Providers - Completing and Attesting the RFC/R-RFC
HCA Credentialing Online- W/Addendum(s)

Providers with Delegates
If providers signed an authorization form requesting a Delegate to complete the RFC or R-RFC packet and have received an email stating the packet is ready for review, the following steps must be completed prior to submitting the packet:

1. **Review and attest** to the RFC/R-RFC and any associated Addendum(s).
2. **Attest** to the forms in the Online Forms section of the Form Documents.
3. **Submit** the RFC or R-RFC packet.

The below instructions provide the details for completing each of these steps.

<table>
<thead>
<tr>
<th>WHAT YOU SEE</th>
<th>WHAT TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review and Attest to the RFC or R-RFC</strong></td>
<td>1. <strong>Click RFC/R-RFC Form &amp; Attestation Tab</strong> to review or Edit the RFC/R-RFC and complete the RFC or R-RFC packet.</td>
</tr>
<tr>
<td><strong>Note:</strong> Providers without Delegates will see <strong>Edit RFC</strong>.</td>
<td><strong>Click Edit/View RFC/R-RFC</strong></td>
</tr>
</tbody>
</table>

The initial page of the RFC or R-RFC displays. If an assigned Delegate has completed the RFC, review and then attest to the information by selecting Authorization, Attestation and Release from the left navigation menu.

- **Verify or complete** the information on each page of the form.
  - Information previously entered in the Credentialing system will pre-populate the form.
  - Provider will complete all additional information required on the form.
  - The title of the current page is highlighted on the left-hand navigation bar.

**Note:** The RFC or R-RFC can be printed entirely once the full packet has been submitted to the CPC for processing.
### Providers - Completing and Attesting the RFC/R-RFC

**HCA Credentialing Online- W/Addendum(s)**

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| ![Image of the form](image1) | 2. **Click** Next at the bottom of the page when the current page of the form is completed. If data has been entered or changed;  
  ➢ The system asks if you would like to save changes.  
  3. **Click** Yes.  
  ➢ System saves and validates all data on the page. If error occurs, user will be prompted with a Validation Error message.  
  ➢ **Click** continue  
  ➢ If No…. The system discards any changes and validation is not completed.  
  4. **Repeat** these steps until all sections of the RFC or R-RFC are verified to be accurate and complete.  
To exit the form and finish completion at a later time:  
  ➢ **Click** Close.  
  ➢ The system asks again, if you would like to save changes.  
**Note:** Subsequent pages of the form include a back navigation button at the end of the page. |
### Providers - Completing and Attesting the RFC/R-RFC

**HCA Credentialing Online- W/Addendum(s)**

#### WHAT YOU SEE

- **Authorization, Attestation, and Release**
  - By clicking I agree, I acknowledge I have read and agree to all the provisions above.
  - Enter the last 4 digits of your SSN or NPI:
  - [ ] I agree

- **Request for Consideration**
  - Office Information:
    - Location:
      - [ ] Click the, I agree box.
      - [ ] Enter the last four digits of Social Security Number or NPI number.
  - Click Complete RFC/R-RFC when the last page of the form is complete.

#### WHAT TO DO

5. **Attest** to the form by completing the Authorization, Attestation and Release section of the form:
   - **Click** the, I agree box.
   - **Enter** the last four digits of Social Security Number or NPI number.

6. **Click** Complete RFC/R-RFC when the last page of the form is complete.

Note: A “Required Information is missing” message will appear if information is missing or in the incorrect format. The system indicates the page with errors on the left navigation menu.

*Click on the form with error noted to make the correction.

### Review associated Addendum(s)

After users have attested to the RFC/R-RFC form, any addendum(s) associated must be reviewed and completed.

**Note:** In order to edit any Addendum(s), users must first complete the RFC/R-RFC Packet.

Any Addendums associated with the packet will remain as view only until the RFC/R-RFC packet has been completed.
**Providers - Completing and Attesting the RFC/R-RFC**

**HCA Credentialing Online - W/Addendum(s)**

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<th>WHAT YOU SEE</th>
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<tbody>
<tr>
<td><img src="image" alt="Addendum Form" /></td>
<td><strong>Completing Addendum- Consent and Release</strong></td>
</tr>
</tbody>
</table>

Upon review and completion all the information on the Addendum form, Providers must attest that the information is accurate.

**Re-Open RFC/R-RFC?**

Opening this form in edit mode will require users to:

- Select the "Complete" button at the bottom of the AAR on both the Application and any Addendum(s) to finalize the form.
- Re-attest to the Application and Addendum(s).

