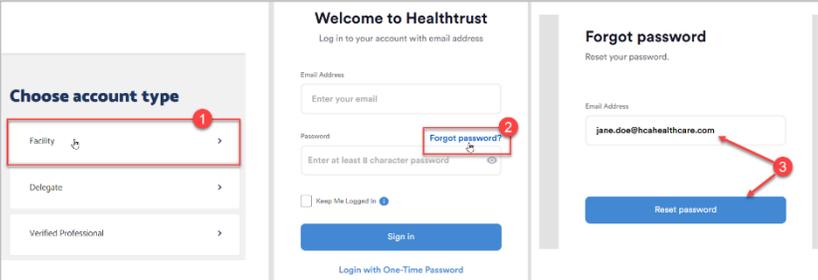
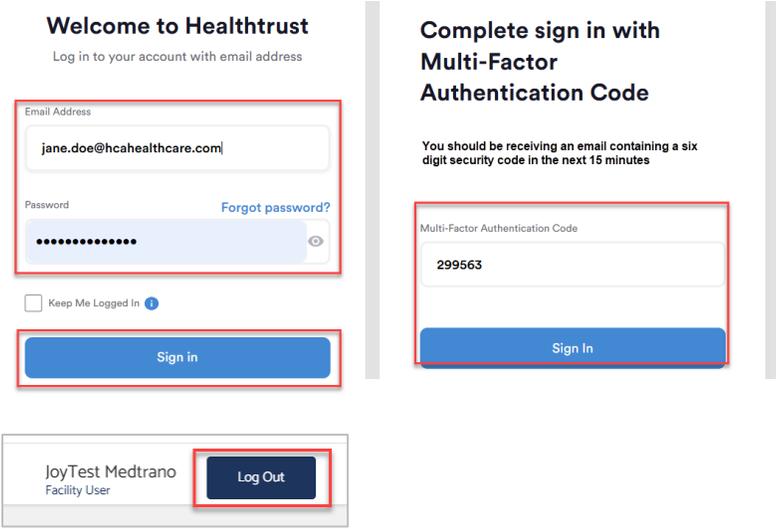


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 VPro Customer Care 954-514-1440 6:30am-5:00pm EST

Account / Enrollment / Logging in the Site

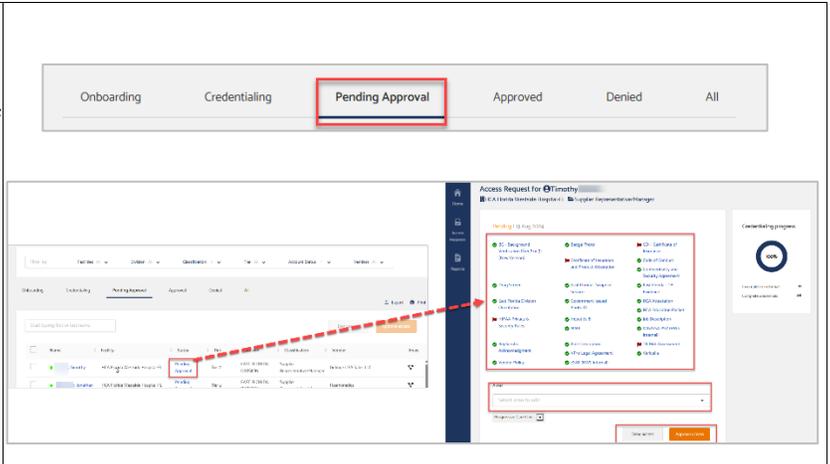
Instruction	Example
<p>www.hwsverified.com is best recommended via Google Chrome</p>	
<p>Requesting an account</p> <p>Facility Users cannot register at HWSVerified. If an account has not been provisioned, please request your account at the following location: http://engage.healthtrustjobs.com/verified/enrollment/</p> <p>Please allow 3 business days for account to be created.</p>	
<p>Facility User First Time Set-Up</p> <p><u>Once you receive confirmation of having your account set-up:</u></p> <ol style="list-style-type: none"> Navigate to: https://www.hwsverified.com/ and select Facility Select Forgot Password. Enter your HCA email and select Send <i>A message will pop-up confirming it has been sent</i> Once received, select the link provided You will be prompted to reset your password <p>The site should automatically log you in. If it does not, or it opens the site in a different browser, go to the link in Step 1 and login using your new password.</p>	
<p>Logging In and Out of the Portal (must use HCA Healthcare email, no 3-4's)</p> <ul style="list-style-type: none"> Go to the website link: https://www.hwsverified.com/ and select Facility. Enter your HCA Healthcare email and the password and click Log In. You will receive a Multi-Factor Authentication (MFA) Code in order to proceed with login. Enter the code and click Sign In. <p>To Log Out of the portal, click the Log Out button on the top right corner of your Home page.</p>	

