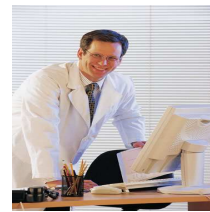
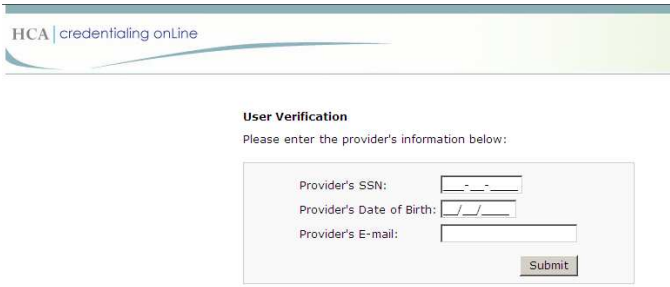


HCA Credentialing Online

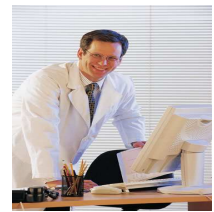
Delegates - First Time Logging in/Password Reset



WHAT YOU SEE	WHAT TO DO
<p>From: cpc@trinisys.com [mailto:cpc@trinisys.com] Sent: Tuesday, February 17, 2009 3:49 AM To: katie.katydid@hcahealthcare.com Subject: HCA Credentialing Delegation</p> <p>Dear Jay Senter,</p> <p>You have been chosen to complete a credentialing Request for Consideration (RFC) packet on behalf of Michael Black. To access the packet:</p> <p>Click on the following link or copy and paste it into your Internet browser:</p> <p>http://nacawq021.unix.medcity.net:8080/tdes/cawa/security/activateAccount?email=djsenter%40gmail.com&h=2bdf1a4470b0c939fc87cddc275556</p> <p>Verify your identity by answering the security questions about Michael Black.</p> <p>Follow the online instructions.</p> <p>Upon completion of the RFC and all supporting documentation, please submit the RFC to the provider for attestation. The provider will receive an e-mail with a link to electronically sign and submit the RFC online.</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 completing the RFC packet, click here.</p> <p>Thank you, Summit Medical Center</p>	<p>A Provider submitting a Request for Consideration (RFC) or Re-Credentialing Request for Consideration (R-RFC) to an HCA facility has the option of setting up a Delegate responsible for filling out the form on his or her behalf.</p> <p>To complete this request, the Provider must submit a signed delegate authorization form (provided by facility MSO) containing Provider's name and email address as well as the Delegate's name, phone number and email address.</p> <p>The Delegate will receive a link via email to HCA Credentialing Online (HCO).</p> <ol style="list-style-type: none">1. Click the link.
	<p>The User Verification screen displays. Enter the Provider's information.</p> <ol style="list-style-type: none">2. Enter Social Security Number3. Enter Date of Birth4. Enter Email Address

HCA Credentialing Online

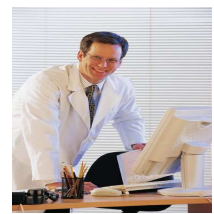
Delegates - First Time Logging in/Password Reset



WHAT YOU SEE	WHAT TO DO
<p>Provider Delegation Complete!</p> <div data-bbox="180 352 743 594"><p>Account Registration</p><p>Please create a new password to use to access this site. The password must be at least 7 characters long, must contain both letters and numbers, and must contain both uppercase and lowercase letters.</p><p>Password: <input type="text"/></p><p>Re-enter Password: <input type="text"/></p><p><input type="button" value="Submit"/></p></div>	<ol style="list-style-type: none">5. 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 letter6. Re-enter password.7. Click Submit.
<p>Login</p> <p>Enter your username* and password to access HCA Credentialing Online:</p> <div data-bbox="167 898 787 951"><p>Account creation successful. You may now log in.</p></div> <div data-bbox="167 989 701 1171"><p>Username: (Email) <input type="text"/></p><p>Password: <input type="password"/></p><p><input type="button" value="Login"/></p></div> <p>Forgot Password?</p> <p>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>	<ol style="list-style-type: none">8. Log in using the email address to which the HCO link was sent as username and the newly created password.

HCA Credentialing Online

Delegates - First Time Logging in/Password Reset



WHAT YOU SEE	WHAT TO DO
<p>Login Enter your username* and password to access HCA Credentialing Online:</p> <p style="border: 1px solid green; padding: 2px;">Account creation successful. You may now log in.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <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>If Delegate has previously registered and has forgotten their password</p> <p>Click Restore Password under Forgot Password? Section.</p> <p>If your account has been inactive for more than 90 days, Account Registration is required. This will occur when the Delegate has not had a provider in process for 90 days. You will need to go through the registering for the first time process again.</p> <p>Note: If the Delegate was previously assigned by a Provider, then the Delegate will log on with his or her previously created password in HCO.</p>
	<p>Important Notes</p> <ul style="list-style-type: none"> • The Delegate will not have access to the RFC or R-RFC packet after it has been completed in HCO. • The Provider can remove the Delegate's access to his or her forms at any time. • The Delegate's access to the system will expire after 90 days of not having any active Providers in process in HCO. <p>Note: 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>