HEALTHTRUST | VERIFIED
Workforce Solutions® | PROFESSIONALS

DAILY VPRO KIOSK LOGIN PROCEDURE

Includes Instructions if the facility has the RepScrubs Procedure Area Requirement

VPROS ARE REQUIRED TO LOG IN DAILY AT THE KIOSK

The VPro Legal Agreement signed by all VPros contains the following:
You agree that you will log into your HealthTrust Verified account using your credentials at the designated HealthTrust Verified kiosk each time you seek to access a HealthTrust client facility. You agree that you will print any required identification documentation from such HealthTrust Verified kiosk and display such documentation at all times you are on a HealthTrust client's premises. Access badges are not used in lieu of VPro ID Compliance Badge.

- **If the VPro is compliant with 1) credentials and 2) facility approved access, VPro will not be able to proceed and *an error code will appear on the screen.***
- **VPro will need to login on another computer to address the noncompliance or see a facility leader if that is the only item required.**
- **Note that Approval on the file does not mean credentials are compliant, it means only approval was granted at one time when there was compliance.**

Kiosk Error Messages	Meaning/Resolution
• Credentialing request for facility is not approved.	Facility needs to review and approve the VPro's file in *www.hwsverified.com* ➢ **Facility needs to approve file. Approval is a credential.**
• User credentialing request has incomplete requirements	Credentials need to be supplied due to missing or expired. ➢ **VPro needs to log into a computer (not the Kiosk) and upload credentials and contact HWS to request a review.**
• Security code timeout	Took too long to type in the validation code sent to the VPro's mobile phone. ➢ **Type code in again.** ○ **Two failures will produce a VPro Access Code Error badge. This is an acceptable compliant badge.**
• Incorrect security code entered	Typed correct security code. ➢ **Type in code again.** ○ **Two failures will produce a VPro Access Code Error badge. This is an acceptable compliant badge.**
• Badge photo is too large to process • Multiple attachments available for official photo requirement!	VPro needs to call HWS Customer Service @ 954-514-1440 to have photo fixed. **Provide exact error.**
• Not Authorized	The email and/or password doesn't match VPro.

