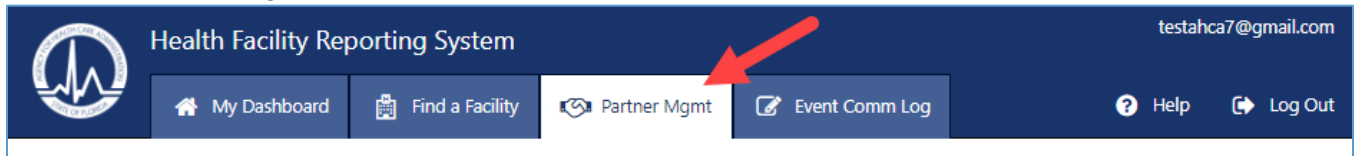


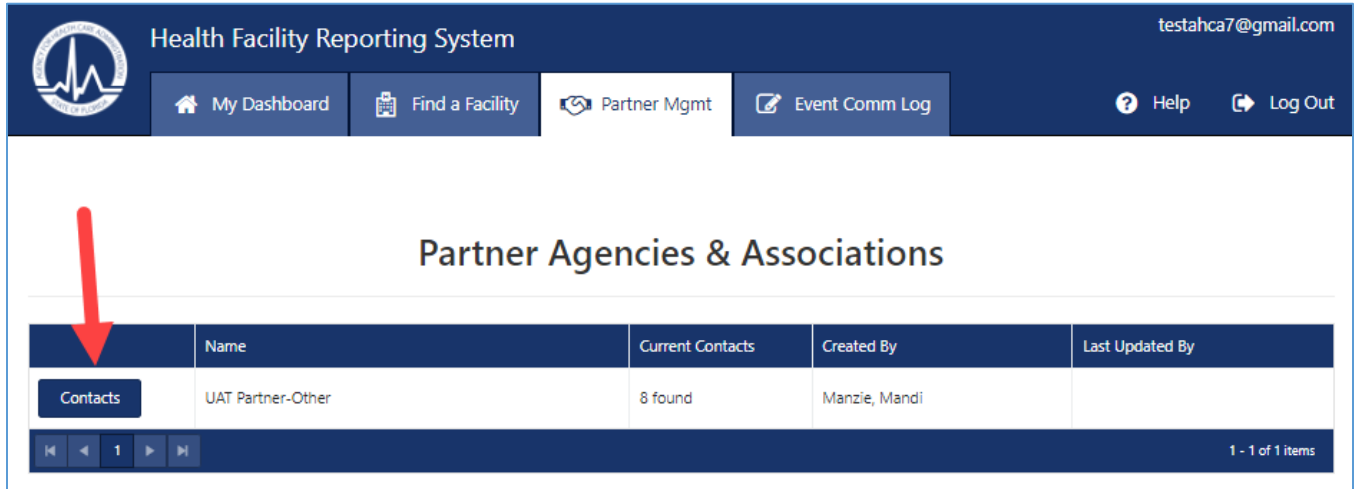


How to Create and Maintain Partner User Accounts in the Health Facility Reporting System (HFRS) Audience: Partners and AHCA Staff

1. Navigate and login to the website: <https://apps.ahca.myflorida.com/hfrs>
2. Click the “Partner Mgmt” tab.



3. Click the “Contacts” button next to the appropriate Partner or Association group. If the Partner or Association group does not exist, please contact AHCA’s Systems Management Unit to create it; do not create the group.



4. The “Partner Contacts” screen opens.
 - a. To add a new contact:

- i. Click “Add New Contact”.

Health Facility Reporting System

My Dashboard Find a Facility Partner Mgmt Event Comm Log

Partner Contacts

UAT Partner-Other

Add New Contact

		Name	Primary Phone	Primary Email	Invitation Sent	In
Details	Invite Contact to Register	Froggy Tree	(850) 123-4567	Testahca6@gmail.com	12/20/2018 6:07 PM	1
Details	Invite Contact to Register	Dewey McDuck	(850) 412-4462	testacha2@gmail.com		
Details	Invite Contact to Register	test partner7	(444) 444-4444	teset@partner7.com		
Details	Revoke Registration	Sample Partner	(850) 123-4567	testahca5@gmail.com	06/14/2018 2:45 PM	0

- ii. Enter the contact’s information on the “Partner Contact-Add” screen. Enter the person’s name, email address(es), telephone number(s), type of telephone number, and if the number is able to receive text messages.

