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
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.

After reading the authorization statement check the confirmation box and select **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.

Florida Hospital Uniform Reporting System (FHURS)

User Registration Agreement

Mail To: Agency for Health Care Administration 2727 Mahan Drive, Mail Stop a61 Tallahassee, FL 32304

Fax To: (850) 412-4549

Scan and E-Mail To: ARCHAREgistration@ahca.myflorida.com

Subject Line: Florida Hospital Uniform Reporting System User Agreement

User Information:

Name: PETER PARKER
Address: 123 AVENGERS TOWER, NEW YORK, NY 10037
Phone Number: (212) 412-3797
E-Mail address: ryan.fitch@ahca.myflorida.com

Fax Number: HOSPITAL

If the individual listed below is not the current administrator, please contact the Hospital and Outpatient Unit at (850) 412-4549.

Provider Name: ____________________________
Address: ____________________________
Phone Number: ____________________________
Fax Number: ____________________________
Provider Type: ____________________________
License Number: ____________________________
File Number: ____________________________

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 email 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.

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

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.

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

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**

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![Portal Landing Screenshot](attachment:image.png)