Navigating the HWSVERIFIED.COM Site

Instruction	Example
<p>Home Page – Landing Page</p> <p>All VPros awaiting file review are in the notifications area. This location will house the last 30 days of pending approvals.</p> <p>The top widget is a short cut to the Access Request section. You can directly jump to Pending or Approved filtered results from this widget.</p> <p><i>Next section explains the Access Requests section.</i></p>	
<p>Access Requests Section</p> <p>Here is a breakdown of the layout of this page:</p> <ol style="list-style-type: none"> Filter options to narrow or broaden search results Pre-set search results based off VPro Status Dynamic window to search VPro by name Results section: <ol style="list-style-type: none"> Sorting option and select all box VPro active hyperlink to their record (Details, Facility Access, Credentials and History) Status active hyperlink to more detail (Credentials, Credentialing progress, Areas, Deny/Approve access) Deny access or Approve access option for single or bulk selection. Export and Print option 	
<p>Locating Your VPros</p> <p>From the Access Requests tab</p> <p>Click in search window:</p> <ul style="list-style-type: none"> Enter First or Last Name <p>Set filters to find the classification</p> <ol style="list-style-type: none"> Select Classification, search for type (ie., Supplier Rep) Click the box and Click Apply <p>Note the Account Status will always default to Active (Termed and Suspended are available for searching)</p>	

Select the **Pending Approval Tab**

- Select **Pending Approval link** to view credentials of importance for determining approval or denial
- Select **credential link(s)** to review
- If needed **remove** or **add areas**
- Select **Approve access** or **Deny access**

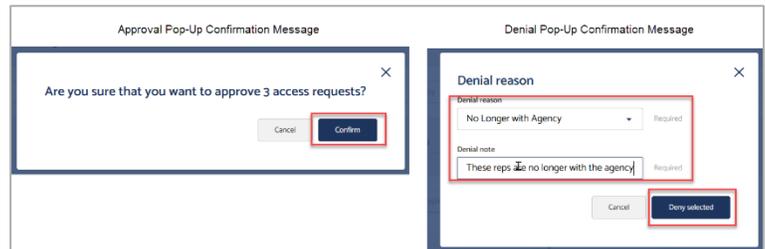
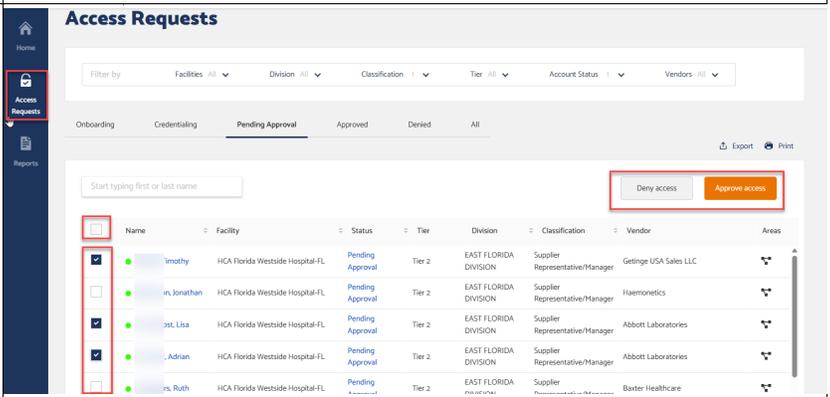


Bulk Approval

From **Access Request**, select the **Checkbox(es)** of the VPros to approve or deny and select either Approve Access or Deny Access.