When opened in edit mode these actions are required with or without changes to the form.

Are you sure you want to edit this form?

| Yes | No |
Providers - Completing and Attesting the RFC/R-RFC

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Complete Online Form Documents

**These forms must be completed before the RFC or R-RFC is submitted to the CPC.

Attest to the Online Forms

Once the RFC or R-RFC has been reviewed and attested to:

7. Locate the Online Form & Attestations tab.
8. Click the first document with a Complete Online Form link in the Action column.
9. Complete the document online, including the attestation section at the bottom of the form.
10. Complete other forms with the Complete Online Form designation before continuing to the RFC or R-RFC.

Notes: If the Delegate has already completed the form, Provider will only need to review it, make any changes necessary and complete the attestation at the bottom of the form.

Online Forms

After the online forms have been completed, a Reopen link takes the place of the Complete Online Form link. This allows forms to be corrected, if necessary.

Note: Green Check indicates that all required fields have been properly updated with the necessary information.
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#### Reviewing Documents

The Supporting Documents tab contains additional supporting documents for the RFC or R-RFC. If a Delegate was assigned, the Delegate should have completed the task of uploading necessary supporting documentation. If this is the case, documents can be reviewed for accuracy.

11. **Click** the title of the document to review downloaded forms.

The submission method field indicates how the document will be submitted to the CPC for processing.

**Note:** If a Delegate was **NOT** assigned, the Provider will need to complete additional documents as applicable.

Click [here](#) for instructions how or locate the “How to Download and Upload Supporting Documents” on page 6.

#### Submitting Packet

**Submit the Packet**

Once the RFC or R-RFC is complete, the home page displays.

Once each tab has been complete and display a green checkmark...

12. **Click** Submit Packet.

- A message will display stating access to the information will not be available for editing or making changes.
<table>
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<tbody>
<tr>
<td>Submission Message/Print Form</td>
<td>A submission confirmation message appears after the packet has been submitted stating “Your form has been submitted for processing. You will be notified via email when processing is complete.”</td>
</tr>
</tbody>
</table>

13. The option to print or save the RFC/R-RFC packet for record retention becomes available.

14. **Click** on the link located under the submitted message to print a copy.

At this point the Provider can log out of the system.

**Note:** It is very critical to submit the DOP (Delineation of Privileges) attachment to the CPC. The receipt of the DOP is required to begin the verification process.
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How to Download and Upload Supporting Documents

After completing the online forms, a provider must attach supporting documents for the RFC or R-RFC if a delegate was not assigned. The documents include the following Action options:

Download/Upload Document – These forms should be downloaded, reviewed, printed and completed according to instructions on the forms. If the Action column includes an Upload link, then the completed form can be scanned into the system and uploaded.

a. Click the Download Document link to download the forms.
b. Save forms to the desktop.
c. Print forms requiring signatures.
d. Sign the forms requiring signatures.
e. Scan signed forms into the local computer.

Upload Document – Signed forms, licenses, photos and other supporting documentation can be uploaded from a location on the computer as attachments to the RFC or R-RFC.

a. Select the Upload link next to the name of an item that needs to be uploaded to the HCO.
b. Browse to find the location of the file on the desktop.
c. Click Upload Document

d. Select the submission method for each form that has not been uploaded.

Note: Individuals without access to a scanner may fax the paper forms to the CPC. When selecting the fax submission method, the local CPC fax number will display.
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How to Download and Upload Supporting Documents

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<tr>
<th>Document</th>
<th>Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Background Investigation Authorization Form</td>
<td>Download, Uploaded</td>
<td>Fax: 877-435-9834</td>
</tr>
<tr>
<td>OESAttestor HCO</td>
<td>Download, Uploaded</td>
<td>Fax: 877-435-9834</td>
</tr>
</tbody>
</table>

When a form has been uploaded, it will be confirmed by a green check mark and a Delete link replaces the Upload link in some cases. The Upload link will remain available if more than one of that type of document can be included.

a. **Click** the Delete link to remove the uploaded document and upload another document in its place.

**Note:** Once a form has been completed or uploaded, the row changes to a darker color.

**Note:** To prevent correspondence your CPC may send from being filtered into a Junk mailbox, add your CPC mailbox address to your Contact List. HCPCHCOinbox@hcahealthcare.com.

**Note:** As a security feature, HCO ‘times out’ after 30 minutes of inactivity. Any work that has been saved will display when logging back in. Any work that is not saved will need to be re-entered.