

NATIONAL HOSPICE AND PALLIATIVE CARE ORGANIZATION

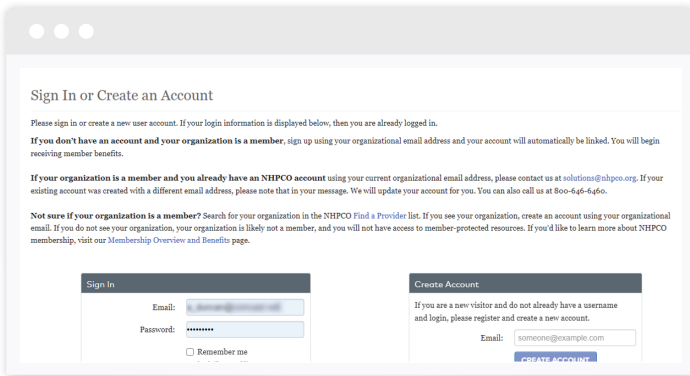
Update Your Organization's NHPCO Profile and Roster



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 solutions@nhpco.org with any questions.

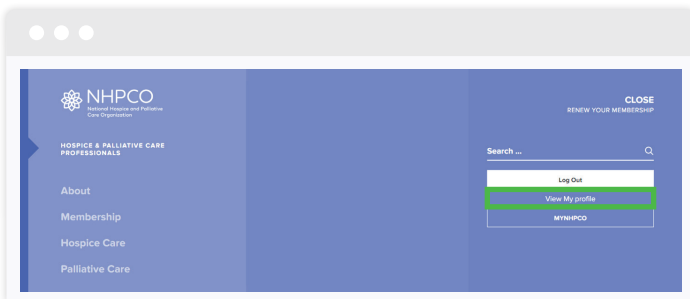
Log In

Starting at www.nhpco.org, select Menu, then the Login button.



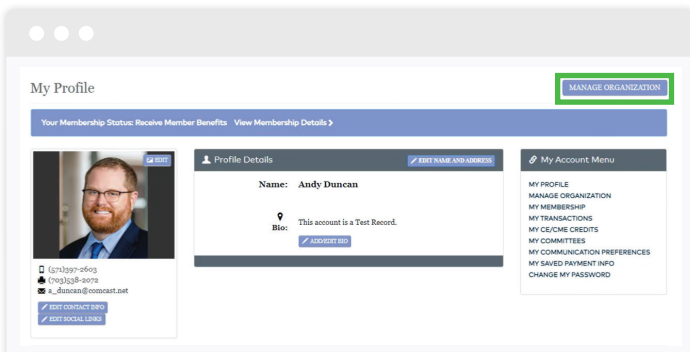
Menu

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

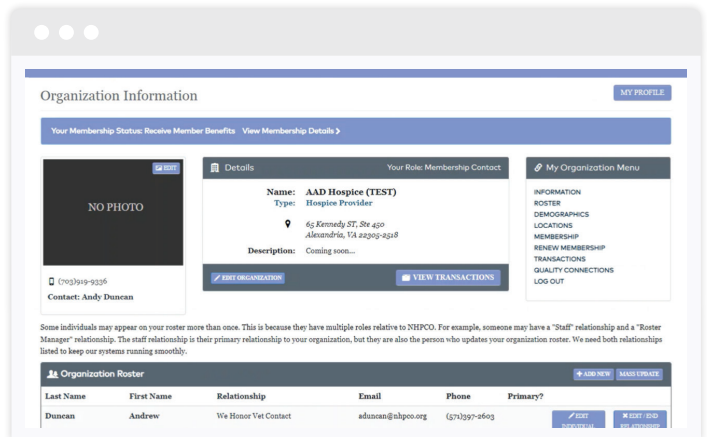


First, visit your "My Profile" page

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

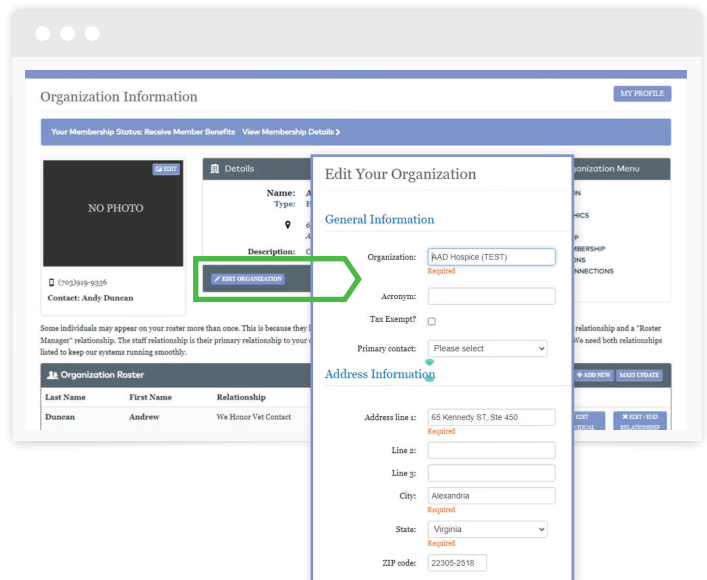


View Organization Profile



Update Organization Profile

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



Update Your Organization's NHPCO Profile and Roster (cont.)

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.

Organization Information

Your Membership Status: Receive Member Benefits View Membership Details

Name: AAD Hospice (TEST)
Type: Hospice Provider
Address: 65 Kennedy ST, SW 400 Alexandria, VA 22309-8242
Description: Coming soon...

Contact: Andy Duncan

Organization Roster

Last Name	First Name	Relationship	Email	Phone	Primary?		
Duncan	Andrew	We Honor Vet Contact	aduncan@nhpco.org	(571)397-8603		EDIT INDIVIDUAL	EDIT/END RELATIONSHIP
Duncan	Andy	Membership Contact	a_duncan@comcast.net	(571)397-8603		EDIT INDIVIDUAL	EDIT/END RELATIONSHIP

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 Information

Your Role: Membership Contact

Name: Cameron Street Hospice Care
Type: Hospice Provider
Address: 2605 Cameron ST Alexandria, VA 22314-2704
Description: Coming soon...

Contact: Andy Duncan

My Organization Menu

- INFORMATION
- ROSTER
- DEMOGRAPHICS
- LOCATIONS
- MEMBERSHIP
- RENEW MEMBERSHIP
- TRANSACTIONS
- QUALITY CONNECTIONS
- LOG OUT

NHPCO Member Portal

Demographics

Our system handles accreditation and demographics separately.

Use the "Edit Organization Demographics" button to update your organization's demographics as well as information about palliative care, pediatric care, and other services you provide.

EDIT ORGANIZATION DEMOGRAPHICS

Use the Add or Edit links below to update accreditation information.

Accreditations + Add



1731 King Street, Alexandria, VA 22314 | nhpco.org