

HCA Credentialing Online

Providers - First Time Logging In/Password Reset

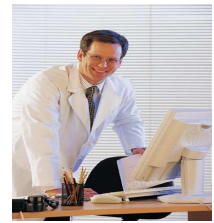




1. Contact the Facility MSO
2. Complete Authorization Form to assign Delegate(if applicable) to allow access to HCO and the completion of the RFC or R-RFC on your behalf

WHAT YOU SEE	WHAT TO DO
<p>If a Delegate was authorized, Provider will receive the following email:</p> <p>Dear Michael Black,</p> <p>Summit Medical Center invite(s) you to complete a credentialing Request for Consideration (RFC) packet. Your chosen delegate, Jay Senter, has received instructions to begin filling out information on your behalf. When Jay Senter has completed entry you will receive a subsequent email notification with instructions on submitting your packet for processing.</p> <p>If you wish to view your packet or change your delegate assignment:</p> <p>Click on the following link or copy and paste it into your Internet browser:</p> <p>http://nacawq021.unix.medicity.net:8080/tdes/cawa/security/activateAccount?email=meblacknite%40gmail.com&h=3580dd2f33ae9e080eb986161232f38</p> <p>Verify your identity by entering your Social Security Number and Birth Date.</p> <p>Follow the online instructions.</p> <p>The HCA Credentialing Processing Center (CPC) will process your RFC packet on behalf of our facility. The CPC may contact you for additional information. Please work closely with them throughout the credentialing process so your RFC packet can be submitted to our medical staff in a timely manner.</p> <p>Please submit your RFC document and attachments within 30 days.</p> <p>Note: It is imperative the submission not exceed 60 days as after 60 days, the RFC documents will be closed in Cactus and HCO; incomplete information will not be saved.</p> <p>To access full instructions for attesting to the RFC packet, click here.</p> <p>Thank you, HCA Shared Services</p> <p>After submission to and approval by the CPC, the Provider will receive a link via email to the HCA Credentialing Online (HCO) website.</p>	<p>After the Provider contacts the facility Medical Staff Office (MSO) about gaining privileges to the facility, the MSO will send an authorization form to be completed by Provider including Provider email address, Delegate name, phone number and email address, if Delegate is assigned:</p> <ul style="list-style-type: none"> • Provider must return the delegate authorization form. Return options are fax or email if signed and scanned. <p>The Provider receives several email notifications:</p> <ol style="list-style-type: none"> 1. Allows HCO access. 2. Confirms Password security set up. 3. Informs Provider of the completion of the Delegate authorization form.
<p>If a Delegate was not specified, the Provider will receive the following email:</p> <p>Dear Richard cbm-Presley,</p> <p>Centennial Medical Center invite(s) you to complete a credentialing Re-credentialing Request for Consideration (R-RFC) packet. To access your packet:</p> <p>Click on the following link or copy and paste it into your Internet browser:</p> <p>http://nacawq021.unix.medicity.net:8080/tdes/cawa/security/activateAccount?email=cbmp%40gmail.com&h=d26b4ea0d8e562afb21a51324f6de4f</p> <p>Verify your identity by entering your Social Security Number and Birth Date.</p> <p>Follow the online instructions.</p> <p>The HCA Credentialing Processing Center (CPC) will process your R-RFC packet on behalf of our facility. The CPC may contact you for additional information. Please work closely with them throughout the credentialing process so your R-RFC packet can be submitted to our medical staff in a timely manner.</p> <p>Please submit your R-RFC document and attachments within 30 days.</p> <p>Note: It is imperative the submission not exceed 60 days as after 60 days, the R-RFC documents will be closed in Cactus and HCO; incomplete information will not be saved.</p> <p>To access full instructions for completing the R-RFC packet, click here.</p> <p>Thank you, HCA Shared Services</p>	<p>If the Provider specified a Delegate assignment and the Delegate has completed the RFC/R-RFC, the Delegate will submit the form to the Provider for attestation.</p> <p>Note: Emails will be sent to the address provided on the authorization form.</p>

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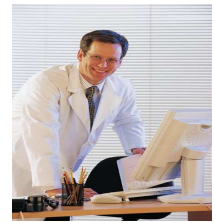
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	<p>After clicking the link with the email, the User Verification screen displays.</p> <ol style="list-style-type: none">1. Enter Social Security Number2. Enter the Date of Birth
	<ol style="list-style-type: none">3. Create a permanent password.<ul style="list-style-type: none">• Minimum of 7 characters.• Case sensitive• Must include numbers and letters.• Must include one upper and one lower case character4. Re-enter password.5. Click Submit.<ul style="list-style-type: none">• The Provider will use this password for all subsequent logins.

