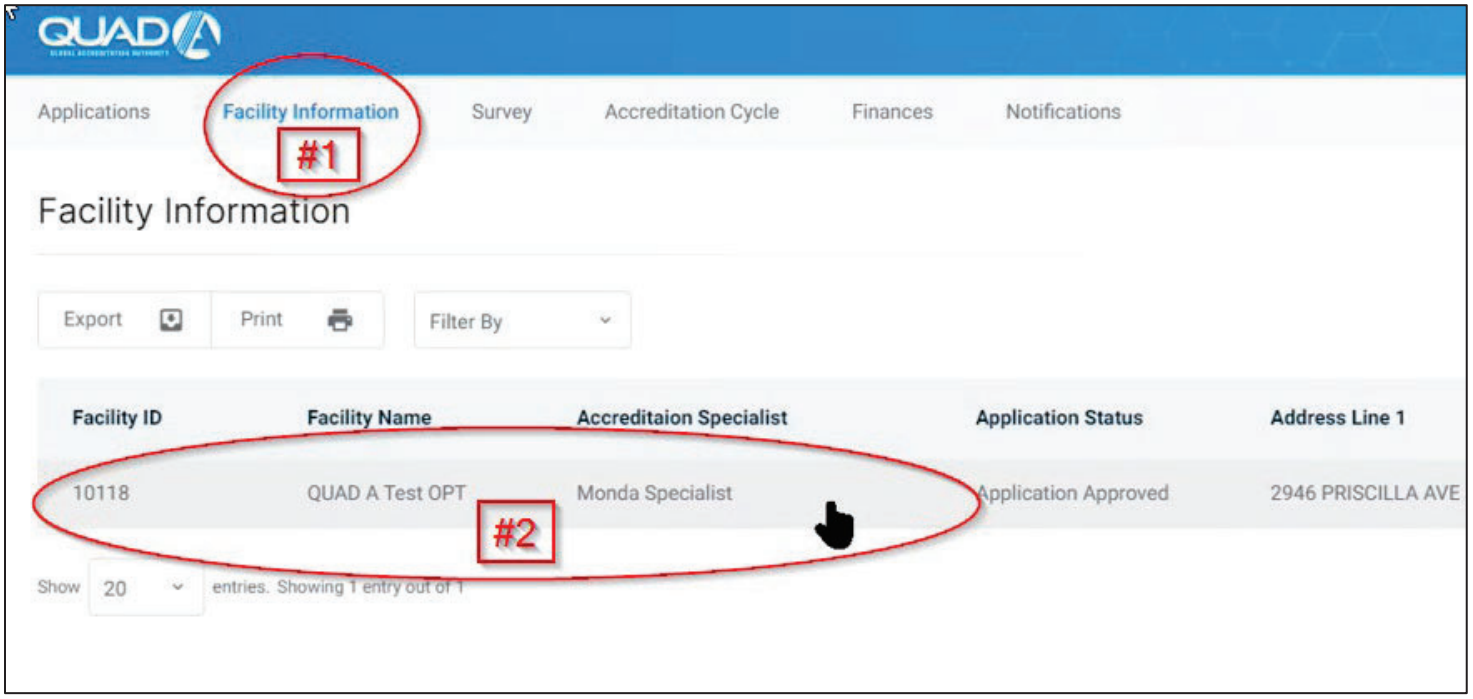
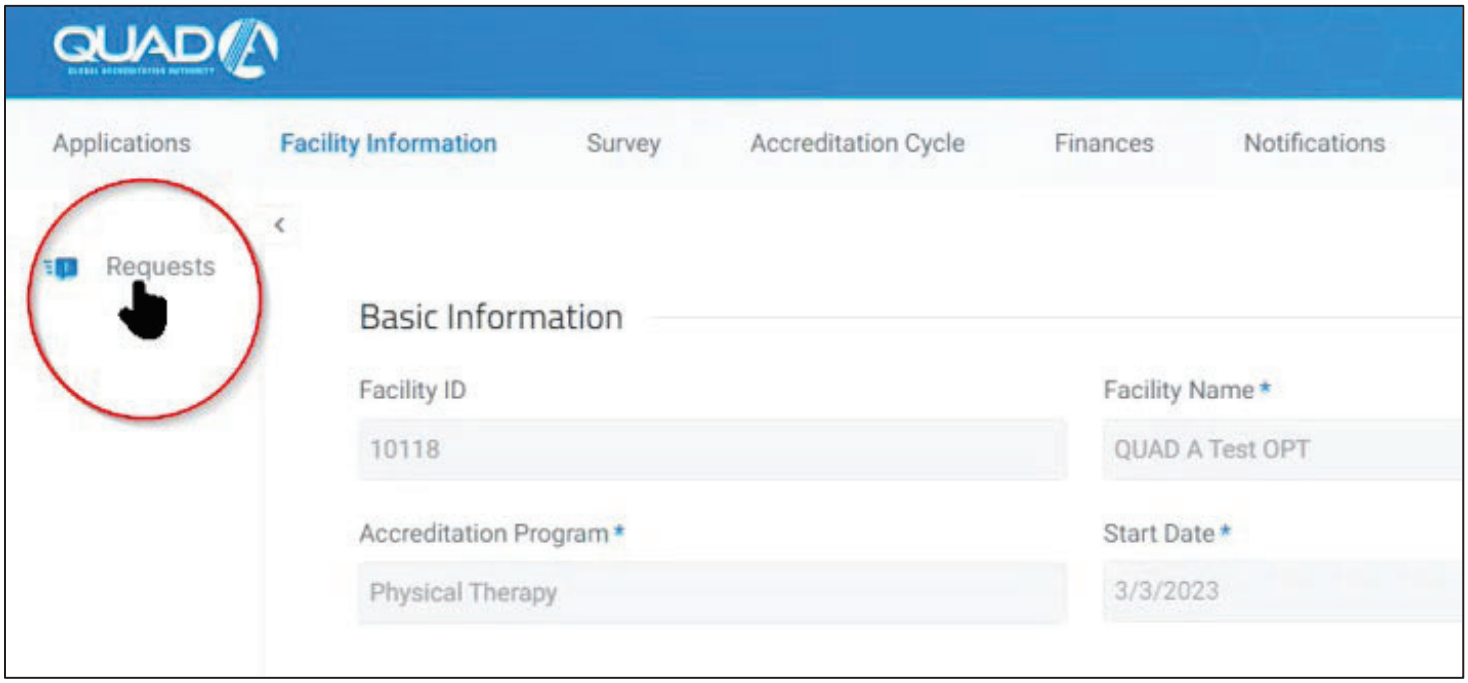
How to Request Staff Changes in the QUAD A Portal

