# WHAT YOU SEE WHAT TO DO (Actions are in bold) Log In (i) Response Please Login New Users verification letter. Email Please click the icon to register Forgot Password access to iResponse. For questions regarding the data displayed on this iResponse website, please contact your facility's Medical Staff Office. This website's sessions time out 15 minutes. After 15 minutes, users will have to log back into iResponse. Credentialing site. Registered users: login screen. Click Login. New users: **New User Registration** New users must complete the required information marked Enter your information for registration. with an asterisk (\*). **Enter** information. Required information marked with asterisk (\*). Click Submit. \* First Name: \* Last Name \* Organization: \* Email Address: **New User Registration Fields** First Name \* Address Line 1: Address Line 2: Last Name \* City:

iResponse provides a view into Visual Cactus provider information. Outside organizations can quickly and easily request the verification of physicians in good standing at an HCA facility. The requesting organization may print a

iResponse is an Internet website for outside organization use. Users external to HCA need to contact the Medical Staff Office at the facility to obtain the URL link and job aid for

HCA users will access a link to iResponse on the Atlas

**Enter** Email and Password on the left side of the

**Click** the New Users icon on the login page to register and set up a password.

A confirmation screen displays.

Organization

**Email Address** 

Phone

Address 1

Address 2

City

State

Zip Code

Password

Confirm Password

Remember Password

\* State:

\* Zip: \* Password:

Remember My Password: [] (Do not check if using a computer with multiple users.)

Please click OK to continue.

Your registration has been saved.

\* Confirm Password:

### **Provider Search**



iResponse opens with a Search option and a Profile option.

### Profile

This option allows users to update registration information.

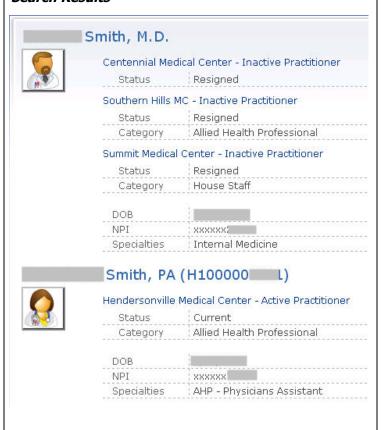
- Click Profile.
  - > The registration screen displays.

### Search

Users may search for providers included in the HCA enterprise-wide database by last name or NPI number.

- **Enter** physician last name or NPI number.
  - One letter or several letters may be included in the Last Name field.
- Click Search.

### Search Results



A list of providers whose last name matches the search criteria displays. The following information appears for each provider, if it is available:

Photo of provider
Provider name and CACTUS ID number
Facility(ies) and Active or Inactive Position
Status
Category
Date of Birth
NPI number
Specialties

- Scroll downward to see the full list of providers.
- Click the provider's name to generate a verification letter about the provider's standing at each facility.
  - One of three letters is generated:
    - 1) In Good Standing Letter.
    - 2) Contact Medical Staff Office (MSO) Letter.
    - 3) Combination Letter.
  - > The letter opens in a new window.

# Verification Letter - In Good Standing

March 11, 2009

Joanne chantelau HCA One nark

One park plaza CS-5 nashville, tn 37203

This letter acknowledges receipt of your on line request for verification of the above provider's affiliation with the below hospitals. The information about the provider displayed below is current as of the last Board meeting.

Hospital Facility	Specialty	Category	Last Board Meeting Date	Original Appt. Date	Appt. End Date
Southern Hills Medical Center	Internal Medicine	Allied Health Professional	2/17/2009	7/20/2004	6/19/2009

The Last Board Meeting Date above indicates the last date on which the Hospital's Board met to consider credentialing issues. If actions are being processed after that date, Hospitals are instructed to remove this Practitioner from this automated response. If you have further questions, please feel free to call the appro-Medical Staff Services office:

Southern Hills Medical Center

Wallace Road Nashville, TN 37211 (615)781-3520

The In Good Standing Letter displays the following information, including when the last approving committee

Facility Name Specialty **Facility Category** Last Board Meeting Date Status

All of the letters may be printed. To do so:

**Click** File/Print from the Internet Explorer menu bar or the Printer icon from the toolbar.

# Verification Letter - Contact MSO

Joanne Chantelau One park Plaza, CS-5 nashville, TN 37203

Please contact the appropriate Medical Staff Services office for information about this provider.

Hendersonville Hospital 355 New Shackle Island Road Hendersonville, TN 37075 (615)264-4000

Skyline Medical Center 141 Dickerson Pike Medical Staff Office

The Contact MSO Letter directs the user to contact the Medical Staff Office at the appropriate facility for more information. Facility contact information is provided.

# Verification Letter - Combination

March 11, 2009

Joanne chantelau HCA One park plaza CS-5 nashville, tn 37203

This letter acknowledges receipt of your on line request for verification of the above provider's affiliation with the below hospitals. The information about the provider displayed below is current as of the last Board meeting.

Hospital Facility	Specialty	Category	Last Board Meeting Date	Original Appt. Date	Appt. End Date
Hendersonville Medical Center	Contact MSO				
Southern Hills Medical Center	Radiology	Courtesy	2/17/2009	9/9/2003	6/17/2010

The Last Board Meeting Date above indicates the last date on which the Hospital's Board met to consider credentialing issues. If actions are being processed after that date, Hospitals are instructed to remove this Practitioner from this automated response. If you have further questions, please feel free to call the appropriate Medical Staff Services office:

Hendersonville Medical Center 355 New Shackle Island Road Hendersonville, TN 37075 (615)338-1120

Southern Hills Medical Center .- wallace Road ishville, TN 37211 15)781-3520

The Combination Letter may appear if a provider is affiliated with more than one facility. All the information included in the In Good Standing Letter displays for the facility where the provider is in good standing.

The Combination Letter also directs the user to contact the Medical Staff Office for more information at the facility where appropriate. Contact information is provided for this facility.