1. Option to approve all (top checkbox) or select individual checkboxes
2. Click the **Approve Access button**
3. **If approving:** Confirmation popup appears asking to confirm and profile(s) will move to the Approved sub-section.
4. **If denying:** confirmation popup will appear. To process the Denial reason:
 - Click the **drop-down** and select the **reason**
 - Type/enter brief note in Denial Notes
 - Click the Deny Selected button once done

Note: If multiple VPro's are selected from the list, the denial reason and notes entered will apply to ALL selected profiles. Profile(s) will move to the Denied sub-section



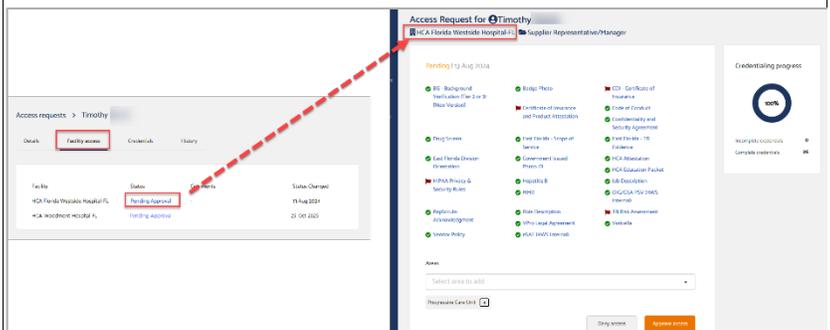
VPros sometimes work in several different divisions and facilities.

1. From **Access Request Tab**, locate VPro by using steps in prior section
2. Click **VPro's name link**

Option 1: To view only credentials for your facility/division: (follow steps 1 and 2 above first)

Select **Facility Access tab** at the top of the screen (View: Status, Requirement dates, Document on file):

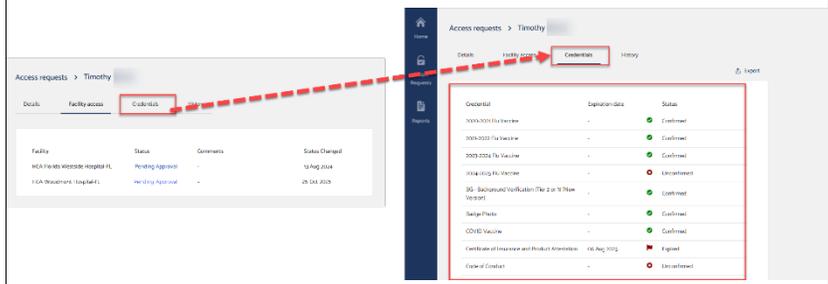
- View name(s) and status of the facilities the VPro is requesting access to.
- Select the hyperlink status of the facility status, ie., Pending Approval



- Requirements will populate. Select the individual requirements to view the document on file, with their statuses and dates.

Option 2: To view only credentials for all facilities/divisions: (follow steps 1 and 2 above)

Select **Credentials** at the top of the screen (View: Status and Requirement dates): View a list of requirements in various statuses.



UNDERSTANDING CREDENTIAL STACKING

In some cases, there are credentials added that are new. In order to add the credential and give a grace period, there is a credential confirmed and a place holder for the future required credentials. This credential stacking allows the credential to be requested and maintain compliance until the credential is provided.

Although you would typically guide yourself by the or the to check for compliance, in our VPro software, the migration requirements and expirables may look like the below on an account.

You will see what looks like a duplicated requirement. The first is the requirement with the grace period.

