

Healthtrust Verified Professionals (VPro) is a credentialing process by which each person’s credentials are validated in order to provide a variety of patient care, treatment, or services. **Any non-employee who is to provide services in an HCA affiliated facility is required to be credentialed, compliant and approved prior to accessing the facility.**

TIERING AND CLASSIFICATIONS

Verified Professionals are identified by Tier and then the unique classification aka position (this is not necessarily a person title within their organization). See table below for examples.

*Tiering has nothing to do with physical proximity to a patient
Fees are annual with unlimited approved access*

Annual Fee	Tier Definition for Verified Professionals	Examples
\$199	Tier 1 - non-employee provides only non-clinical services and requires access to a safety- or security-sensitive area(s).	<ul style="list-style-type: none"> • Biomed Tech • Field Service Tech
\$299	Tier 2 - affecting <u>patient care</u> , <u>treatment</u> or <u>services</u>	<ul style="list-style-type: none"> • Supplier Rep/Manager • Anesthesia Tech
\$299	Tier 3 - affecting <u>patient care</u> , <u>treatment</u> or <u>services</u> that require oversight by the medical staff and administration	<ul style="list-style-type: none"> • Perfusionist • Cert. Surgical Asst.

ACCESS AND ENROLLMENT TYPES

Verified Professionals (VPros) This is the non-employee individuals/contractors who need access to work in the facilities.

It’s important to be sure that each person’s organization/clinic/company is enrolled in HWSVerified.com prior to registration.

If you are not sure of your organization’s status with HWS Verified, call 954-514-1440

Steps for VPros	Notes
➤ Self-registration www.hwsverified.com	Must use Google Chrome
➤ Select Verified Professional	This is your enrollment type
➤ Choose Create Acct. at bottom of screen	
➤ Complete registration steps <ul style="list-style-type: none"> ○ Complete your personal data details ○ Select facility <ul style="list-style-type: none"> ○ When prompted for your company and role: select from the options 	➤ (if you cannot select the facility, it means your company is not connected to the facility and need to contact HealthTrust for instruction to make that happen or access this link for the Organization enrollment form) ➤ https://engage.healthtrustjobs.com/verified/organization ➤ if you do not see your company and/or role, contact HealthTrust) – REGISTRATON WOULD STOP HERE UNTIL THE SYSTEM IS UPDATED FOR YOUR COMPANY OR ROLE
➤ Payment must be made and then login for credentials to populate	➤ Paypal is the only method to pay the fee. You do not need to have a PayPal account. You are able to checkout as a GUEST.

MANAGE YOUR ACCOUNT TO MAXIMIZE ACCESS and MINIMIZE DELAYS

- During the registration process, only add one facility is required to complete the registration process.
- After initial registration IT IS HIGHLY RECOMMENDED that the VPro add all facilities needed for access so that the relevant HCA Healthcare Division and Facility requirements are completed in a timely manner.
 - Each hospital is required to approve a VPro’s credentialing file before the VPro is permitted access to the facility.

NOTE: In order to credential for any facility, your organization must be linked to that facility. If you cannot add facilities to your account, it means your company is not linked and will require you to call HWS to assist.

ENHANCED SECURITY AT EVERY FACILITY – DAILY ID COMPLIANCE BADGE

HCA Healthcare takes security and access very seriously.

- Every Verified Professional is expected to sign in at the facility VPro Kiosk each and every day.
- The Verified Professional must have a mobile number within their Verified Professionals account.
 - This number is used by the system to provide a validation code during the login process.
- The ID Compliance Badge is only good for 24 hrs as the system will verify within that time if a VPro is compliant and approved.

**Contact HealthTrust Verified Professionals 954-514-1440
Operating Hours 6:30 am to 5 pm EST**