

Analyst Review and Certification

- Your assigned Analyst will review the file for Exceptions requests and your SRB report.
- The analyst will either approve or deny all exception requests.
 - If the analyst denies the exception request, a reason will be included in the text box and returned to the facility
 - The facility must review the denial and either respond with submitting another exception OR make necessary corrections and resubmit a new file.
- If all requests are approved (If any), and the SRB report doesn't require any Verifications, the Analyst will change the status to Ready to Certify.

Ready to Certify

After the facility Submits for Analyst Review, they must log into FDDC and check their status under their dashboard 'Needs Attention' section.

The facility dashboard should display "Ready to Certify" if the analyst has approved all exceptions and SRB.

If the dashboard status is "Facility Review" the analyst has returned the file back to the facility for review and further explanation. The facility must respond and resubmit for Analyst Review when ready.

Needs Attention

	AHCA#	Facility Name	Data Type	Year	Quarter	Certification Status	Initial Due	Certification Due
Open	100006	ORLANDO HEALTH ORLANDO REGIONAL MEDICAL CENTER	Outpatient	2021	4	Initial Due	03/10/2022	05/31/2022
Open	14960841	COMPREHENSIVE SURGERY CENTER	Outpatient	2021	4	Initial Due	03/10/2022	05/31/2022
Open	100128	TAMPA GENERAL HOSPITAL	Outpatient	2021	4	Ready to Certify	03/10/2022	05/31/2022
Open	100006	ORLANDO HEALTH ORLANDO REGIONAL MEDICAL CENTER	Inpatient	2021	4	Facility Review	03/07/2022	05/31/2022
Open	100128	TAMPA GENERAL HOSPITAL	Inpatient	2021	4	Facility Review	03/07/2022	05/31/2022

1 5 items per page 1 - 5 of 5 items

Certification

To Certify your file, select Review and Submit under Section details.

Section Details

[Upload Data](#)

[Errors](#)

[Verifications](#)

[Comments](#)

[Review and Submit](#)

[Exemption](#)

Review and Submit

Attestation
Please attest that the data for this quarter is correct to the best of your knowledge as a CEO/Administrator at the facility

Name Title

I have examined the discharge data report and, to the best of my knowledge and belief, the information contained in this report is true, accurate, and complete, and has been prepared from the books and records of this facility.

Change Certification Status
Please choose an action and click Submit button to change the record status.

Enter your name and title. Check the examined box, click accept.
Change your certification status to Certified and click submit
Your facility is now Certified!

It will no longer show up in the Needs Attention section of your dashboard.

You may use the search option and you will be able to see it there and that the certification status has changed to Certified.

Search

* Please enter at least two search criteria.

AHCA# * Facility Name * Facility Type *

Year * Quarter * Assigned Analyst * Status *

Search Results

	AHCA#	Facility Name	DataType	Year	Quarter	Certification Status	InitialDue	CertificationDue	Assigned Analyst
<input type="button" value="Open"/>	100128	TAMPA GENERAL HOSPITAL	Outpatient	2021	4	Certified	03/10/2022	05/31/2022	Nancy.Tamariz@ahca.myflorida.com
<input type="button" value="Open"/>	100128	TAMPA GENERAL HOSPITAL	Inpatient	2021	4	Facility Review	03/07/2022	05/31/2022	Nancy.Tamariz@ahca.myflorida.com

1 10 items per page 1 - 2 of 2 items

RESUBMISSION

If you decide that you need to submit your file again (once certified) and it is within the OPEN quarter, Choose Review and submit under Section Details.

Section Details

Upload Data

Errors

Verifications

Comments

Review and Submit 

Exemption

History

Choose the unlock option, and you will be able to upload your file again.

Review and Submit

Attestation

Please attest that the data for this quarter is correct to the best of your knowledge as a CEO/Administrator at the facility

Name

Susan Slappey

Title

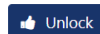
CEO

I have examined the discharge data report and, to the best of my knowledge and belief, the information contained in this report is true, accurate, and complete, and has been prepared from the books and records of this facility.

Resubmission

Please click the button to re-open this Quarterly submission and upload a file again for this quarter.

Note: This will overwrite the **Certified** status to **Facility Review** status. The fines will still be applied, if you fail to certify by the due date.

 Unlock

- **If the Quarter is closed, you will need to request for a Resubmission. Please reach out to your Analyst.**