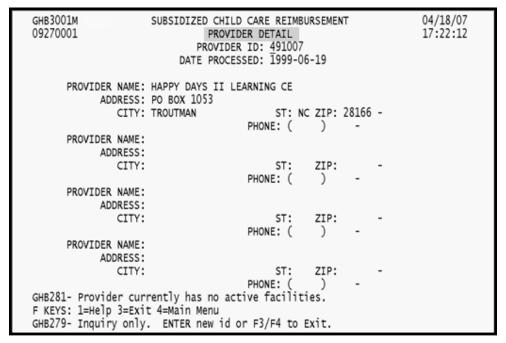


Figure 7.1.1 - 5: Selected record

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.

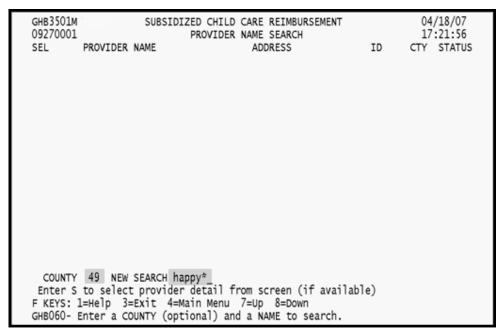


Figure 7.1.2: Provider Name Search, county specified and partial name

7.2 Help in Setting Parameters for a Search

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

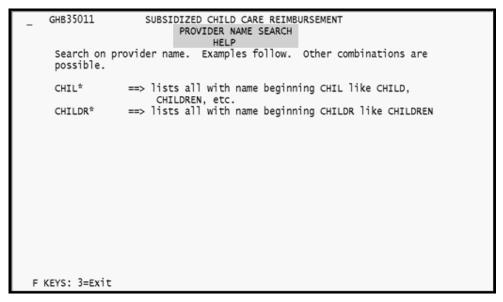


Figure 7.2: Help menu - Provider Name Search screen