Quick Reference Guide: Adding a Hospital Affiliation

Steps:

1

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

2

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

3

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

Steps:

4

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'