# HOW TO REGISTER

August 24, 2018

**symplr Mobile App**

**Online Training Courses**

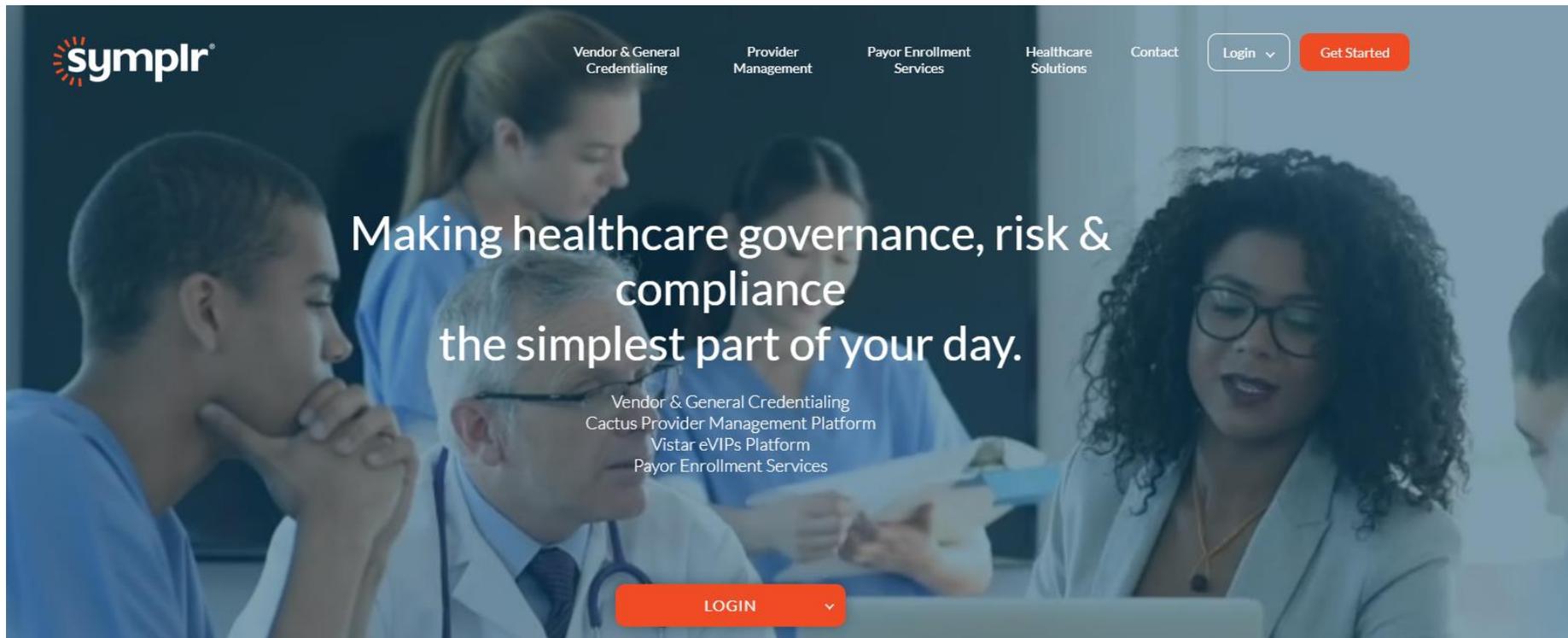**Nationwide Access**

**symplrPass Stations**

**Outstanding Support**

# STEP 1

- Go to our website [www.symplr.com](www.symplr.com)
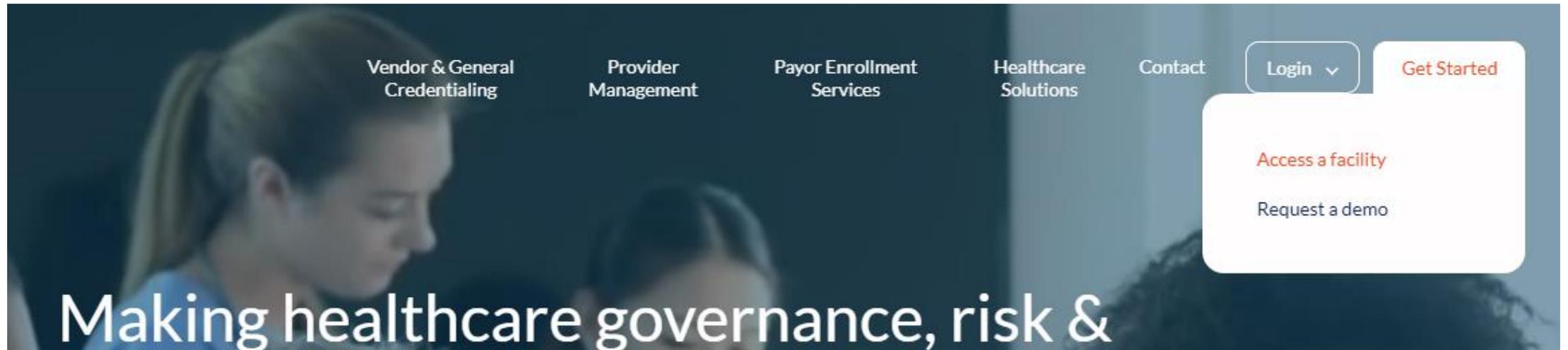
# STEP 2

- Select **Get Started** then **Access a Facility**

# STEP 3 – SELECT YOUR LEVEL OF ACCESS

- Select your Level of Access, then click **Join symplr Now**.
  - See next slide for more information on each Level of Access.

# LEVELS OF ACCESS

**ALL ACCESS (ALL)**

This level provides you with access to any and all areas in a facility. You should choose this level if you need access to procedure areas (like the OR and Cath Lab) to support clinical staff. This is the highest level of credentialing and will require you to submit the most documents.

**Examples:** medical device reps, agency nurses, techs, company consultants

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**PATIENT CARE ACCESS (PTC)**

This level enables you to enter patient care areas or areas where Protected Health Information (PHI) is available. You should choose this level if you do not need access to procedure areas, but do need access to patient care areas.

**Examples:** pharma reps & managers, service techs, general medical sales, lab, and distributor reps, consultants, interpreters and non-contracted reps (IT, legal, financial)

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**ADMINISTRATIVE ACCESS (ADM)**

This level enables you to access all general or administrative areas of a facility. You should choose this level if you do not need access to procedure or patient care areas but do need access to all other areas in a facility.

**Examples:** admin, delivery, and GPO reps

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**PROVIDER ACCESS (PRO)**

This level enables you to access only Physician offices – you will not be able to go anywhere else in a facility. This level is typically chosen by pharmacy reps who do not access patient care areas.

