



## How to Apply for Reaccreditation & Recertification CURRENT HFAP CUSTOMERS

**If you are an existing customer of HFAP's**, you will already be in our system even if this is the first time you have submitted an electronic application. Click on "FORGOT YOUR USERNAME AND PASSWORD" if you are unsure. If you are in fact in our system, it will let you know that you are in our database, but have not yet created a username/password. A box will appear prompting you to create a username. Once you have created it, HFAP will send you an email and generate a password for you. Once you have received that information, proceed to logging in under "MEMBER PROFILE". Once logged in, you can go to "EDIT PROFILE" and update information as needed. You can also change your password on this page as well.

Once you are logged in move to the "AUTHORIZATION MANAGER" tab on the left hand side under "WHAT WOULD YOU LIKE TO DO?" Here is where you will search and add (or remove) your employees. This is also where you can give out permissions, such as editing accreditation applications or reviewing quality data measures.

When you are ready to apply, go to "MANAGE HFAP APPLICATIONS". You should see your facility listed in a gray box. Click the gray box and reveal a maroon box that says "CREATE A NEW APPLICATION FOR [YOUR FACILITY NAME]". Click that to begin. If you've already started an application, continue to work on the one that is listed in this area. It will give you a progress report as to how far along you are in the application.

You are able to jump around the application, however you must fill out each page as posted and be sure to click the "NEXT" button on the bottom of every page. NEXT = SAVE.

If you are applying for a different type of facility (for example, you have an Acute Care Hospital and now want to have Primary Stroke Certification), go to "MY FACILITIES". It will list what facility(s) you already have a relationship with. If you need to add a new facility, click on "ADD A NEW RELATIONSHIP". Provide the information requested in the four questions to find your new program – ASC, Stroke, etc. Once you have completed this area, go back to "MANAGE HFAP APPLICATIONS". You should see listed 2 different facilities to choose from. Simply click the facility you want to work with and continue or start a new application.

Accreditation Fees are due within 3 – 5 business days of submitting an application. For Acute Care Facilities, please provide the Triennial Calculation form and the requested Medicare Cost Report worksheets along with your payment. For accreditation fees, please contact HFAP

If you need any assistance, please contact Sheryl Miller at [smiller@hfap.org](mailto:smiller@hfap.org) or 312.202.8065

Thank you for choosing the Healthcare Facilities Accreditation Program.