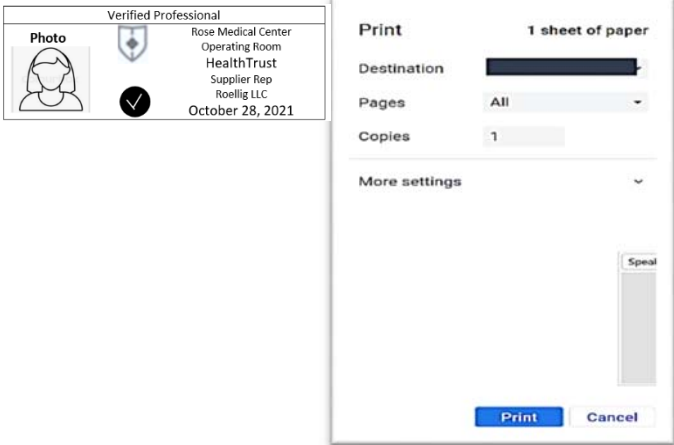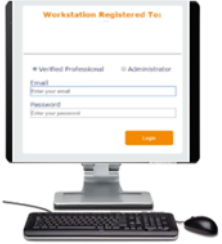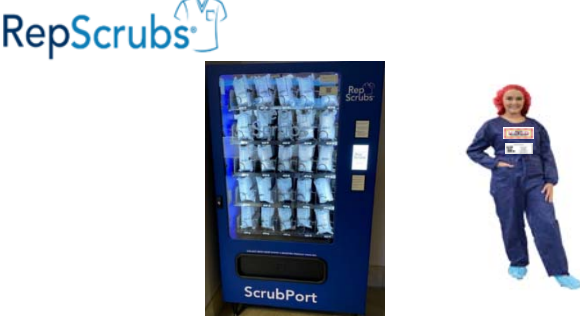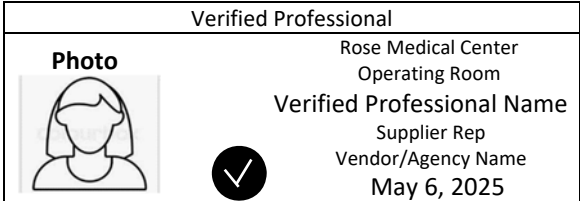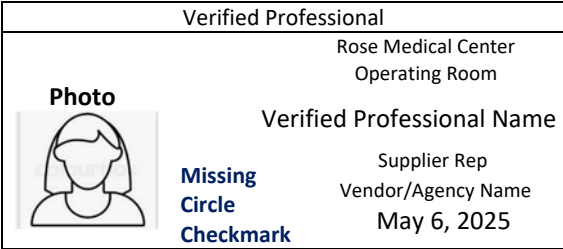|	
	Daily Expectations **ID Compliance Badge** • A VPro/DHP is expected to sign <u>each</u> and <u>every</u> day at the Kiosk. • The VPro must have a mobile number within the Verified Professionals account. This number is used by the system to provide a validation code. **This is not optional.** • The <u>ID Compliance Badge</u> is only good for 24 hrs as the system will verify within that time if a VPro is compliant and approved.
	VPros select Verified Professional **Verified Professional uses the email that is their login for the credentialing site.** Note: • Credentialing site is different than the kiosk as shown. Each site is separate from the other. • Credentialing **cannot** be completed at a Kiosk
Enter HealthtrustWS code sent to your mobile phone Security Code [＿＿＿＿＿] Enter HealthtrustWS code sent to your mobile phone Security Code [22831 example only] SUBMIT	**A new window will appear with a security window to input the validation code.** ==**The validation code will be sent to VPro's mobile phone.**== ==**VPro will have 45 seconds to enter the code and two opportunities.**== **Enter the code in the window under Security Code and click Print** ==*Do NOT OPT Out as the system will no longer send the validation code needed for access.*==
Selection of Agency and Department 	**A new window will appear for you to select an <u>Area</u> from the drop-down box.** **After selecting the <u>area</u> click the Print button** *The Areas available during the badge login are those the VPro loaded in the account during the registration process.* *The Area is a location in the facility the VPro wants to access.* *If the VPro needs assistance adding areas, call HealthTrust at 954-514-1440* RepScrubs **Note:** **If the facility has a RepScrubs requirement, you must select a <u>procedural</u> area in order to obtain your scrubs for the visit.** **Non procedural areas will not allow access to scrubs. You would need to login again and select a procedural area.**

		A new window will appear for you to select the Print button. *This will communicate with the Dymo Printer to output a badge*
		Site returns to the main login
		For RepScrubs Active Facilities Only **If you are at an active RepScrubs facility, you will need to obtain your scrubs within 2 hours of logging in at the VPro Kiosk.** **Non procedural areas will not allow access to scrubs.** **A VPro would need to login again and select a procedural area.** **VPros must wear the VPro ID along with the RepScrubs ID**

BADGE EXAMPLES

<u>Example 1</u>: Compliant for Credentials = <mark>Badge Printed</mark> Circle/Check Mark = Flu Vaccinated	
<u>Example 2</u>: Compliant for Credentials = <mark>Badge Printed</mark> NO Circle/Checkmark = Flu Declination on File ➢ Masking required	

<u>Example 3</u>: <mark>Not-Compliant</mark> = Badge Not Printed INCOMPLETE CREDENTIALS OR NOT APPROVED No Flu <u>vaccine</u> or <u>Declination form</u> on file = non-compliance and no badge printed for access.	<table><tr><td>Verified Professional</td></tr><tr><td>**NOT COMPLIANT TO PRINT BADGE**</td></tr></table>
The symbol for Flu does not mean the credential is not complaint. A VPro wont' get a badge if they did not provide the proper document for **any** credential. VPro should receive one of the error messages shown and contact HWS for assistance if needed: 954-514-1440.	Kiosk error messages will inform the VPro • Credentialing request for facility is not approved. • User credentialing request has incomplete requirements • Badge photo is too large to process • Multiple attachments available for official photo requirement! • Not Authorized