NSQIP Participant Portal: Application Guide
This document contains a step-by-step guide on how to enroll in ACS NSQIP.
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1. Pre-Application

The first step in joining the ACS National Surgical Quality Improvement Program is completing the pre-application. To fill out and submit the pre-application, please go to the following URL:

https://accreditation.facs.org/programs/NSQIP

1.1 Pre-Application Webpage

Once on the NSQIP application home page, click the “Click Here to Apply” button (no log in will be required).

Click the “Click Here to Apply” link.
Please note the required criteria for non-USA hospitals seeking enrollment into ACS NSQIP®:

- ALL medical record documentation must be in English – NSQIP staff to be fluent in English
- High-speed, reliable internet access
- We would also recommend that prior to commencing the enrollment process; the hospital must ensure that they have approval from appropriate government council and/or their hospital administration.

All hospitals are expected to participate independently. Cases from multiple sites should not be combined.

1.2 Completing the Pre-Application

Once you select the “Click Here to Apply” button, you will be led to the ACS NSQIP Pre-Application containing the following sections:

- Instructions
- Institutional Information
- Institutional Profile
- Contact Information
1.3 Institutional Information

Under the “Institutional Information” section, you will be asked for the following information about your site. Please ensure all requested fields are completed to avoid delay in processing and approval of your ACS NSQIP pre-application.

Note: Fields with a red asterisk are required
1.4 Institutional Profile

Under the “Institution Profile” section, you will be asked for the following additional information about your site:

*Please ensure all requested fields are completed to avoid delay in processing and approval of you ACS NSQIP pre-application.*

![Institutional Profile](image)

**Note:** Fields with a red asterisk are required
1.5 Contact Information

Under the “Contact Information” section, you will be asked to identify the **Primary Program Contact**. This will be the person who will be in contact with ACS NSQIP staff throughout the enrollment process and will serve as the main point of contact for the site.

**Note:** Fields with a red asterisk are required
1.6 Pre-Application Submission

Click on the 'Submit Pre-Application' button to submit the pre-application.

Once all the information is entered and submitted, the web page will display a confirmation message saying that the pre-application form was successfully submitted.
2. Application

Once your Pre-Application has been received and processed, the Primary Program Contact will receive an email with details on how to log on to the ACS NSQIP Portal.

2.1 Logging on to the Participant Portal

To log on to the participant portal, go to: https://accreditation.facs.org/programs/NSQIP or click on the link in the email noted above. Use the details you received in the confirmation email to log on to the NSQIP Participant Portal.
Enter your username and password and click the “Log in to your account” button.

2.2 Complete the Application

Once logged on, you will be taken to the NSQIP Participant Portal to submit the full application. Below, you can see the accordion style tabs that enable you to access and manage information for your site. Only the Primary Program Contact and the Registry Site Manager have access to the “Institutional Information” and “Contact Information” tabs. All users have access to the “Important Documents” and “Sampling” tabs.

Your Institutional Information, Institutional Profile and Contact Information will have information already pre-populated from the data entered when the site’s pre-application was submitted.

The Important Documents section, will contain pertinent documents for you to reference throughout your enrollment process and ACS NSQIP participation.
2.3 Institution Information

Under the “Institution Information” section, you will be asked for the following information about your site if not already pre-populated from the pre-application:

- Hospital Federal Employee Identification Number (FEIN)
- Hospital National Provider Identification Number (NPI)
- Tax Identification Number if outside the USA
2.4 Institution Profile

When submitting the Full Application, you will be asked for the following information when filling out the Institution Profile section:

- To access American Hospital Association (AHA) ID Number
- CMS Certification Number (CCN) (United States ONLY)
2.5 Contact Information

In order to submit the application, there has to be a contact entered for Primary Program Contact and Billing Contact.

Click the “Add New Contact” button to open a new contact record window.

Select the desired contact type from the “Role” drop down menu and fill out the contact information.
The Primary Program Contact can add the following administrative roles.

<table>
<thead>
<tr>
<th>Administrative Contacts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Contact</td>
<td>Billing contact for the hospital</td>
</tr>
<tr>
<td>Contract Contact</td>
<td>Contract contact for the hospital</td>
</tr>
<tr>
<td>Primary Program Contact</td>
<td>Primary person accountable for NSQIP at the hospital</td>
</tr>
<tr>
<td>Registry Site Manager</td>
<td>Manages registry access for individuals at the hospital</td>
</tr>
<tr>
<td>Additional Contacts</td>
<td>Other hospital personnel (e.g. CEO, Chief of Surgery)</td>
</tr>
</tbody>
</table>

**Adding NSQIP registry roles:** For information on how to add NSQIP registry roles, please review the “Contact Information Help Guide” which is posted in the Contact Information Tab.

### 2.6 Submitting the Application

Click the application submit button in the application complete tab. You will see a pop up notification stating that the application has been successfully submitted. An email will be sent to the Primary Program Contact's email address.
Thank You for submitting your NSQIP application. We have received your application and will respond within the next 48 business hours. If you have any questions, please contact NSQIP staff at acsnsqip@facs.org.

April Hospital  
6335 Erie Street  
Chicago, IL  60610

<table>
<thead>
<tr>
<th>AHAID</th>
<th>8945698</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS Certification #</td>
<td>789456989</td>
</tr>
<tr>
<td>NSQIP Adult</td>
<td>Y</td>
</tr>
<tr>
<td>Participate In NSQIP</td>
<td>N</td>
</tr>
<tr>
<td>NSQIP Site ID</td>
<td></td>
</tr>
<tr>
<td>Teaching Affiliation</td>
<td>Non-teaching</td>
</tr>
<tr>
<td>Affiliated Hospitals</td>
<td>N</td>
</tr>
<tr>
<td>Hospital System Name</td>
<td></td>
</tr>
<tr>
<td>Enrolled in NSQIP</td>
<td>N</td>
</tr>
<tr>
<td>NSQIP Hospital Name</td>
<td></td>
</tr>
<tr>
<td>Accredited by Joint Commission</td>
<td>N</td>
</tr>
<tr>
<td>Licensed Beds</td>
<td>100 - 299</td>
</tr>
<tr>
<td>Surgical Volume</td>
<td>1680 - 4999</td>
</tr>
</tbody>
</table>

**Hospital Contacts**

<table>
<thead>
<tr>
<th>Nathalie</th>
<th>Evermore</th>
<th>NSQIP Primary Contact – Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rose</td>
<td>Blake</td>
<td>Registry Site Manager</td>
</tr>
<tr>
<td>Brigid</td>
<td>Mattingly</td>
<td>NSQIP Billing Contact – FSCI</td>
</tr>
</tbody>
</table>
2.7 Accessing Program Resources and Uploading Important Documents

The NSQIP Participant Portal has an Important Documents Tab.

- This section will allow for a bi-directional sharing of documents.
- Hospital users will be able to upload documents to this section.
- This section will also display any documents that NSQIP staff has attached to the facility’s NSQIP Profile record.
3. Technical Assistance and Help Contacts

ACS NSQIP staff are available to help if you have questions on the Pre-Application or Application process or need assistance with the NSQIP Participant Portal.

**Institution Information or Contact Information:** If you have questions about submitting a Pre-Application or Application process please contact acsnsqip@facs.org.

**Technical Questions:** If you are experiencing technical issues with the Participant Portal, please contact nsqiptech@acsnsqip.org.