Health Facility Reporting System

My Dashboard Find a Facility Partner Mgmt Event Co

Partner Contact - Add

UAT Partner-Other

First Name

Last Name

Primary Email

Email 2

Email 3

Primary Phone Number

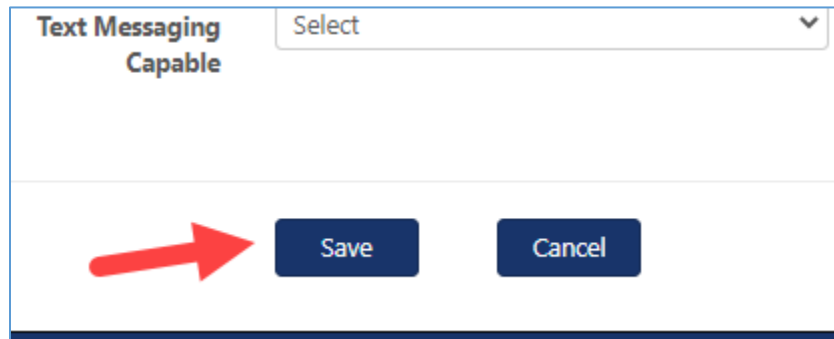
Extension

Phone Type

Text Messaging Capable

Phone Number 2

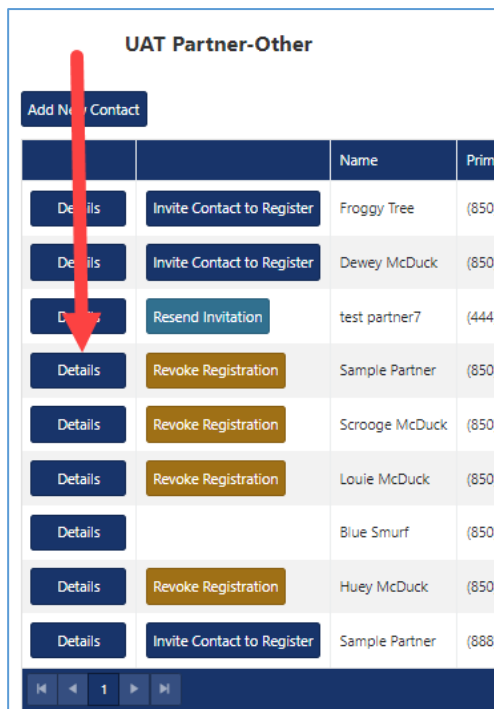
iii. Click "Save".



The screenshot shows a form titled "Text Messaging Capable". At the top right, there is a dropdown menu with the text "Select" and a downward arrow. Below the form title, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

b. To edit/update or remove an existing contact:

i. Click "Details" next to the contact's name.



The screenshot shows a table titled "UAT Partner-Other". At the top left, there is a button labeled "Add New Contact". The table has four columns: "Details", "Invite Contact to Register", "Name", and "Prim". The table contains several rows of contact information. A red arrow points to the "Details" button for the contact named "test partner7".

		Name	Prim
Details	Invite Contact to Register	Froggy Tree	(850
Details	Invite Contact to Register	Dewey McDuck	(850
Details	Resend Invitation	test partner7	(444
Details	Revoke Registration	Sample Partner	(850
Details	Revoke Registration	Scrooge McDuck	(850
Details	Revoke Registration	Louie McDuck	(850
Details		Blue Smurf	(850
Details	Revoke Registration	Huey McDuck	(850
Details	Invite Contact to Register	Sample Partner	(888

- ii. Click “Edit” or “Delete” at the bottom of the “Partner Contact-Details” screen.

The screenshot shows the 'Partner Contact - Details' form in the Health Facility Reporting System. The form is titled 'UAT Partner-Other' and contains several input fields: 'First Name' (test), 'Last Name' (partner7), 'Primary Email' (teset@partner7.com), 'Email 2', 'Email 3', 'Primary Phone Number' ((444) 444-4444), and 'Extension'. The form is displayed within a dark blue header bar with the system logo and name.

