

Plan User Guide for Blue Distinction PortalSM (BD PortalSM) – Advanced Therapies Value Framework Tool

To Access BD Portal

1. Click <https://bdportal.force.com/s/> to access BD Portal homepage.
2. Click the **BD Portal - Plan Users** button.
3. On the next screen, enter your login credentials
 - Username/Email is your **email address**
 - Password is your **BlueWeb password**
4. Click **Sign In**
5. On the next screen, click on the **Advanced Therapies** button

If you forgot your **BlueWeb Password**, go to <https://bluewebportal.bcbs.com>, click on **Forgot username or password?** Enter in the requested information and click **Submit** to receive a password reset email.

General Navigation

- The Navigation bar at the top of screen shows the available tabs for navigation.

- **Home** (pictured) is used to navigate back to the BD Portal Homepage
- **Advanced Therapy Surveys** is the area of the tool where Plan users take and submit surveys.
- **Case Management** allows Plan users to view cases they have open.
- **Library** directs Plan users to reference documents that are uploaded to the tool.

Advanced Therapy Surveys Tab

Advanced Therapies data is submitted by completing the surveys on this tab.

1. Select the “Plan” in dropdown
2. Select the “Therapy” in dropdown to select the survey
4. Click on icon under “Survey Actions” to begin survey.

After completing steps 1 – 4, the survey will open for data entry. Plans may reference the following steps for entering Data:

1. When the table opens, enter data into the appropriate fields. (Note: ‘Other’ text boxes do not require data)
2. Use the action buttons on the lower right-hand side to navigate survey, Click **Next** to continue entering information.

Once all data has been entered and all validation checks passed, the **Submit** button will become active.

3. Click on **Submit**. The Survey Status will then update to say “Submitted.”

Data Submission Statuses

The following are the statuses of the Advanced Therapies survey process:

1. In Progress – Data has yet to be submitted in the survey.
2. Submitted – Data has been submitted, and is pending validation.
3. Validated – Data has been validated and ready to publish in reports.
4. Published – Data has been published, and in the report.

Tips

1. Click “Save” to save any entered data at any point prior to submission.