

## Adding and Managing External Facilities

CardiacCare allows organizations to enter and save information for external facilities in CardiacCare, which makes each added external facility available from a pre-populated list for easy entry on data form questions such as “Transferring Facility Name.”

External Facilities					
Name	NPI	City	State	Zip Code	
CK University Hospital					
Eastman Medical Center					
Exceptional University Hospital					
Gotham City General					
Heart Health Referral					
Princeton-Plainsboro Teaching Ho...					
Referring Clinic					
Seattle Grace Hospital					
The EMS Place					

**NOTE:** Only users that have the Create and Edit Practitioners and External Facilities permission may add/update external facilities.

### Permissions

#### Utilities

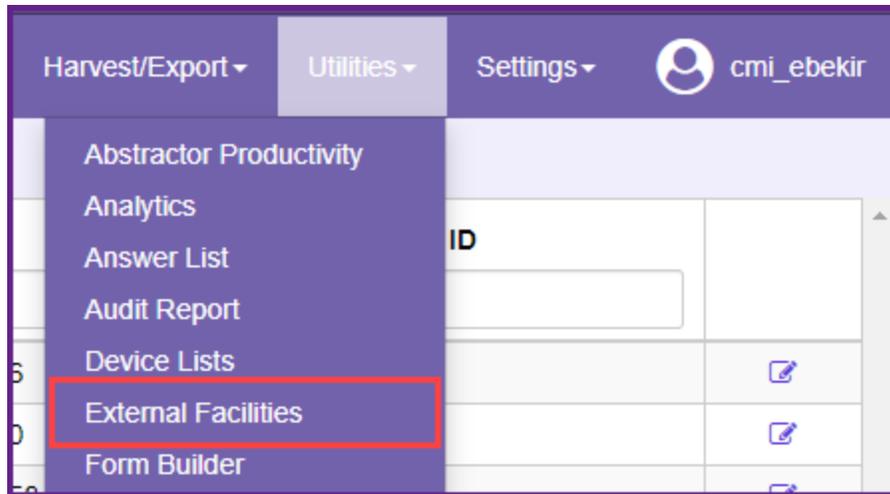
- Change Facility Association ?
- Create and Edit Practitioners and External Facilities ?
- Delete Practitioners and external Facilities ?
- Edit Answer Lists ?
- Edit Licensed Facilities ?
- Issue Patients Data Form ?
- Licensing ?

#### Other

- Create and Edit Data Forms ?
- Edit Code Values ?
- Edit Interface IDs ?
- Launch Analytics ?
- View Interface Status ?

### Adding/Managing External Facilities

The External Facilities page can be accessed by hovering over **Utilities** in the menu bar then → selecting **External Facilities**.

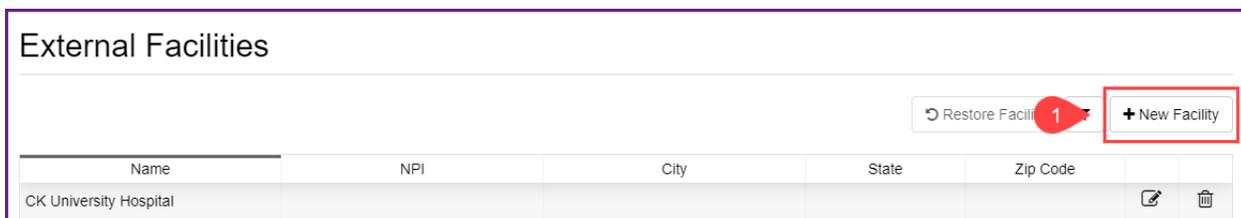


Once on the External Facilities page, existing facilities will display.

### Adding External Facilities

Users can add a new external facility by:

1. Clicking on **+ New Facility**.
2. Enter in the facility **Name**.
3. Select the **Facility Type** (EMS Agency and/or Hospital/Medical Center).
  - a. **Important Note – it is crucial to complete facility type.** If the proper facility type(s) is(are) not selected, the external facility that is created will not be available as an answer option in the registry data forms.
4. Fill in remaining information as necessary.
5. Click **Save** to save the newly created external facility.



External Facilities / New

### Create External Facility

\* Name  2

Facility Type  EMS Agency  Hospital/Medical Center 3

NPI

TIN

EMS Agency Number  4

CODE

Address Line 1

City

County

State

Zip Code  4

Country

CMS

AHA Number

5

### Editing Existing External Facilities

Users can edit an existing external facility by:

1. Double clicking on a specific facility's row of information or clicking the paper and pencil icon at the end of the row for a specific facility.
2. Update any information fields as necessary.
3. Click **Save**.

### External Facilities

Name	NPI	City	State	Zip Code		
CK University Hospital						
Eastman Medical Center						
Exceptional University Hospital						
General Hospital	159357654	Springfield	IL	11111	1	
Gotham City General						

Facilities / General Hospital

### Edit External Facility

Name: General Hospital

Facility Type: EMS Agency | Hospital/Medical Center

NPI: 159357654

TIN: 357456951

EMS Agency Number: 456321159

CODE: 1234

Address Line 1: 123 Main Street

City: Springfield

County: Simpson

State: IL

Zip Code: 11111

Country: United States of America

CMS: 486215793

AHA Number: 579312694

- Users may also delete existing facilities by clicking the bin icon at the end of a row for a specific facility and then selecting **Yes** in the “Are you sure you want to delete facility...” prompt that pops up.

go [+ New Patient](#) Harvest/E

## External Facilities

Are you sure you want to delete facility "General Hospital"?

Name	NPI	City	State	Zip Code		
CK University Hospital						
Eastman Medical Center						
Exceptional University Hospital						
General Hospital	159357654	Springfield	IL	11111		
Gotham City General						

Restore Facility

### Using External Facilities on Registry Forms

Here is an example of using a user created external facility on an ACC/NCDR Chest Pain MI registry form.

The external facilities created are available as a selection in the dropdown for Transferring Facility American Hospital Association Name [**12402: TranFacName**].

C. History and Risk Factors

D. Cardiac Status

**E. Arrival Information**

F. Laboratory Results

G. Procedure Information

H. PCI Procedure

I. Episode Events

mm/dd/yyyy      hh:mm

**Transferring Facility American Hospital Association Name [12402: TranFacName]**

(unspecified)

General Hospital Main Location

**Gotham City General**

Princeton-Plainsboro Teaching Hospital

Once selected the information for that external facility is automatically populated.

<b>?</b> Transferring Facility American Hospital Association Name [12402: TranFacName]
<input type="text" value="General Hospital Main Location"/>
<b>?</b> Transferring Facility American Hospital Association Number [12161: TranFacAHANumber]
579312684