**Examples:** pharma reps

# STEP 4 – SELECT YOUR PLAN

- Read over the descriptions, and hover over each question mark for more information.
- Select the plan that works best for you, then click **Continue to Account Information**.

# STEP 6 - ENTER YOUR ACCOUNT INFORMATION



- Fill in all Login & Account Information, then click **Continue to Billing Information**.

# ENTERING YOUR COMPANY NAME

- Enter your company name from the drop down menu. If it does not appear, click on **Don't see your company?** to add it to our system

Company

SELECT YOUR COMPANY          Don't see your company?

- If you are adding your company, please fill in all required information.

Add my company to the symplr community

Company Address          City

Country          State          Zip Code

United States          --State Name--

I would like to search for my company again

# WHAT FACILITY REFERRED YOU?

- Enter the hospital that asked you to register, then select them from the drop down menu.

- If you were not asked to register by a specific facility, enter any hospital you know you will be accessing.

  - Only one facility can be entered during registration. You will be able to select more in the My Territory section of your account after registration is complete.

What facility referred you?

Search for a facility you want to access first

Confused about which facility to choose? Don't worry! You will have access to all hospitals within our network. We just need to know what hospital initially referred you to symplr. Have questions? Call us at 1.866.373.9725

# STEP 7 – BILLING INFORMATION

- Enter your credit card information in the **Billing Information** section.
  - If you need to change the billing address, uncheck the *Same as mailing address* box.

- Review your selections in the **Review Account** section to make sure everything looks right.
  - You may choose to purchase the *Get Connected – Prospects Database* by checking the box.

