

# WHAIC Survey Login, Roles & Registration

## I. Survey Roles

Designations assigned by the facility to manage and oversee statutorily required and timely survey submissions and corrections to the state-mandated surveys. The Survey site is for authorized users only. Individual users must have their own login. Registered users agree use of Survey application and Secure Portal system without authority, or in excess of your authority, is strictly prohibited.

### A. Survey Primary

- Recommended for users involved in the submission process who need regular communications with WHAIC and have authorization to sign off on survey data.
- Responsible for monitoring access and contacting WHAIC with any user access changes due to termination or change in role.
- Automatic assignment of all surveys (if applicable for your hospital) – Annual, Fiscal, Uncompensated, Personnel, Medicare Cost Report, and Health System Survey.
- Serve as a primary contact to address issues with the data, timely submission, and attend training.
- Receive all communications from WHAIC regarding survey timelines, submissions, and compliance.
- Share WHAIC communications with Survey Users in their organization, as appropriate.
- Access to the data deliverables site to download/share the hospital data.
- Authority to electronically sign and submit affirmation statements and/or obtain signatures from leadership.
- Authority to upload Medicare Cost Report Schedule C.

## B. Survey User

- Recommended for individuals who may delegate primary responsibility but need survey access to enter, view or sign off on surveys and/or affirmation statements.
- Limited communications from WHAIC –contacted only in the event there is no response from Primary.
- Surveys Users should expect to receive pertinent information from the Primary contact.
- Access to all surveys but responsibility for compliance lies with the Survey Primary.
- Authority to upload Medicare Cost Report Schedule C.
- May freely contact WHAIC with survey contact changes/facility changes.

## II. Registration process

- A. **THE LINK FOR THE SURVEY LOGIN IS HERE.** (Orange Survey Login button.)
- B. Users will use their own facility email address/credentials to register and login to the Survey portal.
- C. WHAIC will first verify if the user has an active WHA account.
- D. If no email is registered, the user will be required to register as a Survey User and select Primary or User, as it relates to WHAIC data submissions.
- E. WHAIC communicates with the Primary contact. See the Survey Roles Descriptions for more information.
- F. Choose **ALL hospital(s)** that you will be submitting data for.
- G. Also note that selecting Primary Survey Contact brings up a question regarding the Health System Survey. If you are part of a Hospital System and will be submitting the Health System Survey, choose your system from the 900's in the dropdown.
- H. User access can be upgraded / downgraded at any time. The Primary contact emails WHAIC [whainfocenter@wha.org](mailto:whainfocenter@wha.org) with instructions.
- I. Periodic authentication will be required to maintain system security.

