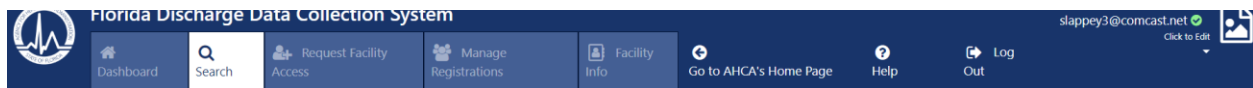


SEARCH / HISTORY / COMMENTS / REPORTS

Search Function

To search for your facilities, you can utilize the Search option on your dashboard.

Click on the search tab. You must enter at least two criteria to search.



Search

* Please enter at least two search criteria.

AHCA# * Facility Name * Facility Type *

Year * Quarter * Assigned Analyst * Status *

Search Clear

Search Results

Export to Excel

AHCA#	Facility Name	Data Type	Year	Quarter	Certification Status	Initial Due	Certification Due	Assigned Analyst
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Enter the criteria and select Search

Search

* Please enter at least two search criteria.

AHCA# * Facility Name * Facility Type *

Year * Quarter * Assigned Analyst * Status *

Search Clear

Search Results

Export to Excel

AHCA#	Facility Name	Data Type	Year	Quarter	Certification Status	Initial Due	Certification Due	Assigned Analyst
100128	TAMPA GENERAL HOSPITAL	Outpatient	2022	2	Initial Due	09/10/2022	11/30/2022	Nancy.Tamariz@ahca.myflorida.com

History Functions

From the dashboard, select the open button for the facility you wish to view.

Needs Attention

	AHCA#	Facility Name	Data Type	Year	Quarter	Certification Status	Initial Due	Certification Due
Open	100128	TAMPA GENERAL HOSPITAL	Outpatient	2022	2	Initial Due	09/10/2022	11/30/2022
Open	100006	ORLANDO HEALTH ORLANDO REGIONAL MEDICAL CENTER	Outpatient	2022	2	Initial Due	09/10/2022	11/30/2022
Open	14960841	COMPREHENSIVE SURGERY CENTER	Outpatient	2022	2	Initial Due	09/10/2022	11/30/2022
Open	100128	TAMPA GENERAL HOSPITAL	Inpatient	2022	2	Initial Due	09/01/2022	11/30/2022
Open	100006	ORLANDO HEALTH ORLANDO REGIONAL MEDICAL CENTER	Inpatient	2022	2	Initial Due	09/01/2022	11/30/2022

Navigation: 1 2 3 5 items per page 1 - 5 of 13 items

Select History under Section Details

Section Details

[Upload Data](#)

[Errors](#)

[Verifications](#)

[Comments](#)

[Review and Submit](#)

[Exemption](#)

[History](#)



The History display has a Status History and an Activity History

Status History

This view tracks all facility submissions by Status

ClientType: **HOSPITAL** DataType: **Inpatient** Reporting Year: **2022** Reporting Quarter: **2** Certification Status: **Facility Review** Assigned Analyst: **Nancy Tam**

Section Details

- Upload Data
- Errors
- Verifications
- Comments
- Review and Submit
- Exemption
- History**

Status History

Certification Status Type	User Name	Created Date ↓
Facility Review	SystemUser	10/10/2022 03:02:25
File Accepted	nancyahca@gmail.com	10/10/2022 02:55:19
Facility Review	SystemUser	10/07/2022 12:41:04
File Accepted	nancyahca@gmail.com	10/03/2022 03:16:27
Facility Review	SystemUser	09/23/2022 12:00:31
File Accepted	nancyahca@gmail.com	09/23/2022 11:33:59
Facility Review	SystemUser	09/21/2022 05:30:28
File Accepted	nancyahca@gmail.com	09/21/2022 05:18:28
Facility Review	SystemUser	09/21/2022 04:15:21
File Accepted	nancyahca@gmail.com	09/21/2022 04:08:40

10 items per page 1 - 10 of 11 items

Activity History

Activity History

This view shows Upload attempts and email logs

Activity History

Activity Type	ActivityText	User Name	Created Date ↓
File Process Email Sent	ToEmail: nancyahca@gmail.com; CCEmails:	SystemUser	10/10/2022 03:02:25
Upload Attempted	SUCCESS	nancyahca@gmail.com	10/10/2022 02:55:18
File Process Email Sent	ToEmail: nancyahca@gmail.com; CCEmails:	SystemUser	10/07/2022 12:41:04
Upload Attempted	SUCCESS	nancyahca@gmail.com	10/03/2022 03:16:26
File Process Email Sent	ToEmail: nancyahca@gmail.com; CCEmails:	SystemUser	09/23/2022 12:00:33
Upload Attempted	SUCCESS	nancyahca@gmail.com	09/23/2022 11:33:58
File Process Email Sent	ToEmail: nancyahca@gmail.com; CCEmails:	SystemUser	09/21/2022 05:30:28
Upload Attempted	SUCCESS	nancyahca@gmail.com	09/21/2022 05:18:27
File Process Email Sent	ToEmail: nancyahca@gmail.com; CCEmails:	SystemUser	09/21/2022 04:15:22
Upload Attempted	SUCCESS	nancyahca@gmail.com	09/21/2022 04:08:39

Comments

To submit a comment to your Analyst, click on the Comment option in Section Details

ClientType: **HOSPITAL** DataType: **Outpatient** Reporting Year: **2022** Reporting Quarter: **2** Certification Status: **Initial Due** Assigned Analyst: **Nancy Tamariz**

Section Details

- Upload Data
- Errors
- Verifications
- Comments**
- Review and Submit
- Exemption
- History

Status History

Certification Status Type	User Name	Created Date ↓
Initial Due	SystemUser	07/05/2022 10:15:59

1 - 1 of 1 items

Activity History

Activity Type	ActivityText	User Name	Created Date ↓
No Data To Display			

No items to display

Select **Add New Comment**

Enter your comment

Click on Alert Analyst box at the bottom and Alert Analyst button

Your analyst will receive notification of a pending comment

+ Add New Comment

Comments Text	User Name	Created Date
No Records Found		

No items to display

Alert Analyst

Please confirm that you have added your comments/questions and then click this button.

Alert Analyst

Reports

From your facility screen, click Reports.

Select either Audit Report Summary or SRB Report Summary.

View or Print. The print option opens as a PDF.

ClientType: **HOSPITAL** DataType: **Outpatient** Reporting Year: **2022** Reporting Quarter: **2** Certification Status: **Initial I** st: **Nancy Tamariz**

Reports ▾

- Audit Report Summary
- AS Summary Report (SRB)

Upload Data

Note: Make sure you upload the correct datatype, reporting year and reporting quarter for this upload.

Select a file to upload

Carry Forward Exception/Verification Approvals
 Start fresh without carry forward for submission