The second is the placeholder for the VPro to upload the required credentials. The VPro is compliant as long as the first requirement is not expired; example below of what a non-compliant requirement will look like.

You will also see the below two requirements on all the VPro accounts. This is an internal requirement our team will be using to Primary Source licensure and certification, when applicable.

These requirements do not mean the VPro is not compliant. Do not deny a VPro because of these two requirements.

Credential	Expiration date	Status
Bloodborne Pathogens	14 Aug 2020	Confirmed
Bloodborne Pathogens	-	Unconfirmed
Certification of Insurance Attestation	-	Confirmed
Code of Conduct	14 Aug 2020	Confirmed
Code of Conduct	-	Unconfirmed
Completed Employment Review	14 Aug 2020	Confirmed
Completed Employment Review	-	Unconfirmed
Compliance/Employment in Good Standing	14 Aug 2020	Confirmed
Compliance/Employment in Good Standing	-	Unconfirmed
Confidentiality and Security Agreement	01 Oct 2019	Expires soon
Confidentiality and Security Agreement	-	Unconfirmed

PSV 1 (HWS Internal)	-	Unconfirmed
PSV 2 (HWS Internal)	-	Unconfirmed

 FACILITY REPORTS DESCRIPTION		PLEASE NOTE: You will be sent to another page therefore, you will be required to login again with MFA to access the reporting functions. This is a security measure.
Report	Short Description	Description
Compliance	Compliance of Verified Professionals for a Facility	This report provides visibility to report on Compliant or Non-compliant Verified Professionals by Division, Facility and Tier. User also has the ability to filter by Credentialing Request
Credentialing	Future compliance based on Credential Expiration	This report allows the facility to search by Credentialing Request Status and an expiration range into the future to identify specifically for Approved Requests when a VPRO will become non-compliant due to an expiring credential.
Daily Credentialing	Future expiration of credentials	The report provides visibility to Credentials that expire within a period of time. It allows the facility to search by credentialing request, credential status, Division, Facility, Classifications, etc.
Facility Visit	Verified Professionals that printed badges	The report provides the facility the ability to search Verified professionals that printed or attempted to print a badge and the status of the request.
Roster	Verified Professionals for the facility	The report provides the facility the ability to search Verified Professionals that have approved requests for access to the facility.
Seasonal Flu	Seasonal Flu Requirements	The report allows visibility to the season flu credentials.
Downtime	Disaster Report to determine access if tool is ever down.	The report allows visibility to the compliance of the Verified Professionals that have approved access to the facility. It also includes visibility to the License and Certifications of the Verified Professional.
Non-Compliance	Verified Professionals that are non-compliant	It provides the facilities visibility to the Non-compliant VPRO along with the credentials that are making them non-compliant (this includes the expiration date of the predecessor requirement that made them non-compliant. It can be run by the various Credentialing Request Statuses.
COI Report	Verified Professionals certificate of insurance details	This report will provide the status, effective and expiration date for the VPro's company COI. Please note this is only applicable to Tier 2 and 3.
Credentialing Request Status – Approver Report	Details of the facility leader who approved or denied a file	This report is able to be filtered by various VPro status to view who approved or denied (with denial reason) by date. Report includes the VPros name, company, classification (folder group), leader approver/denial, dates and details
Terminated VPros	HWSVerified account terminated Verified Professionals	This report provides account termination dates of VPros. Report includes VPro name, company, email, tier, classification (folder group), facilities
Status Aging	Provides status of Onboarding, Credentialing, Pending Approval and the date the status took effect	The report provides aging in each of the aforementioned statuses so that a VPro's file can be monitored. Date Specialist Assigned = would mean VPro is in Onboarding for a variety of reasons, ie, rejected documents (after file submitted first time) or VPro added a new Division, or has Expired Credentials
Facility Expiring Requirements	Future expiration of credentials	The report provides visibility to Credentials that expire within a period of time. It allows the facility to search by Division, Facility, Employer and Expiration period of time. 0-15, 16-30, 31-60, 61-90 and expired.

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