https://portal.quada.org/login

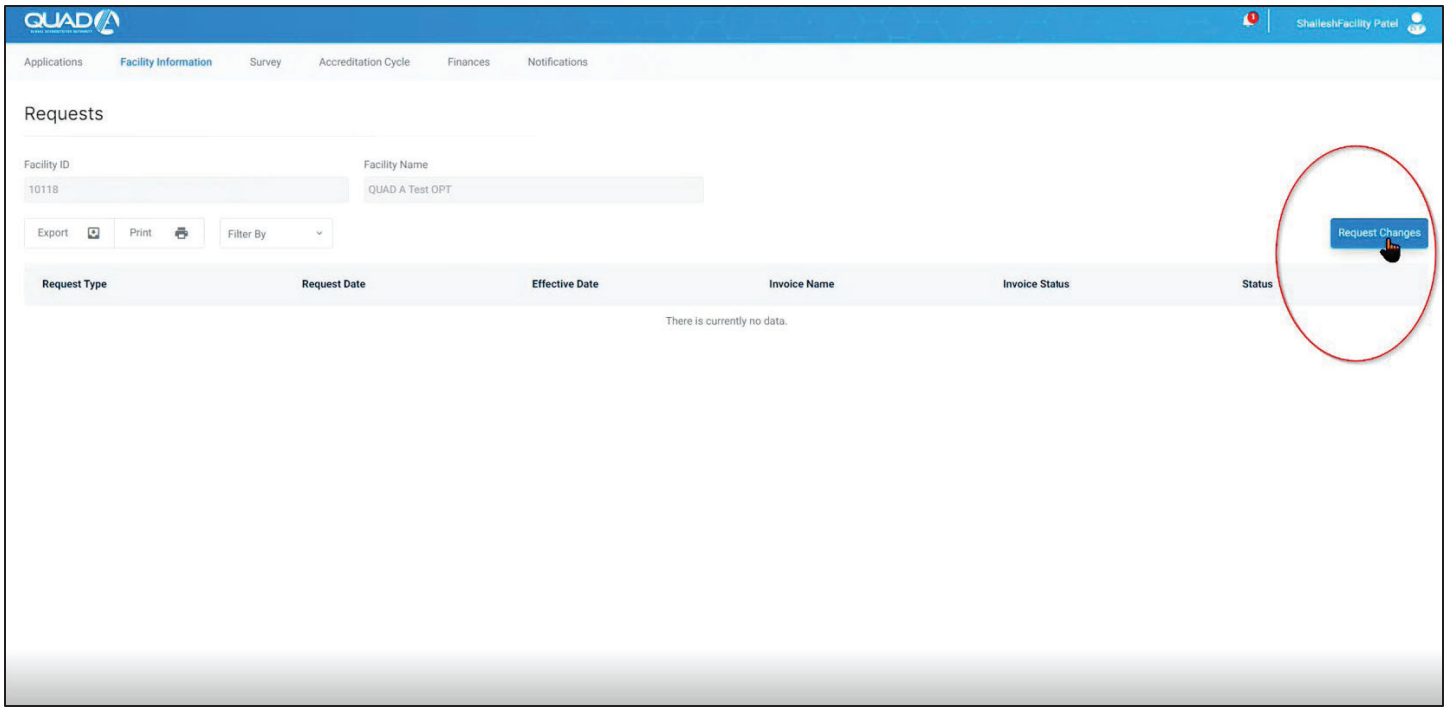
Once Logged into the Portal, click on “Facility Information” tab and select your facility.