- Read the symplr Terms & Conditions, Consent Authorization, and Privacy Policy by clicking on the underlined links

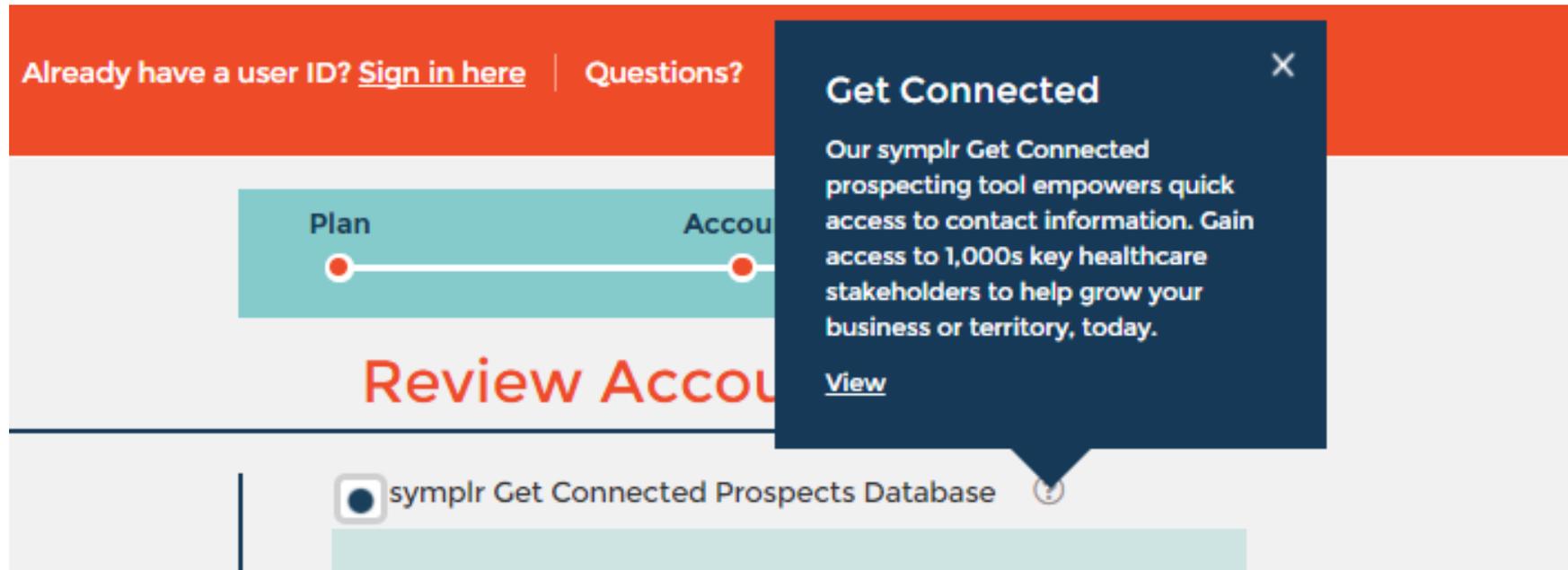- By clicking **Create My Account**, you are agreeing to all terms and conditions.

# GET CONNECTED – PROSPECTS DATABASE

- Hover over the Question Mark, then click **View** to view a short video about our **Prospects Database**.

# REGISTRATION COMPLETE!

- Congratulations, you are now registered with symplr!
- Log into your new account to complete the credentialing process.

**symplr**®

THANK YOU

- Call: 281-863-9500, Option 1
  - Toll Free at 866-373-9725, Option 1
- Online Live Chat   LIVE CHAT

- Email: support@symplr.com

# symplr Access Levels

The levels are affordably priced and easy to understand. Simply select the level that fits the type of facility access you need.

## ALL ACCESS

If you provide support to clinical staff within a facility and need access to patient care and procedure areas like the OR and Cath Lab, then choose this level.

## PATIENT CARE ACCESS

If you engage with facility staff in patient care areas or have access to Protected Health Information (PHI) then choose this level. This level **does not** provide access to procedure areas such as the OR or Cath Lab.

## ADMINISTRATIVE ACCESS

If you need access to back office or administration areas but not patient care or procedure areas and you won't be accessing PHI, then choose this access level.

## PROVIDER ACCESS

If you only need access to physician offices and **don't need to access** any other areas of a facility, then choose this level.

Not sure where you fit?
Call us and we'll walk you through it.

