

Dear HQIC Participant,

We are happy to announce the rollout of our HQIC portal to our participating hospitals. This portal will allow you to view your assessment data, measurement data and chat with other HQIC-enrolled hospitals to share best practices, barriers and solutions.

## **Training Videos**

Registration and Multi-Factor Authentication:

http://youtu.be/qSDHMpcFbNc?hd=1

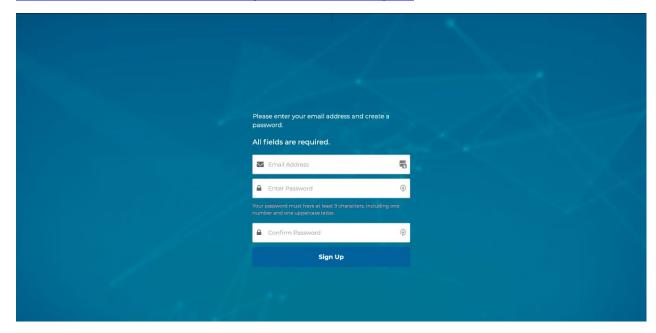
Portal Navigation and Feature Overview:

http://youtu.be/vEvpgaMIXRs?hd=1

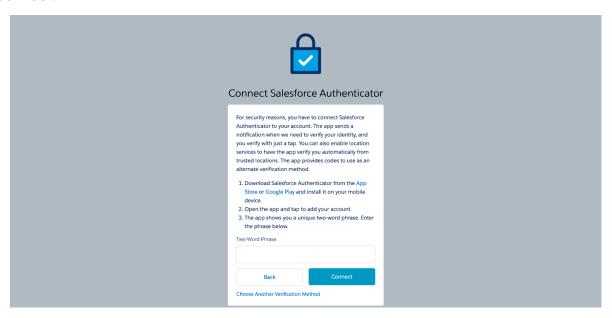
## **Written Instructions**

To access Alliant Health Solution's partner portal, you need to set up an account. Follow these steps to do so:

- 1. To protect your data, we've enabled Multifactor Authentication. Download the Salesforce Authenticator App to your mobile device via the Apple App Store or the Google Play Store before beginning the registration process.
- 2. Open the Portal Registration page by clicking <a href="here">here</a> or going to <a href="https://partnerportal.alliantquality.org/CommunitySelfRegister">https://partnerportal.alliantquality.org/CommunitySelfRegister</a>



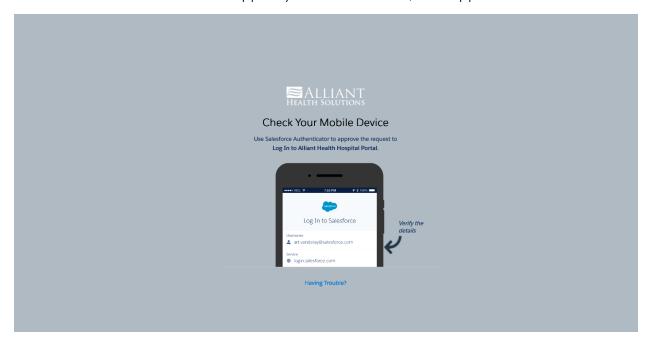
- 3. On the above page, enter the email address where you're currently reading this message ({!Contact.Email}). You must use this email address to register.
- 4. Create a password. The password must be at least nine characters long and include at least one capital letter and one number.
- 5. After creating your password, open the Salesforce Authenticator App on your mobile device. Tap Add an Account. The app will display a two-word phrase.
- 6. On your computer screen, enter the phrase in the field labeled "Two Word Phrase." Click Connect.



