Agency for Health Care Administration

FHURS Online AHCA Portal Registration 2017-1

AHCA User Registration Guide:

Access to FHURS Online through the AHCA SSO Web Portal

Updated June 5, 2017

Contents

Portal Registration Overview

The Florida Hospital Uniform Reporting System (FHURS) online website is maintained by the Agency for Health Care Administration (AHCA) and available through the AHCA web portal (Portal). If you are not enrolled on the Portal, you will need to create a Portal account before requesting access to FHURS Online and submitting a user agreement. The user agreement for new accounts must be received and approved by Agency staff before accessing the site.

The link to the Portal is: https://apps.ahca.myflorida.com/SingleSignOnPortal. Once access is granted users may submit FHURS reports and all documents required to be submitted with the annual FHURS filing.

Provider New User Registration

Select **New User Registration** from the Portal Login page (https://apps.ahca.myflorida.com/SingleSignOnPortal). If you have an existing account please skip to page 6 to request access as an Agency for Health Care Administration provider.
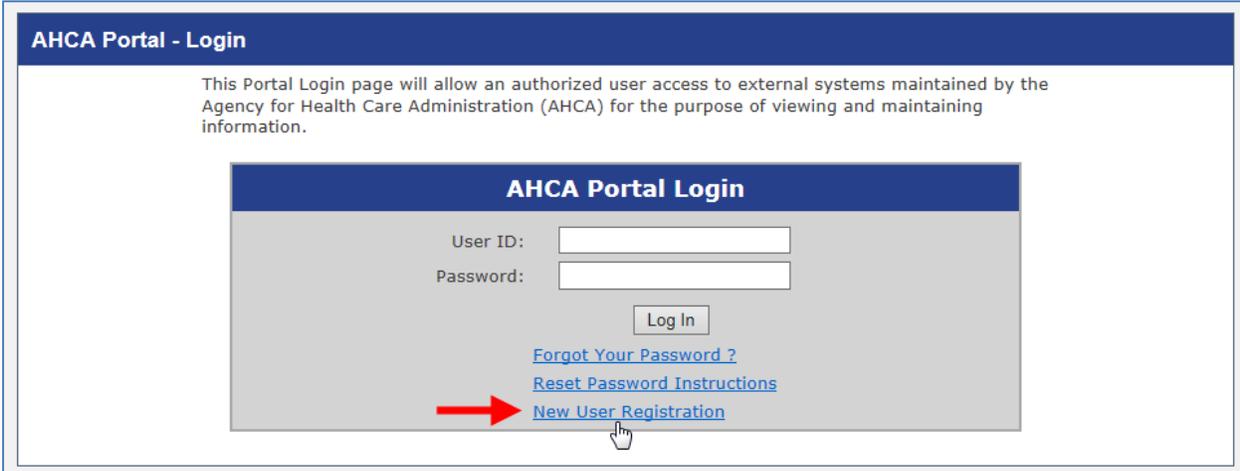
AHCA Portal - Login

This Portal Login page will allow an authorized user access to external systems maintained by the Agency for Health Care Administration (AHCA) for the purpose of viewing and maintaining information.

AHCA Portal Login

User ID: [   ]
Password: [   ]

[Log In]

Forgot Your Password ?

Reset Password Instructions

New User Registration

After reading the authorization statement check the confirmation box and select **continue**.
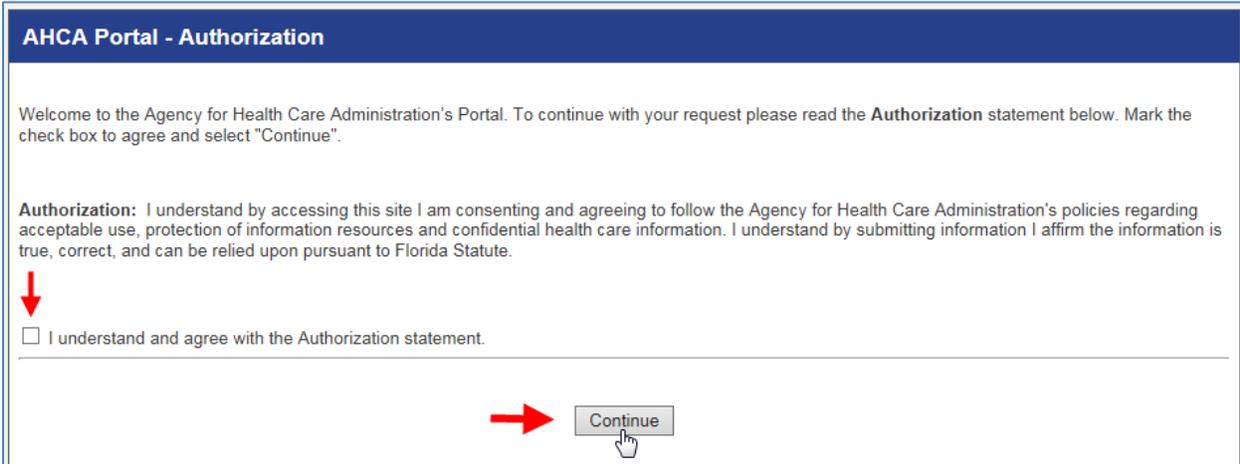
AHCA Portal - Authorization

Welcome to the Agency for Health Care Administration's Portal. To continue with your request please read the **Authorization** statement below. Mark the check box to agree and select "Continue".