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"Community is not usually the word that comes to mind when you think credentialing, but [symplr] is different. My vendor manager is part of the team!"

—Michael M., Welmed Inc.



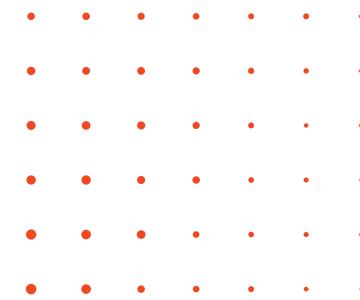**BE INFORMED**    **STAY COMPLIANT**    **MANAGE YOUR ACCOUNT**

## HAVE QUESTIONS? NEED HELP?

You should call us more, we want to hear from you!

(866) 373-9725
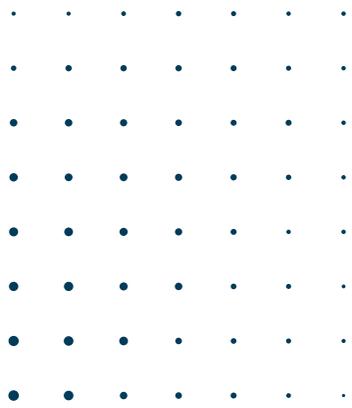support @ symplr.com
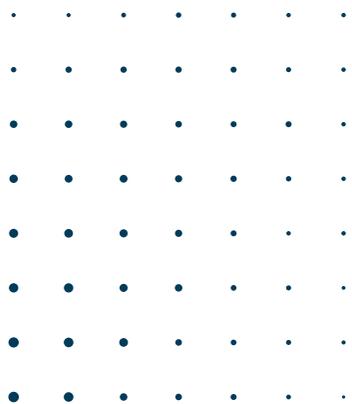chat at symplr.com

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# VENDOR REPRESENTATIVE GUIDE



Use this guide to learn more about registration and account benefits with symplr.

**symplr** ®
Compliance + Credentialing for Healthcare

# SAFETY. COMPLIANCE. SECURITY.

These are just a few of the reasons why **this facility has partnered with symplr** to provide vendor credentialing.

## Credentials managed by symplr

### BACKGROUND CHECK
Your account includes an annual background check – at no additional cost.

### EXCLUSION SCREENING
Monthly checks against all available Federal and State exclusion lists.

### IMMUNIZATIONS
Including Tuberculosis, Influenza, Hepatitis B, and more – with automated expiration alerts.

### HOSPITAL POLICIES
Review and e-sign any required hospital policies and documents.

### FREE COMPANY CREDENTIALING
Your account includes compliance credentialing for your company at no extra cost.

## Get started with symplr by creating your account

### 3 Easy Steps

**1. REGISTER**
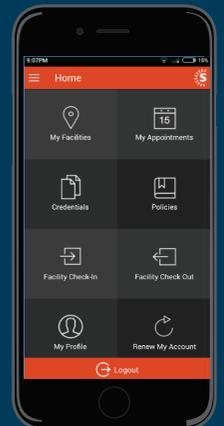Visit symplr.com

**2. CHOOSE**
Select a level of access and subscription plan

**3. SUBMIT**
Provide your contact details and payment information.

## Get the Free Mobile App!

Full account functionality with convenient on-the-go access from your mobile device.

