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'**:

Dashboards > Plastic Surgery Registries Network > TOPS		
Hanage + News & Announcements + Documents & Help Manage Facility	i Data Point Definitions 🕇 Data Download Tool 👁 Benchmark Reports	

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

^											
FACILITY NAME 0	FACILITY ZIP CODE 0	FACILITY TYPE 0	ADDMISION TYPE ©	CREADENTIALING 0	LEVEL OF CREADENTIALING DESCRIPTION 0	OFFICE BASED ACCREDITATION	START DATE	END DATE S	INACT	vt a	EDIT
Ovat Hospital	40404	Acute care (Hospital)	DURATIONT	ADMETTING			01/01/2017	01/12/2017	No		6/8
e-e-e-									Yes		6/8
Long Grove	60550	Office-based Surgery Facility	Outpatient	Attending		AAAHC, Medicare Certifiction			No		6/4
Rush	60400	Ambulatory Surgery Center	INPATIENT	CINSULTING			01/04/2017	01/01/2017	No		6/8
Sect	40535	Ambulatory Surgery Center	OUTPATIENT	ADMCTTING .			05/58/2017	01/04/2017	No		6/8
						Re .	orb 11-15 al 15				
										Add	Anne 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		36			
Inactive					
Facility Name*	Christ Hospital				
Facility Zip Code	60404				
Facility Type	Office-Based Surgery Facility	-			
Admission Type	Inpatient				
Level Of Credentialing	Active	Ψ.	* FYI – /	An Office-Based A	ccreditation Type can be entered if
Office Based Accreditation Type	AAAHC	-	the Fac	i lity Tyne selected	= Office-Based Surgery Eacility
Start Date	10/03/2016			my type selected	- Office Duscu Surgery rucinty.
End Date	Select End Date	Cancel			
FACILITY NAME \$	FACILITY ZIP CODE 💠	FACILI	тү түре 💠	ADDMISION TYPE \$	LEVEL OF CREADENTIALING \$
Christ Hospital	60606	Acute care (H	ospital)	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 💠	ADDMISION TYPE 💠	LEVEL OF CREADENTIALING \$	LEVEL OF CREADENTIALING 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	Edit
Long Grove	60550	Office-Based Surgery Facility	Outpatient	Attending		AAAHC, Medicare Certifiction			No	Edit

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

Diagnosis Provider* 0	Deshmukh,Abhijit MiddleName079
Facility ()	Christ Hospital •
CPT Code * 0 Procedure Description ()	Christ Hospital Long Grove Rush test

i.

• 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	3	£.
Inactive	8	
Facility Name*	Enter Facility Name	
Facility Zip Code	Enter Facility Zip Code	