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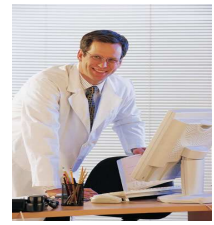
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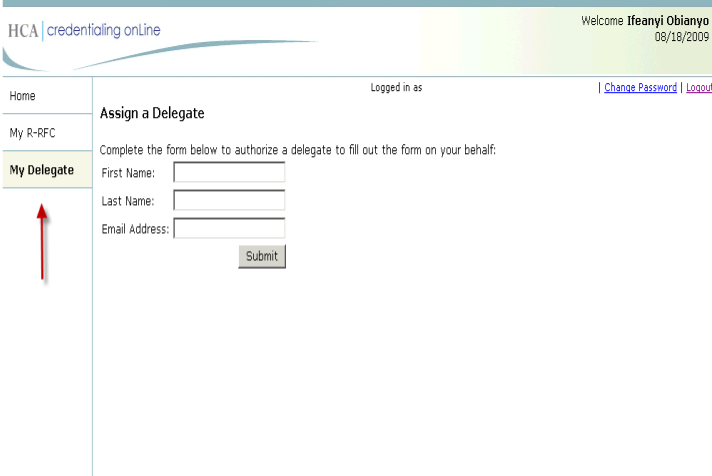
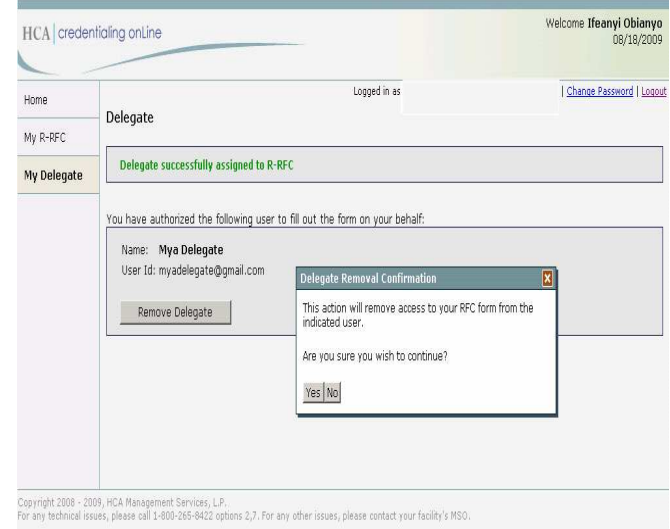


WHAT YOU SEE	WHAT TO DO
<p>Login Enter your username* and password to access HCA Credentialing Online:</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="color: green; font-weight: bold;">Account creation successful. You may now log in.</p> </div> <div style="border: 1px solid gray; padding: 10px;"> <p>Username: (Email) <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Login"/></p> </div> <p>Forgot Password? Click the following link to restore your account: Restore Password</p> <p><i>*Please note: The username is the email address where the invitation was received.</i></p>	<p>A successful registration notification appears.</p> <p>6. Log in using the email address to which the HCO link was sent as username and the newly created password.</p> <p>If the Provider has previously registered and has forgotten their password</p> <p>Select Restore Password under “Forgot Password”</p> <p>If your account has been inactive for more than 90 days, Account Registration is required.</p>
	<p>Each Tab will be identified by an exclamation point until it is complete. A green check mark will appear when the information is complete on each tab.</p> <p>This view includes instructions for completing the Request for Consideration (RFC) or Reappointment Request for Consideration (R-RFC) as applicable.</p> <p>Individual tabs house the specific areas of the RFC packet that must be completed or uploaded and submitted to the CPC.</p> <p>For instructions on how to complete and attest to the RFC/R-RFC packet, click here.</p>

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 <p>Copyright 2008 - 2009, HCA Management Services, L.P. For any technical issues, please call 1-800-265-8422 options 2,7. For any other issues, please contact your facility's MSO.</p>	<p>Providers can assign a Delegate to complete the RFC Packet on their behalf.</p> <p>Click My Delegate from the Provider home Page.</p> <p>The Delegate's First Name, Last Name and Email address are required.</p>
 <p>Copyright 2008 - 2009, HCA Management Services, L.P. For any technical issues, please call 1-800-265-8422 options 2,7. For any other issues, please contact your facility's MSO.</p>	<p>Providers can also remove Delegates that have been assigned.</p> <p>Important Notes: Only one Delegate can be assigned to a Provider.</p> <p>Delegates cannot be the Facility Medical Staff Officer.</p> <p>Providers should not assign themselves as their own Delegate.</p> <p>Delegates are optional, not required.</p>

**Save the link or the Website location in your Internet Favorites for future access to the site.