Authorization: I understand by accessing this site I am consenting and agreeing to follow the Agency for Health Care Administration's policies regarding acceptable use, protection of information resources and confidential health care information. I understand by submitting information I affirm the information is true, correct, and can be relied upon pursuant to Florida Statute.

☐ I understand and agree with the Authorization statement.

[Continue]

Enter all required information as indicated by the red asterisk (*) and select '**Register'** to continue.

IMPORTANT – Please note the following items:
- Each user must create their individual account. There is NO LIMIT on the number of users per hospital.
  - User names and passwords **CANNOT** be shared with other users.
- Important notifications communication about your submission will be sent to the email address on file with the Portal. **Please ensure you enter a valid email address**.

Once your user account is successfully created, select '**Return to Login'** to request access to the FHURS Online submission website.

Enter the User ID and Password created in the previous steps. Select '**Log In**'.

From the drop down list select '**Florida Hospital Uniform Reporting System**'. Select '**Request Program Access'** to continue.

Add Provider

Hospitals are the only provider type required to submit FHURS data so the provider type will default to Hospital. To choose a hospital, **start typing the 'Hospital Name'** as it appears on your license in the section titled Provider/Facility Name. Select your hospital from the list when it appears. **Select 'Add Provider'.**

> *Note the license number is displayed at the end of the name for identification.*

Review the requested Provider information to ensure you have selected the correct hospital. If correct, select "**Submit Request and Generate User Agreement**". If not, click 'Delete' and enter the appropriate "Provider Name".

Print User Registration Agreement

The User Registration Agreement will display in a viewing window. To open a printable copy of the agreement, please select the link in the upper right corner. Please print and sign the user registration agreement. Once you have printed the user registration agreement, select 'Return to Portal Landing' in the upper left corner.

You must mail, email, or fax the agreement to the Agency for approval. Your request for access to FHURS Online website will be in **Pending status until staff receives and processes your user registration agreement**.

IMPORTANT – Please note that an <u>email</u> will be sent to the address on file once your request for access has been approved.

Add Additional Facilities

To add an additional facility after your initial registration please log in at https://apps.ahca.myflorida.com/SingleSignOnPortal.

Select Florida Hospital Uniform Reporting System link.

AHCA Portal - Portal Landing

Program Access

Select the appropriate link below to be directed to the Program's access page.

Florida Hospital Uniform Reporting System - Florida Hospital Uniform Reporting System
Florida Hospital Uniform Reporting System

Request Program Access

Choose from the list of programs below and select "Request Program Access".

-- Select Program --   [Request Program Access]

Manage Account

Edit User Information

Change Password

Update Security Question and Answer

[Logout]

This will bring you to the FHURS Program – Tasks – **Access page**.

FHURS Program - Tasks   Us
                                                   Email: ryan.fitch@ahca.

Select Your Desired Task Below

Add Additional Facilities

List of Providers

If you need to reprint a user agreement, select the checkbox next to the appropriate provider(s), and select Reprint Registration Agreement.
If you select Reprint Registration Agreement without identifying a specific provider below, all agreements will be printed.

[Reprint Registration Agreement]

Provider Name	City	Status	License Number
☐ FLORIDA HOSPITAL TAMPA	TAMPA	Pending	4035
☐ BROOKS REHABILITATION HOSPITAL	JACKSONVILLE	Pending	4443

[Return to Portal Landing]

Select **Add Additional Facilities** and follow the '*Add Provider*' instructions in this document.

Reprint User Registration Agreement

To reprint your user registration agreement after your initial registration please log in at https://apps.ahca.myflorida.com/SingleSignOnPortal.

Select Florida Hospital Uniform Reporting System link.

AHCA Portal - Portal Landing

Program Access

Select the appropriate link below to be directed to the Program's access page.

Florida Hospital Uniform Reporting System - Florida Hospital Uniform Reporting System
Florida Hospital Uniform Reporting System

Request Program Access

Choose from the list of programs below and select "Request Program Access".

-- Select Program -- | Request Program Access

Manage Account

Edit User Information
Change Password
Update Security Question and Answer

Logout

This will bring you to the FHURS Program – Tasks – **Access page**.

FHURS Program - Tasks
Email: ryan.fitch@ahca.

Select Your Desired Task Below

Add Additional Facilities

List of Providers

If you need to reprint a user agreement, select the checkbox next to the appropriate provider(s), and select Reprint Registration Agreement.
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Reprint Registration Agreement

Provider Name	City	Status	License Number
☐ FLORIDA HOSPITAL TAMPA	TAMPA	Pending	4035
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Return to Portal Landing

Check the boxes for the agreements you wish to reprint and then select '**Reprint Registration Agreement'** and follow the 'Print User Registration Agreement' instructions in this document.

Manage Your Account

From the Portal Landing you may complete the following:

- Edit your user information (i.e. email address, phone number)
  - **It is very important that you maintain an up to date email address so that you will be able to reset your password if necessary and receive important notifications about background screening changes**

- Change your password, and

- Update your security question and password
  - Successfully answering your security question will be necessary if you ever need to reset your password