

# Quick Reference Guide: Adding a Hospital Affiliation

## Steps:

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Group, Facility & Hospital Affiliations (Individual) Save Cancel Previous Next

*This is not a required section. To skip this section click on Next button.*

### Pending Group Affiliations

Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No pending affiliations found.								

Add New

### Confirmed Group Affiliations

The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No confirmed affiliations found.								

### Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date		
No hospital affiliations found.							

Add New

To add a Hospital Affiliation, click 'Add New' under the Hospital Affiliations section

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### Hospital Affiliation

Do you practice exclusively within the Inpatient Setting?\*  Yes  No

Do you have hospital privileges?\*  Yes  No

If 'No', please specify

This is my Primary Facility

Ohio Medicaid ID\*

Facility Name\*

Status of Privileges\*

Staff Category\*

Start Date\*

End Date

Any past or present restriction of privileges?\*  Yes  No

If 'Yes', please specify

Save Cancel

On the Hospital Affiliation pop-up, answer the 'Yes or No' questions and enter information on the lines provided

**Note:** When you enter the Ohio Medicaid ID for the Hospital and press Tab or click outside of the box, the Facility Name will auto populate

**Note:** If you answer 'No' to "Do you have hospital privileges?" and/or 'Yes' to "Any past or present restriction of privileges?" a written explanation will need to be provided

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Any past or present restriction of privileges?\*  Yes  No

If 'Yes', please specify

Save Cancel



Once all information has been entered on the page, click 'Save'

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## Steps:

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### Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date		
Training Hospital	Active	Active	No	01/31/2022	12/31/2299		

[Add New](#)

Confirm the Hospital affiliation is listed on the screen in the table under 'Hospital Affiliations'