New to HFAP: click on "NEED TO CREATE A PROFILE?" on the left hand side of the page. Fill out the appropriate information.

The website searches HFAP's database for names and facilities so as to avoid duplicate records. You are prompted to search for your facility, whether you are in our system or not. Please provide the information requested in the four questions you are prompted to fill out to narrow down the search. If you are found in our system, simply click on the SELECT button next to your facility's name. If it does not appear, click on "ADD A NEW FACILITY PROGRAM" and enter your information. When you have filled out the information, click "SAVE MY PROFILE."

The system does a search in our database based off of your email address. If your email matches an email address in our system, you will get a notification that there may be a possible duplicate record and it will ask "IS THIS YOU?" If that is in fact you and your facility, click the "THIS IS ME" button to move forward in the logging in process. If any name(s) listed is not you, click "NONE OF THE RECORDS ARE ME! CREATE A NEW RECORD". You will then be prompted to create a username and password to complete your profile.

When your profile has been created, on the left hand side of the screen you should see "WELCOME, [YOUR NAME]!" That means you are set to go.
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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 grey box. Click the gray box and reveal a maroon box that says "CREATE A NEW APPLICATION FOR [YOUR FACILTY 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 apply for 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.

If you need any assistance, please contact Sheryl Miller at smiller@hfap.org or 312.202.8065

Thank you for choosing the Healthcare Facilities Accreditation Program.

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 FACILTY 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 an additional facility, that has a different CLIA#, 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. Once you have completed this area, go back to "MANAGE HFAP APPLICATIONS". You should see added the new facility in the list. Simply click the facility you want to work with and continue or start a new application.

You can see your progress of the application process on the left side of the page. Remember to upload all documents as requested, and complete the "Lab Analyte/Test Report" and "Lab Personnel Report" sections, by clicking on them, designated located on the left side of the page.

If you need any assistance, please contact Sheryl Miller at smiller@hfap.org or 312.202.8065

Thank you for choosing the Healthcare Facilities Accreditation Program.