Download on the App Store

GET IT ON Google Play

# symplrPass™

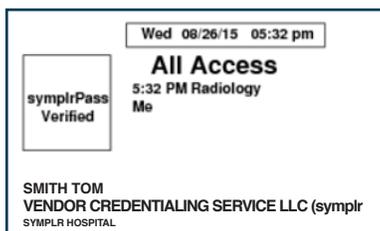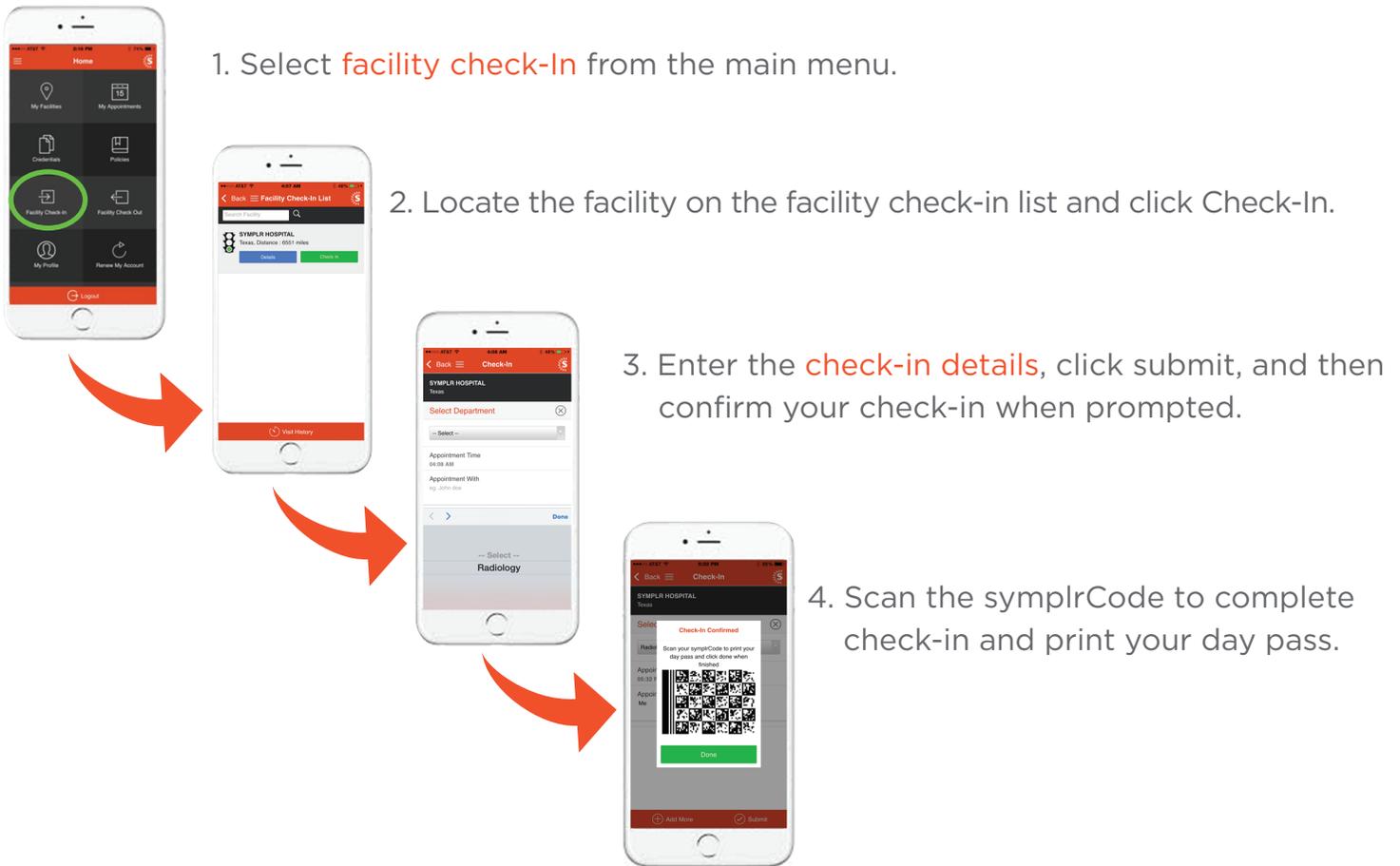## Get in, get verified, and go!

**What is symplrPass?**
A new easy way to check-in using scan-and-go technology with a smartphone application to simplify and reduce the time it takes to get checked in.

**Who can check-in with symplrPass?**
Anyone credentialed for access to this facility that has the symplr mobile app can check-in with symplrPass.

**How do you check-in?**
Start by opening the symplr mobile app...

1. Select facility check-In from the main menu.

2. Locate the facility on the facility check-in list and click Check-In.

3. Enter the check-in details, click submit, and then confirm your check-in when prompted.

4. Scan the symplrCode to complete check-in and print your day pass.

Wear your day pass for the duration of your visit.

