



## HEALTH FACILITY REPORTING SYSTEM

### **How to Locate Providers in the Health Facility Reporting System (HFRS) Audience: AHCA Staff and Partners**

1. Navigate to the website: <https://apps.ahca.myflorida.com/hfrs>
2. Log in. Once logged in, you will see your email at the top right. The tabs displayed vary based on your permissions.
3. Click the “Find a Facility” tab.
4. Input your search criteria and click “Search”. You may use one or multiple criteria.
5. All results matching the criteria will display in the grid below the “Search” button. Locate the provider and click “Details” next to the name to open the provider’s record.
6. The provider’s “Facility Details” screen opens. You are now able to review/enter the general information (blue tabs) or, if applicable, event information (grey tabs) related to this provider.