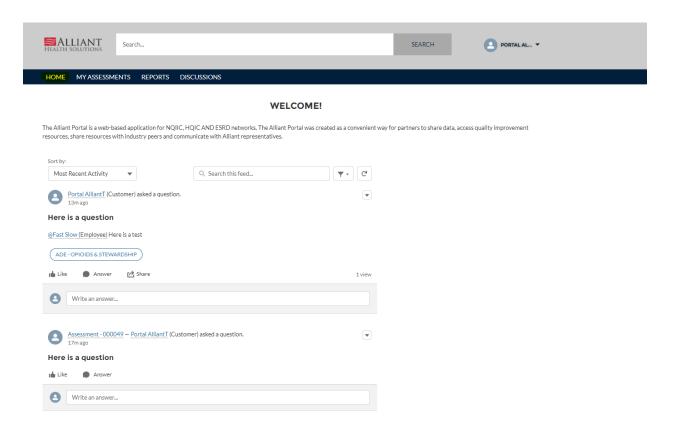
7. In the Salesforce Authenticator App on your mobile device, click Connect.



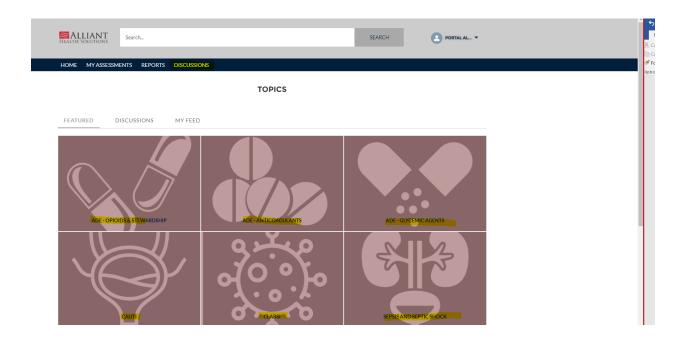
8. In the Salesforce Authenticator App on your mobile device, click Approve.



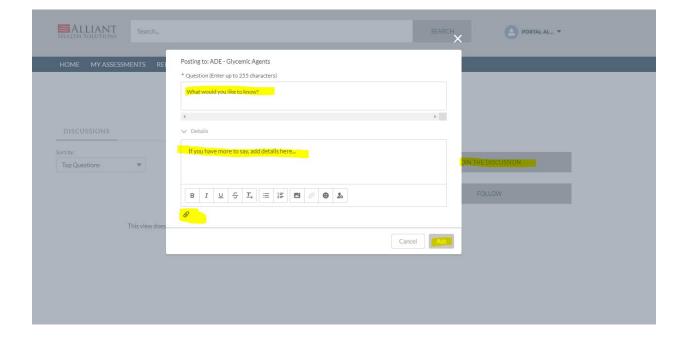
8. Once you log into the portal, your default screen is the Home page, which contains discussion threads that all portal users can access and join in on the conversations.



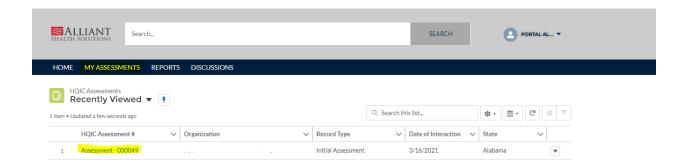
9. To start a discussion, navigate to the discussion tab and choose your discussion topic.



10. After you click on the topic, click "Join the Discussion" on the right side of the page to ask a question and provide details as needed in the below fields. You can also attach a file using the paper clip icon. Then click "Ask." If you follow the discussion, you will be notified of additional posts.



11. To access your assessments, click on the "My Assessments" tab to see a listing of your assessments. By clicking on the assessment number hyperlink, you can open the assessment to view the data. If you have any questions concerning the contents contained in the assessment, reach out to your HQIC contact representative.



12. To access your measurement data trend graft, click on the "Reports" tab. You will see two organization names in the top right-hand corner. The first organization is the HQIC contractor your hospital is working with and the average for all hospitals for this specific measure. The second organization is your specific hospital name. (This screenshot is blinded). This data is updated quarterly and should be up to date within six months.