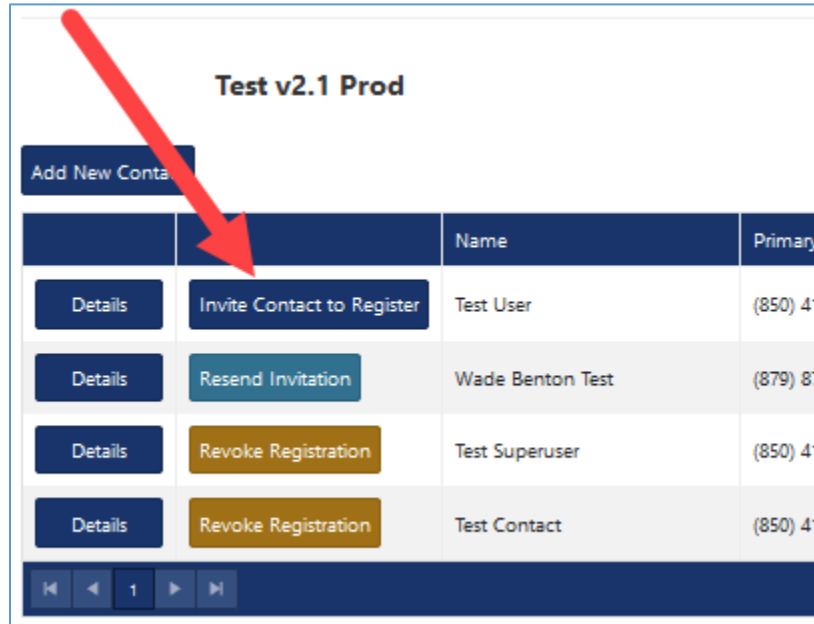
This screenshot shows the bottom section of the form, including a 'Text Messaging Capable' checkbox, three buttons labeled 'Edit', 'Cancel', and 'Delete', and a footer with the text 'Florida Agency for Health Care Administration' and copyright information.

- iii. If editing, click “Save” once information is entered.

A close-up of the bottom right corner of the form, showing a red arrow pointing to the 'Save' button, with the 'Cancel' button next to it.

- c. To invite a contact to register for HFRS:

- i. Click the button “Invite Contact to Register” next to the name of the contact.



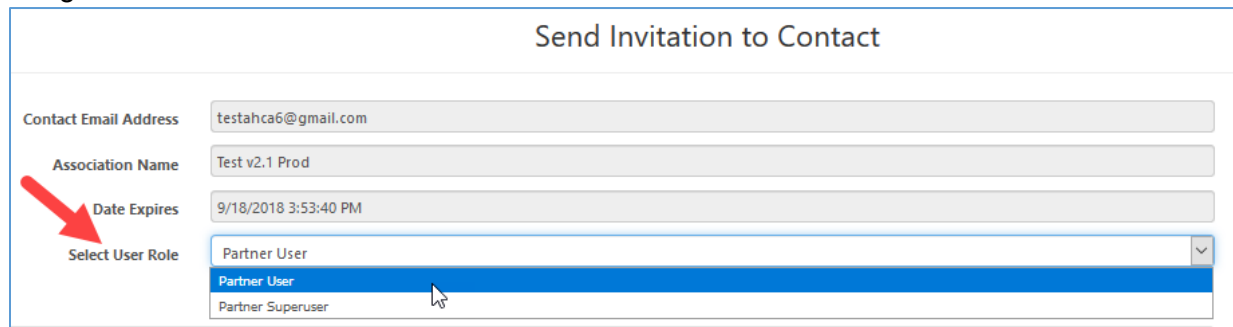
Test v2.1 Prod

Add New Contact

		Name	Primary
Details	Invite Contact to Register	Test User	(850) 412
Details	Resend Invitation	Wade Benton Test	(879) 879
Details	Revoke Registration	Test Superuser	(850) 412
Details	Revoke Registration	Test Contact	(850) 412

Navigation: 1

- ii. On the “Send Invitation to Contact” screen, select the user role the person will be assigned.