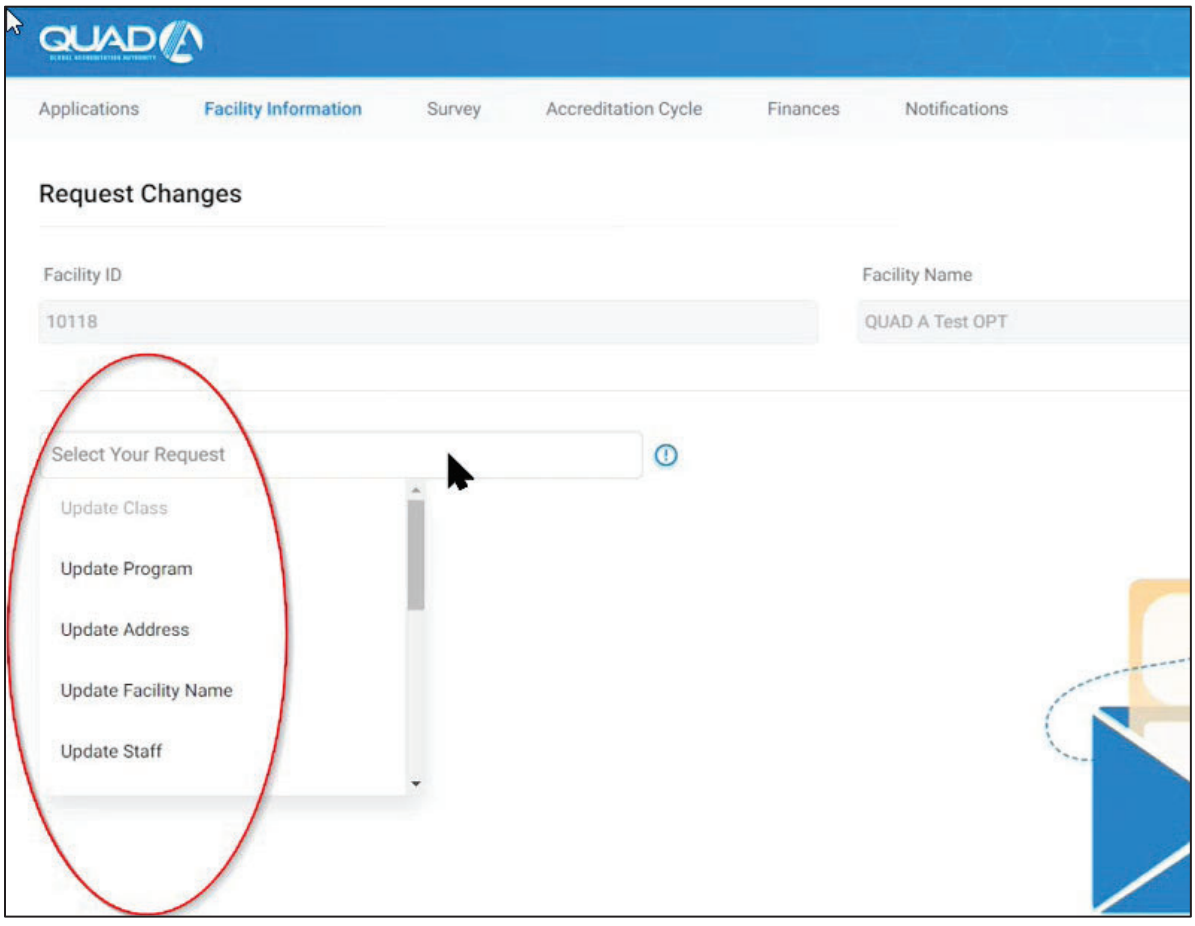
Once the facility’s page is open, click on “Requests” in left column.



On right side of page, click on blue button that says “Request Changes”

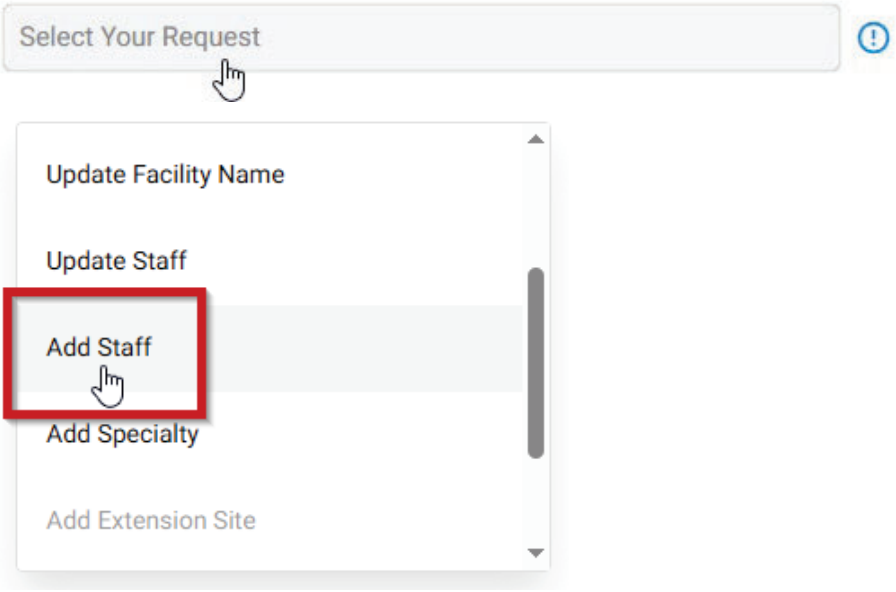


Click on “Select Your Request” drop-down box and choose the request type.



