

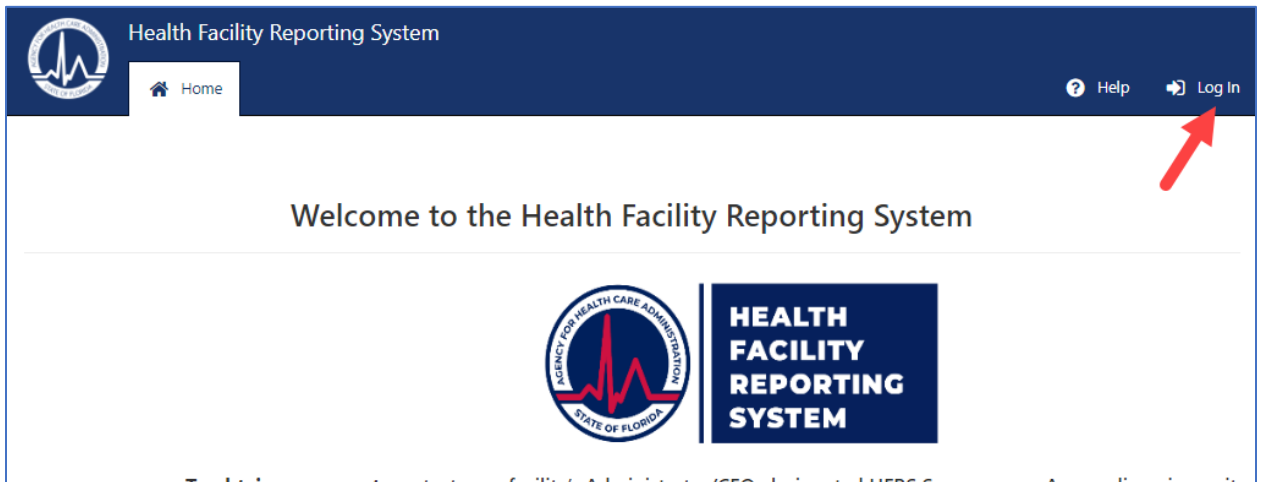


## HEALTH FACILITY REPORTING SYSTEM

# How to Locate Proof of Registration in the Health Facility Reporting System (HFRS)

## Audience: Providers

1. Navigate and login to the website: <https://apps.ahca.myflorida.com/hfrs>
2. Click 'Log In'.



3. Log into the HFRS with your HFRS username and password.

- Click 'Select' next to the facility location for which you need to obtain the proof.

Health Facility Reporting System

My Dashboard

### Dashboard - Facility

Please remember to use the "Log Out" button to log out of the HFRS; closing your the same as logging out.

You will be logged out after 20 minutes of inactivity.

The accuracy of the data contained within the HFRS is solely based on provider-reported information. This system is used by the Agency for awareness and reporting purposes.

	Facility	Provider Type	Address	In Event
Select	ADVENTHEALTH APOPKA	HOSPITAL	2100 OCOEE APOPKA RD, APOPKA, FL 32703	None
Select	ADVENTHEALTH KISSIMMEE	HOSPITAL	2450 N ORANGE BLOSSOM TRL, KISSIMMEE, FL 34744	None
Select	ADVENTHEALTH PALM COAST	HOSPITAL	60 MEMORIAL MEDICAL PKWY, PALM COAST, FL 32164	None
Select	ADVENTHEALTH NEW SMYRNA BEACH	HOSPITAL	401 PALMETTO ST, NEW SMYRNA BEACH, FL 32168	None

- Go to the 'Contacts' tab.

Health Facility Reporting System

My Dashboard

ADVENTHEALTH KISSIMMEE  
HOSPITAL - OSCEOLA County - Lic# 4369  
2450 N ORANGE BLOSSOM TRL

Facility Info Contacts Utilities Generators/Back Up Power Planned Evacuations Transportation

### Facility Contacts

6. Take a full screen shot. Be sure to include the header, facility information, and the 'User Registered' column are fully visible.

The screenshot displays the Health Facility Reporting System (HFRS) interface. At the top, the header includes the system name, a home icon, and navigation options like 'My Dashboard', 'Help', and 'Log Out'. Below the header, the facility information is shown: 'ADVENTHEALTH KISSIMMEE HOSPITAL - OSCEOLA County - Lic# 4369 2450 N ORANGE BLOSSOM TRL'. A red box and arrow point to this information. Below the facility name are several tabs: 'Facility Info', 'Contacts', 'Utilities', 'Generators/Back Up Power', 'Planned Evacuations', and 'Transportation'. The 'Contacts' tab is selected, and the page title is 'Facility Contacts'. A message states: 'Add New Contact Only "Superusers" may add/delete contacts and other system users.' Below this is a table of facility contacts. A red box and arrow highlight the 'User Registered' column in the table. The table has columns for Action/Status, Name, Title, Primary Phone, Primary Email, Safety Liaison, Responsible for Generator, Language, Invitation Sent, Invitation Expires, User Registered, Role, and Switch R. The table contains 10 rows of contact information.

Action/Status	Name	Title	Primary Phone	Primary Email	Safety Liaison	Responsible for Generator	Language	Invitation Sent	Invitation Expires	User Registered	Role	Switch R
Details	V.	Other-Staff Member	( )	n	No	No		07/21/2023 9:42 AM	09/19/2023 9:42 AM	04/07/2022 2:50 PM	Superuser	
Details	Revoke Registration	V.	Other-Staff Member	( )	n	No	No	07/24/2023 12:12 PM	09/22/2023 12:12 PM	07/14/2023 2:46 PM	Superuser	Switch
Details	Invite Contact to Register	J.	Other-Staff Member	( )	Ji	No	No	11/16/2023 8:37 AM	01/15/2024 8:37 AM			
Details	Revoke Registration	L.	Other-Staff Member	( )	L	No	No	03/04/2020 7:52 AM	05/03/2020 8:52 AM	03/04/2020 9:19 AM	Superuser	Switch
Details	Revoke Registration	R.	Other-Staff Member	( )	R	Yes	Yes	04/08/2020 2:44 PM	06/07/2020 2:44 PM	04/08/2020 3:04 PM	Superuser	Switch
Details	Revoke Registration	R.	Other-Staff Member	( )	R	No	No	10/22/2018 9:59 AM	12/21/2018 8:59 AM	10/22/2018 10:37 AM	Superuser	Switch
Details	Revoke Registration	V.	Other-Staff Member	( )	V	No	No	08/31/2022 3:05 PM	10/30/2022 3:05 PM	08/31/2022 4:09 PM	User	Switch
Details	Revoke Registration	S.	Other-Staff Member	( )	S	No	No	11/16/2023 8:38 AM	01/15/2024 8:38 AM	11/16/2023 8:32 AM	User	Switch
Details	Revoke Registration	B.	CEO/Administrator	( )	B	No	No	12/15/2021 7:05 PM	02/13/2022 7:05 PM	03/23/2020 2:03 PM	Superuser	N/A
Details	Revoke Registration	J.	Other-Staff Member	( )	J	No	No	08/03/2020 12:02 PM	10/02/2020 12:02 PM	08/03/2020 7:05 PM	User	Switch