



Admin Portal
Provider Directory Guide
V1.0

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1. Introduction

This document provides an administrator on the RosettaHealth platform, documentation on the admin portal feature to search the provider directory.

2. System Overview

- The admin portal is a web-based application for administering the platform accounts.
- All of these functions are available via the REST API
- Only authorized users will have access to these administrative functions
- All functions are available after authorized login into the portal by user
- The Provider Directory is a shared directory service of DirectTrust.org. Access to it requires signing an exchange agreement.

2.1 Important Notes about the DirectTrust.org Provider Directory

The information within the directory is submitted by DirectTrust.org agents. We do not control other agent's information within the Directory. The quality of the data is only as good as the information submitted. Some detailed information (e.g. Specialty Code) is not being reported reliably. We will make more information available for search as the data quality becomes reliable.

Also note – provider information is a voluntary sharing. You can make the directory better by submitting your best provider information for inclusion into the directory. Please contribute your information so that the directory becomes a comprehensive source of Direct addresses.

3. Provider Directory


The admin portal allows an administrator to:

1. [Search the provider directory](#)
2. [Get details on a provider.](#)

3.1 Searching the provider directory

Description	Provide ability for the admin to search the provider directory for a provider.
Menu	Admin Portal / Direct / Provider Directory
Operation	<ul style="list-style-type: none"> • Navigate to the Direct / Provider Directory page. • Enter search criteria • Select “Search” • Review Results

Search the Direct Trust Provider Directory



Q / Direct / Provider Directory Search

Provider Criteria

First Name

Last Name


Organization

City

State

Zip

[→ Search](#)



Provider Directory

Search the DirectTrust Provider Directory

Q / Direct / Provider Directory Search Results

[← back to search criteria](#)

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Provider	Address	Organization	City, State	
B	lbr		Kannapolis, NC	i
M	drr		ANNAPOLIS, MD	i
Ej	me		ANNAPOLIS, MD	i
H	rhe		ANNAPOLIS, MD	i

3.2 Get Details on a provider

Description	Get detailed directory information on provider
Menu	Admin Portal / Direct Provider Directory Search Results
Operation	<ul style="list-style-type: none"> • On the search results page. • Click the “info” button of the provider’s row. • View provider details

The screenshot displays the Rosetta Admin Portal interface. A modal window titled "Provider Details" is open, showing the following information:

- First Name: [Redacted]
- Last Name: [Redacted]
- Organization: [Redacted]
- City: ANNAPOLIS
- State: MD
- Zip: 21401
- Direct Address: [Redacted]

The modal has a "Close" button at the bottom right. In the background, a table of providers is visible with columns for Provider, Address, Organization, and City, State. The first row shows "Kannapolis, NC" and the others show "ANNAPOLIS, MD".

Provider	Address	Organization	City, State
[Redacted]	[Redacted]	[Redacted]	Kannapolis, NC
[Redacted]	[Redacted]	[Redacted]	ANNAPOLIS, MD
[Redacted]	[Redacted]	[Redacted]	ANNAPOLIS, MD
[Redacted]	[Redacted]	[Redacted]	ANNAPOLIS, MD