1. Go to the VHASS website: http://vhass.org/ Login using your username and password.
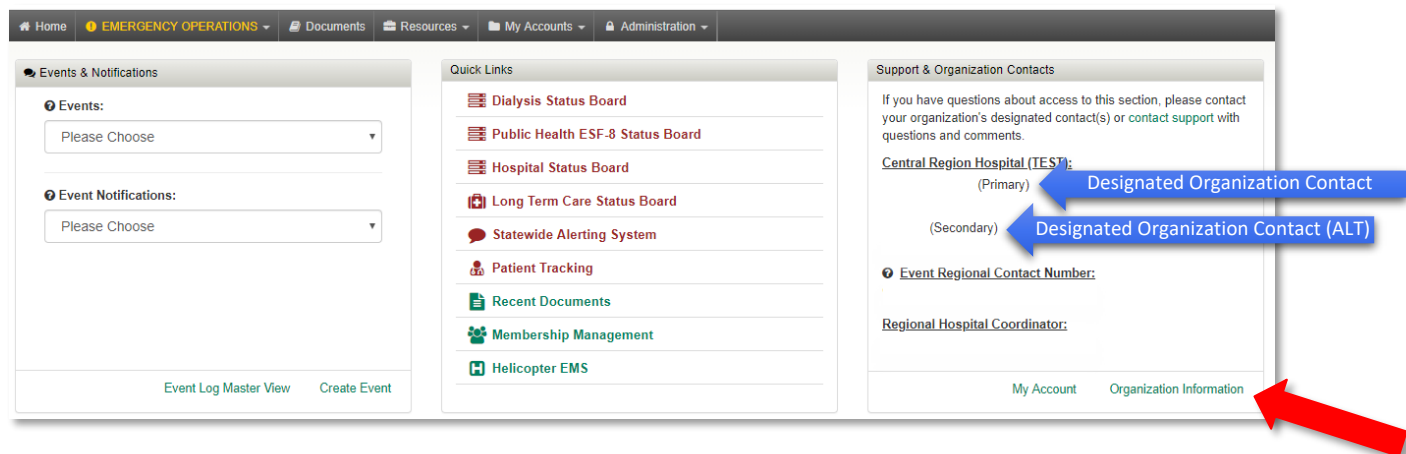

2. To update the organization information, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account. Click "Organization Information".

**If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not see the "Organization Information" button. The Designated Organization Contact names are listed in the Support & Organization Contacts box.

3. Under the "Demographic Information" Tab, click "Edit Demographic Information".

4. Step 1 of 4: Update/Confirm the Organization Type – then click "Continue".

5. Step 2 of 4: Update/Confirm the General Information, Location Information and Hospital Transfer Center Information – then click "Continue" at the bottom of the screen.

Step 2 of 4

General Information

* ❓ Organization Name: `VHEMP Hospital (TEST)`
67 characters remain

Corporate Name: [ ]

❓ Medicare Number: encodeForHTML(591789)

❓ AHA Membership Number: [ ]

Location Information

* Organization Address: `Test 1234 St.`
address 1

[ ]
address 2

`Test` `VA` `12345`
city   state   zip

* Jurisdiction: `Richmond (City)`

Evacuation Zones: [ ]

Hospital Transfer Center Information

Main Transfer Center Phone Number: ([ ]) [ ] – [ ]   [ ]
Extension

Primary Contact

Name: [ ]

6. Step 3 of 4: Update/Confirm Location Information – then click "Continue".

7. Step 4 of 4: Update/Confirm General Information, Staffed Beds Information, Licensed Beds Information, and Personnel Information – then click "Continue" at the bottom of the screen.

Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.

Contact your healthcare coalition for assistance - https://vhass.org/regional/