

# Manage Registrations / Facility Contacts

Once the Admin / CEO / Primary of each facility is approved by the AHCA Analyst, then that person will manage further registrations / contacts for their facility.

There will no longer be Facility User Agreements / Contact forms.

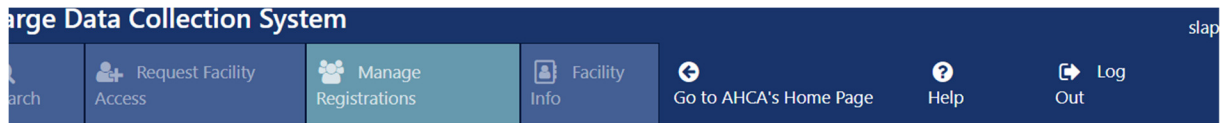
Each additional contact will be required to register and request facility access to the facilities they will be added to.

## ***Managing Registrations for your Facility***


Open the facility on your dashboard you wish manage

Select Manage Registration tab located on top bar

View all registrations for your facility



### Needs Attention

	AHCA#	Facility Name	Data Type	Year	Quarter	Certification Status	Initial Due
 <a href="#">Open</a>	100128	TAMPA GENERAL HOSPITAL	Outpatient	2022	2	Initial Due	09/10/2022
<a href="#">Open</a>	100006	ORLANDO HEALTH ORLANDO REGIONAL MEDICAL CENTER	Outpatient	2022	2	Initial Due	09/10/2022
<a href="#">Open</a>	14960841	COMPREHENSIVE SURGERY CENTER	Outpatient	2022	2	Initial Due	09/10/2022

## Assigning Roles and Approval

Locate the user email address and select the drop-down arrow

In the drop-down menu, select the Access Requested field

myflorida.com/Fddc/Registrations/Index

User Registration Homes

[Click here](#) to view pending User Access Requests without Admin at their facility.

Showing All Registrations

Email	Last Name	First Name	Date Registered
jeremiahcarter10@gmail.com	Carter	Jeremiah	05/06/2022 09:42 AM
louvina.scott@gmail.com	Scott	Lou	05/03/2022 06:08 PM
krischellharris@gmail.com	Harris	Krischell	04/26/2022 01:54 PM
slapppy3@comcast.net	Owens	Susan	04/26/2022 08:40 AM
nancyahca@gmail.com	Tamariz	Nancy	04/25/2022 12:00 PM

Save changes Cancel changes

User Role	Requested Provider / Identifier	Date Requested
Access Requested	ADVENTHEALTH ALTAMONTE SPRINGS (120004)	10/17/2022 03:49 PM
Admin Access Granted	ASCENSION SACRED HEART BAY (100026)	10/17/2022 03:49 PM
Admin Access Granted	ASCENSION SACRED HEART EMERALD COAST (23960041)	10/17/2022 03:49 PM
Admin Access Granted	ASCENSION SACRED HEART PENSACOLA (100025)	10/17/2022 03:49 PM

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Select the user role

Click Save Changes

Once granted access, the user will now be able to see and utilize the dashboard after logging in

### User Registration Profiles

Showing All Registrations

Email	Last Name	First Name	Date Registered
▶ slappey3@comcast.net	Owens	Susan	04/26/2022 08:40 AM
▶ nancyahca@gmail.com	Tamariz	Nancy	04/25/2022 12:00 PM
▶ slappey18@gmail.com	Slappey	Susan	04/20/2022 09:58 AM
▼ fddctest01@gmail.com	Team	Fddc	04/06/2022 02:19 PM

✓ Save changes    ✕ Cancel changes

User Role	Requested Provider / Identifier	Date Requested
▼	TAMPA GENERAL HOSPITAL (100128)	09/07/2022 07:32 PM
▶ ne		02/23/2022 09:47 AM
▶ ne		01/25/2022 11:17 AM
▶ su		09/07/2021 02:11 PM
▶ nancytest01@ahcatest.com		08/04/2021 08:23 AM

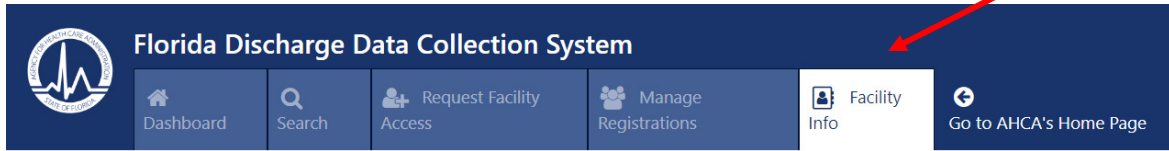
Admin Access Granted  
Access Denied  
Access Granted  
Access Requested

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# Facility Contacts

Select Facility Info tab located on top bar

Select the facility from the drop down you wish to view



## Facility Selection

Below are all the facilities you have access to. Click on a Facility Name to view the facility information or to view facility details.

AHCA#	Facility Name
100030	<a href="#">ORLANDO HEALTH - HEALTH CENTRAL HOSPITAL</a>
100103	<a href="#">NORTH FLORIDA REGIONAL MEDICAL CENTER STARKE CAMPUS</a>
120002	<a href="#">ORLANDO HEALTH DR P PHILLIPS HOSPITAL</a>
14960731	<a href="#">SPACE COAST SURGERY CENTER LLC</a>
23960052	<a href="#">BAPTIST MEDICAL CENTER SOUTH</a>
100244	<a href="#">CAPE CORAL HOSPITAL</a>

## BRADENTON SURGERY CENTER (236)

**ClientCode : 14**  
**Medicare# : 10C0001242**  
**License Status : LICENSED**  
**Trauma : False**  
**CompRehab : False**  
**AcuteCarewithRehab : False**  
**Class Code :**

### Locations

Name	Address	City	County	Phone	Email	Approval Date
BRADENTON SURGERY CENTER	2902 59TH ST W, STE F & G	BRADENTON	MANATEE		BETA5622@BETA.COM	null

### Admin/CEO

Name	Phone	Email	Status
MONTERO, CARLOS	(941) 794-1980	BETA399895@BETA.COM	Active

Note: If the Admin/CEO changed/different from the above, please go through the [Online Licensing](#) application and request a change of ownership. If you already requested, it will show as pending and no action is required at this time. Once approved, the CEO/Admin will reflect the new information.

## Facility Contacts/Users

Is Primary	First Name	Last Name	Address	Phone	Email Address	CC on all FDDC Emails?
false					nancynew@ahcatest.com	false
true	Susan	Owens	2727 Mahan Dr	850-322-3691	slapp3@comcast.net	true

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When logging into FDDC for the first time each quarter, you have an option to update the CEO information.

If the CEO has changed from the current display, select the Online Licensing link.

This will direct you to the AHCA licensure portal

Log into your AHCA Licensure account and update your CEO information.

The display will show 2 names, an Active status for current and Pending Status for the new CEO

**Admin/CEO**

Name	Phone	Email	Status
MONTERO, CARLOS	(941) 794-1980	BETA399895@BETA.COM	Active

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If a contact is no longer responsible for submitting data or leaves the facility, you will need to deny their access, that was previously granted.