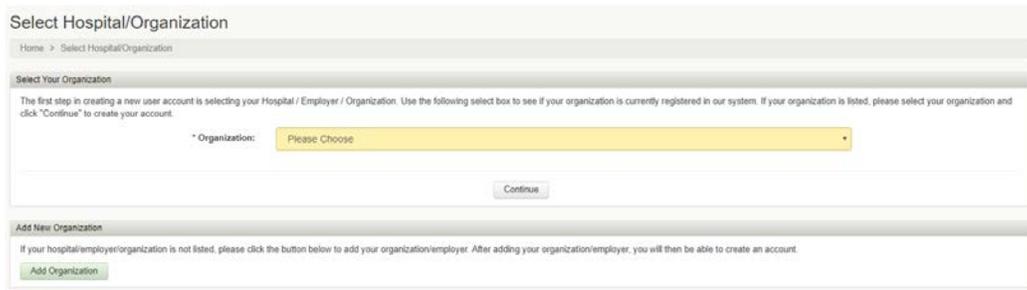




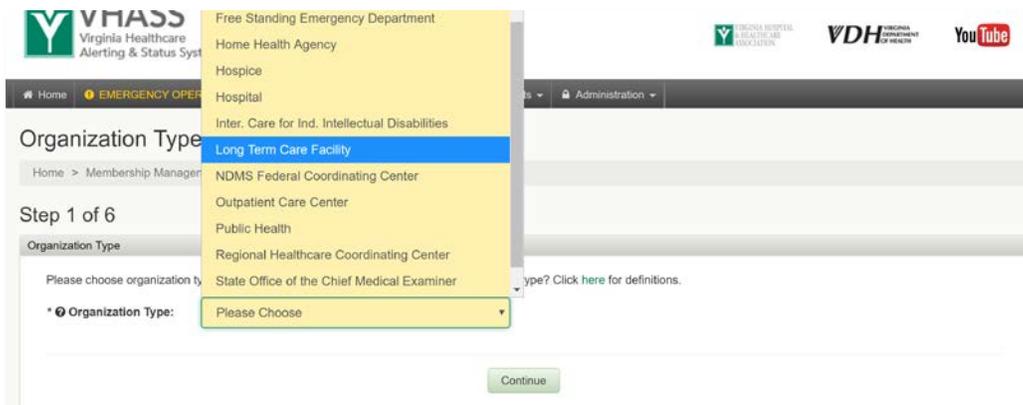
1. Go to the VHASS website: <http://vhass.org/>
2. In the upper left-hand corner of the page, look for the box labeled “Member Login” and click the text “Register Now!”



3. If your organization is not listed in the dropdown menu, click the “Add Organization” button



4. Select your organization type (Hospital, Long-Term Care Facility, etc.) from the dropdown menu, then click “Continue”



5. If necessary, select an organization subtype before proceeding



6. Enter the requested information under “Demographic Information”.

Note: VHASS uses the 6-digit Medicare number to identify your organization. The number must begin with the number 49, i.e. 491234. If your organization does not have a Medicare number, you have multiple organizations with the same number, or if you do not know your organization’s Medicare Number, leave the field blank and a number will be generated for you.

Demographic Information

Home > Membership Management > Organization List > Demographic Information

Step 2 of 6

General Information

* Organization Name: 88 characters remain

Medicare Number:

Number of Licensed Beds:

CMS Certification Number (CCN):

National Provider Number (NPI):

7. Proceed to fill out all the requested fields and submit. When finished, click the green “Continue” button
8. NOTE: Once you have entered your organization information, you will then be prompted to create your personal account. Since you are the first person from your organization to register, you will be designated as the Organization Contact*. Your account will receive emails for all future member accounts that are created in your organization and will have the ability to approve new users for your organization.
9. Registration Complete
Upon completing the registration process, you will be sent a confirmation email notifying you that your information has been received.

*Organization Contacts

- There are 2 contacts per organization.
- Responsible for managing organization contact information
- Responsible for approving new members
- Responsible for assigning members to application modules
- Access to basic contact reports i.e. Alerting Confirmation Number report that allows user to review members that have confirmed receiving text alerts.