**Before you go**
Remember to check out when you're ready to leave.
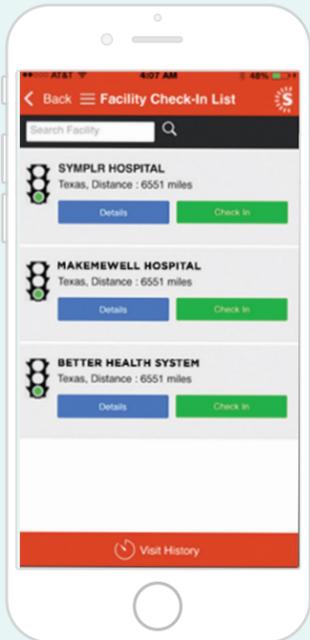
## Not ready to use symplrPass? No problem!
Follow standard facility check-in procedures or contact the administrator for assistance.
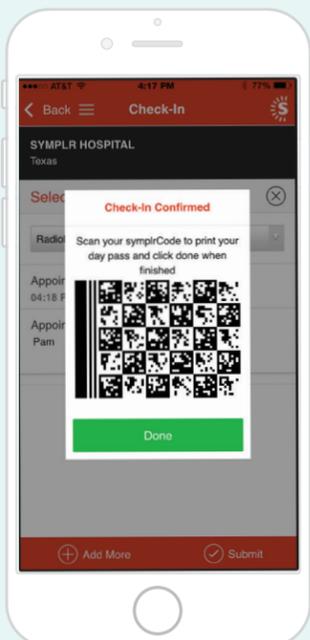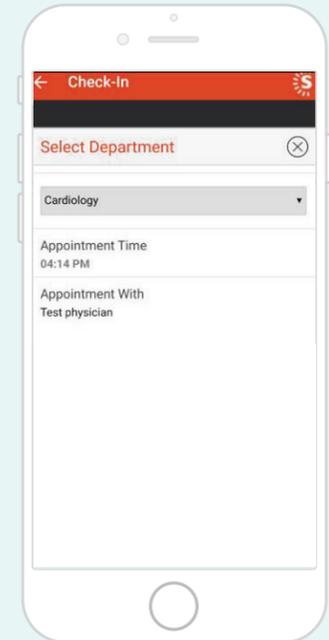
# symplrPass

## Get in, get verified, and go.

Login to your symplr mobile app to add your facilities, update your credentials and/or sign policies prior to coming on site, and manage appointments.

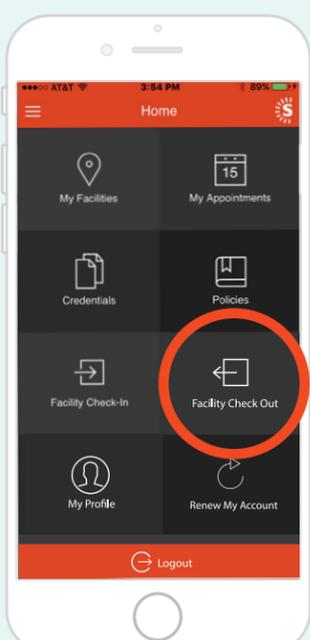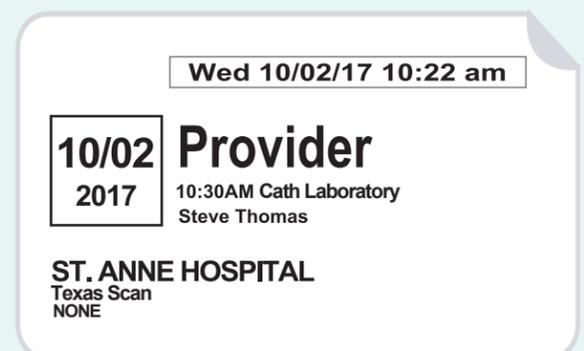Don't have our mobile app? Get it now, available for your Apple or Android device.

Available on the **App Store**

Download for **Android**

**1** Click Facility Check-In and select the green 'check in' for the facility you wish to check into.

**2** Complete Check-in by selecting the department, time, and entering appointment details. Click Submit.

**3** Scan the symplrCode to complete check-in and print your day pass.

**4** Wear your day pass at all times and don't forget to check out before you leave!

Wed 10/02/17 10:22 am

**10/02 2017** **Provider**
10:30AM Cath Laboratory
Steve Thomas

**ST. ANNE HOSPITAL**
Texas Scan
NONE

**5** Click Facility Check-out via the app

## symplr®