NATIONAL HOSPICE AND PALLIATIVE CARE ORGANIZATION

Update Your Organization's NHPCO Profile and Roster



Organization managers—individuals with permission to edit their organization's record like you—can now easily navigate between multiple locations, update organizational contact information, and edit organizational rosters—including adding new staff, removing former staff, and editing individual staff information—with our new and improved organization profile page. The screenshots below will help walk you through some of the most important profile features. Please reach out to <u>solutions@nhpco.org</u> with any questions.

Log In

Starting at <u>www.nhpco.org</u>, select Menu, then the Login button.

Sign In or Create a	n Account	
lease sign in or create a new user	account. If your login information is displayed	ed below, then you are already logged in.
f you don't have an account a eceiving member benefits.	nd your organization is a member, sign up	up using your organizational email address and your account will automatically be linked. You will beg
f your organization is a mem xisting account was created with : Fot sure if your organization	ber and you already have an NHPCO acco a different email address, please note that in you is a member? Search for your organization in	.count using your current organizational email address, please contact us at solutions@hpco.org. If yr your message. We will update your account for you. You can also call us at 800-646-6460. in the NHPCO Find a Provider list. If you see your organization, create an account using your organization.
mail. If you do not see your organ nembership, visit our Membershi	ization, your organization is likely not a membe o Overview and Benefits page.	,ber, and you will not have access to member-protected resources. If you'd like to learn more about NHI
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Sign In Pa	Email:	Create Account If you are a new visitor and do not already have a username and login, please register and creates a new account.

Menu

After you are logged in, select "Menu" on the right-hand side of your screen and then click "View My Profile."



First, visit your "My Profile" page

Once on the "My Profile" page, click on "Manage Organization" in the upper right-hand corner to access your "Organization Information" page.



View Organization Profile

12 101				
	Details	Your Role: Me	mbership Contact	🔗 My Organization Menu
NO PHOTO	Name: Type:	AAD Hospice (TEST) Hospice Provider		INFORMATION ROSTER DEMOGRAPHICS
	۰	65 Kennedy ST, Ste 450 Alexandria, VA 22305-2518		LOCATIONS MEMBERSHIP
	Description:	Coming soon		RENEW MEMBERSHIP TRANSACTIONS
.)919-9336	ZEDIT ORGANIZATION	T VIEW	TRANSACTIONS	QUALITY CONNECTIONS LOG OUT
t: Andy Duncan				

Update Organization Profile

Click "Edit Organization" on the "Manage Organization" page to update your organization name, primary contact, or address.

Your Membersh					
	ip Status: Receive Memi	ber Benefits – View Membership I	Details >		
	201	🗎 Details	Edit Your Orga	nization	anization Menu
	рното	Name: A Type: F	General Informati	on	N HICS
		A Description: C	Organization:	AD Hospice (TEST)	P ABERSHIP >NS
Contact: Andy D	Juncan	✓ EDIT ORGANIZATION	Aeronym:	Required	NNECTIONS
ome individuals ma	iy appear on your roster m	ore than once. This is because they l	Tax Exempt?	0	relationship and a "Roster
lanager" relationsh sted to keep our sys	ip. The staff relationship i stems running smoothly.	s their primary relationship to your o	Primary contact:	Please select ~	We need both relationships
🏨 Organizatio	on Roster		Address Informati	a	+ ADD NEW MASS UPDATE
Last Name	First Name	Relationship			
Duncan	Andrew	We Honor Vet Contact	Address line 1:	65 Kennedy ST, Ste 450 Required	EDIT X EDIT / END VIDUAL RELATIONSHIP
			Line 2:		
			Line 3:		
			City:	Alexandria)-
				(

Navigate Between Locations

If your organization has multiple locations, you can navigate between locations by clicking the "Locations" button on the menu bar on the right-hand side of the "Manage Organization" page.

Update Organization Roster

Scroll to the bottom of the "Manage Organization" page and select "Add New," "Edit Individual," or "Edit/End Relationship" depending on your needs. You can also view your roster by clicking "Roster" on the menu bar on the right-hand side of the "Manage Organization" page.



Update Organization Demographics

Click the Demographics on the My Organization Menu to open the Demographics screen. You can add or edit your organization's Accreditation info at the bottom of this screen. Click the Edit Organization Demographics button to edit all other information. Be sure to click save after making updates.

Organization Informa	tion	MY PROFIL
Your Membership Status: <u>Receive l</u>	Aember Benefits View Membership Details >	
	Details Your Role: Membership Contact	🔗 My Organization Men
(rg)837-345	Name: Cameron Street Hospice Care Type: Hospice Frovider	INFORMATION ROSTER DEMOGRAPHICS LOCATIONS MEMBERSHIP RENEW MEMBERSHIP TRANSACTIONS GUALTY CONNECTIONS LOG OUT
Contact: Andy Duncan		
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NHPCO Memb Demographics Our system handles accreditation Demograph other services you provide.	er Portal mographics separately. es ^a batton to update your organization's demographics as well as information ab	SO BAC out pulliative care, pediatric care, and



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