Adding Staff

To add a new staff member (Facility Contact, Clinician/Physician, Medical Director, Clinic Administrator, Billing Contact, Consultant), select the option “Add Staff” in the request type drop down box.



Each new staff add is required to have a valid email address (Please note: only contacts, consultants, directors, administrators will receive emails from QUAD A). Fill in the applicable information for the new staff member, and click on “Send For Approval”.

Required Credentials to Upload for New Clinicians & Physicians

OPT & RHC Clinicians

- Clinician Licensure

Medical Directors (excluding RHCs)

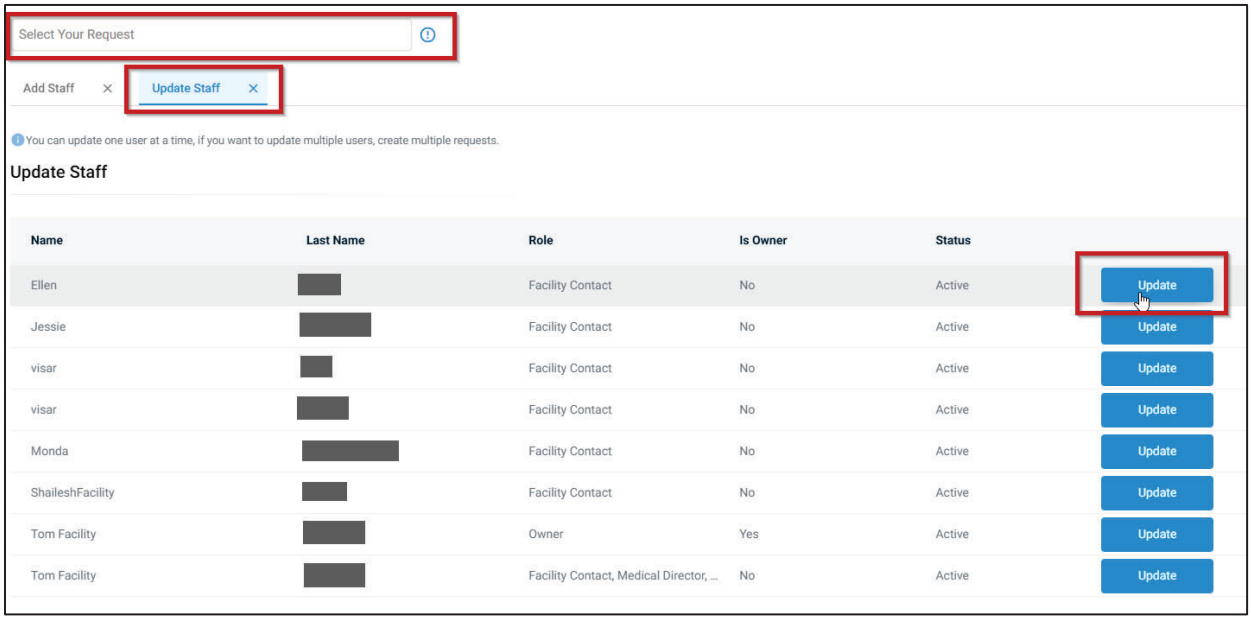
- Medical Licensure
- Board Certification or proof of eligibility

Surgeons/Proceduralists

- Medical Licensure
- Board Certification or proof of eligibility
- List of approved privileges for the facility

Updating or Inactivating Staff

To inactivate or update existing staff, select “Update Staff” in the request type drop down box. Locate the staff member in the facility’s staff list, and click on the blue button that says “Update”. In this module, you can add roles, make adjustments on their credentials, and/or add an “End Date” to remove them from the facility’s active staff list. Once all adjustments have been made, click on “Send For Approval”.





Facilities can keep tabs on all requests made through the portal in the Requests Module. If a request is approved by the Accreditation Specialist, the staff change will be reflected in the Facility Information.

