

## ADDING AND MANAGING YOUR FACILITIES

The **Manage Facilities** link lets you add and save any/all of your facilities so you can track where your procedures are performed when entering data in the TOPS Intake Form.

- From your TOPS Data Dashboard screen, click on the **Manage Facility** link located at the top of the dashboard underneath **'Manage'**:



- When the Manage Facility page opens, click on the **Add New Facility** button:

FACILITY NAME	FACILITY ZIP CODE	FACILITY TYPE	ADMISSION TYPE	LEVEL OF CREDENTIALING	LEVEL OF CREDENTIALING DESCRIPTION	OFFICE BASED ACCREDITATION TYPE	START DATE	END DATE	INACTIVE	EDIT
Christ Hospital anderson	60606	Acute care (Hospital)	INPATIENT	ADMITTING			8/15/2017	8/15/2017	No	EDIT
Long Grove	60550	Office-Based Surgery Facility	Outpatient	Attending		AAAHC/MedCare Certified			Yes	EDIT
Ruch	60403	Ambulatory Surgery Center	INPATIENT	CONSULTING			8/19/2017	8/19/2017	No	EDIT
West	60555	Ambulatory Surgery Center	OUTPATIENT	ADMITTING			8/18/2017	8/18/2017	No	EDIT

**Add New Facility**

- Enter your facility information in the Add New Facility form. You must provide a Facility Name in order to add a facility. Once you have completed the form, click on the Save button and your added facility should be listed underneath the manage facility table.

**Add New Facility**

Inactive

Facility Name\*

Facility Zip Code

Facility Type

Admission Type

Level of Credentialing

Office Based Accreditation Type

Start Date

End Date

*\* FYI – An **Office-Based Accreditation Type** can be entered if the **Facility Type** selected = **Office-Based Surgery Facility**.*

FACILITY NAME	FACILITY ZIP CODE	FACILITY TYPE	ADMISSION TYPE	LEVEL OF CREDENTIALING
Christ Hospital	60606	Acute care (Hospital)	INPATIENT	ADMITTING
Long Grove	60550	Office-Based Surgery Facility	Outpatient	Attending

*\* If you don't see your facility listed in the table, make sure all search boxes underneath the table column is clear/empty. Click the **Manage Facility** link again to reset and review your facility list.*

- Click on the EDIT link to review and make updates for your facility. After you make any updates to your facility, click on the Save button:

FACILITY NAME	FACILITY ZIP CODE	FACILITY TYPE	ADMISSION TYPE	LEVEL OF CREDENTIALING	LEVEL OF CREDENTIALING DESCRIPTION	OFFICE BASED ACCREDITATION TYPE	START DATE	END DATE	INACTIVE	EDIT
Christ Hospital	60606	Acute care (Hospital)	INPATIENT	ADMITTING			01/01/2017	01/12/2017	No	<a href="#">Edit</a>
Long Grove	60550	Office-Based Surgery Facility	Outpatient	Attending		AAHC/Medicare Certification			No	<a href="#">Edit</a>

- Once you have saved your facility, you will be able to select it from the 'Facility' dropdown located on the Procedures tab

Diagnosis

Provider\* ⓘ Deshmukh,Abhijit MiddleName079

**Facility** ⓘ Christ Hospital

CPT Code\* ⓘ Christ Hospital

Procedure Description ⓘ Long Grove

Rush

test

- If you wish to remove a facility from appearing in the dropdown located on the Procedures tab, in **Manage Facility** click on the Edit link for the facility and check the 'Inactive' box. Click Save. Under the INACTIVE column, the status for the facility will change to 'Yes' and the facility will no longer appear in the Facility dropdown in the Procedures tab.

Add New Facility ✕

**Inactive**

Facility Name\*

Facility Zip Code