Send Invitation to Contact

Contact Email Address: testahca6@gmail.com

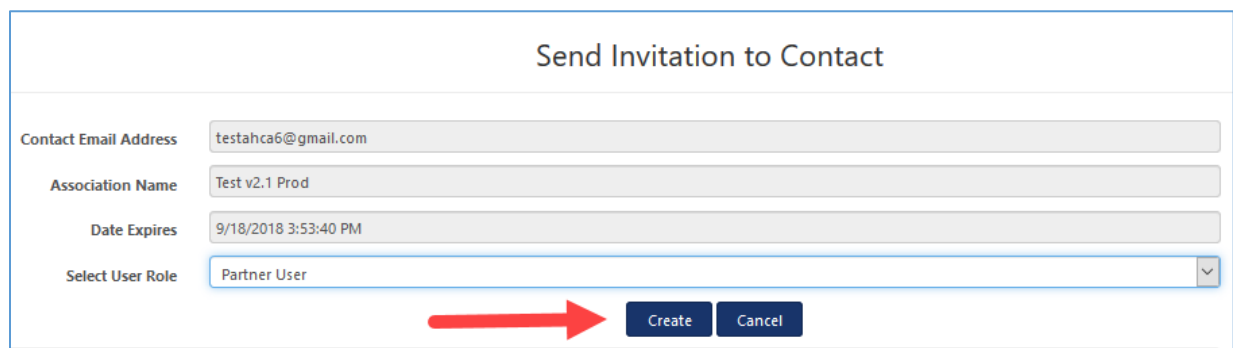
Association Name: Test v2.1 Prod

Date Expires: 9/18/2018 3:53:40 PM

Select User Role: Partner User (selected)

Options: Partner User, Partner Superuser

- iii. Click “Create” to send the invitation.



Send Invitation to Contact

Contact Email Address: testahca6@gmail.com

Association Name: Test v2.1 Prod

Date Expires: 9/18/2018 3:53:40 PM

Select User Role: Partner User

Buttons: Create, Cancel

iv. Invitation information will populate in the contacts grid for this person.

Test v2.1 Prod						
Add New Contact						
		Name	Primary Phone	Primary Email	Invitation Sent	Invitation Expires
Details	Invite Contact to Register	Test User	(850) 412-4462	testahca7@gmail.com		
Details	Resend Invitation	Wade Benton Test	(879) 879-8798	wade@test.com	07/10/2018 5:37 PM	09/08/2018 5:37 PM
Details	Invite Contact to Register	Test Superuser	(850) 412-4462	testahca6@gmail.com		
Details	Revoke Registration	Test Contact	(850) 412-4462	testahca5@gmail.com	07/10/2018 5:43 PM	09/08/2018 5:43 PM

v. Once the contact has complete the registration process, this information will be filled in as well.

Invitation Sent	Invitation Expires	User Registered
07/10/2018 5:37 PM	09/08/2018 5:37 PM	
07/10/2018 5:43 PM	09/08/2018 5:43 PM	07/10/2018 5:45 PM

1 - 4 of 4 items

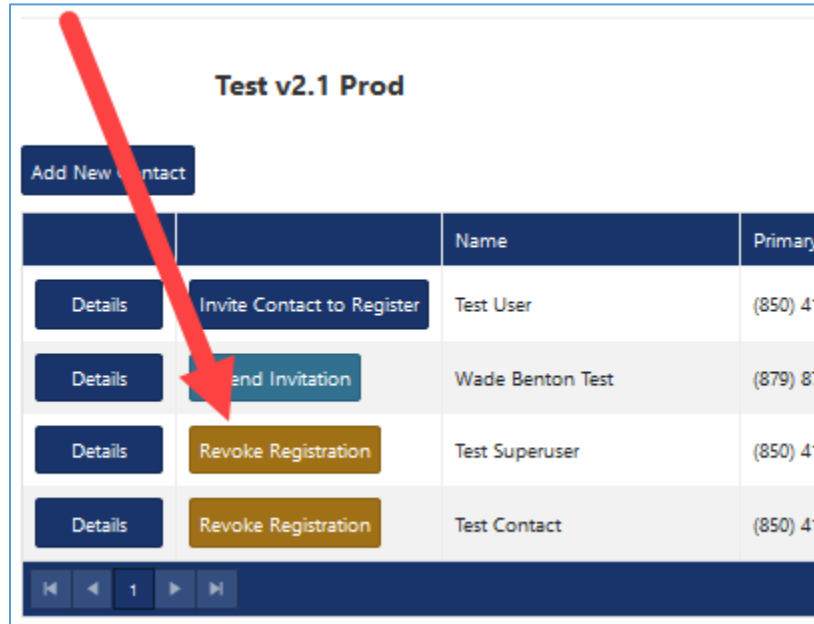
d. To resend a registration invitation:

i. Click the “Resend Invitation” button next to the contact.

Test v2.1 Prod			
Add New Contact			
		Name	Primary
Details	Invite Contact to Register	Test User	(850) 412
Details	Resend Invitation	Wade Benton Test	(879) 879
Details	Revoke Registration	Test Superuser	(850) 412
Details	Revoke Registration	Test Contact	(850) 412

e. To revoke a contact’s registration/access:

- i. Click the “Revoke Registration”.



- ii. The “Invite Contact to Register” will replace the “Revoke Registration” button.

