Welcome to the AACVPR 2020 Program Certification application helpful tips session on using the My Account feature. My name is Toya Davis and I am part of the AACVPR certification support team.
Before entering data into the 2020 program certification application, please take a moment to review the application dashboard by using the “My Account” features. You can access this tab in the top right corner of the application page.
Your My Account dashboard provides access to the following pages: account details, payment history, my library, and my communications.

I will review each of these tabs and explain how they can help you navigate the application. Beginning with the account details.
The Account Detail page is where key demographic information is updated. Programs should ensure that the facility name, address, and phone numbers are listed correctly. They should also review the hospital data such as referrals per year, profit status, and program begins date. Lastly, this area is where the primary and secondary contacts emails are listed, and where you can add “alternate emails” to ensure multiple people are added to the program’s contact list. This will ensure that application updates are never missed.
Payment History – The payment history tab provides a snap shot of your program’s financial profile. If no payment is listed in this screen – this means the payment has not been recognized for your program. Once a payment is received you can download the receipt, and print a copy from this page.

Reminder: All payments must be submitted prior to the application being reviewed.
My Library – The Library page is where all of the documents uploaded in the application are saved. Programs can download a copy of the application themselves by clicking the down arrow located to the right of the document description. Or simply view the document using the PDF icon.

It is imperative that programs review each document uploaded in the application. Most HIPAA violations would be avoided if programs reviewed their documents in the library prior to submitting the page.
**My Communication Page:** Every email that is sent to the primary contact of a program during the application submission window is saved in the My Communications page. This includes invoices, receipts, reminder notifications, etc. Emails are saved in date order, from most current to oldest.

All emails containing invoices and receipts include a PDF attachments that are downloadable.

Programs are encouraged to review the communication tab weekly to ensure that no key emails are missed.
For additional resources and assistance with the program certification application please refer to the resources listed here or contact the AACVPR certification staff at certification@aacvpr.org or phone 312-321-5146.

Resources

• Program Certification webpage: http://www.aacvpr.org/Program-Certification
• Staff Competencies for Core Components: http://www.aacvpr.org/events-education
• CR/PR Performance Measures: http://www.aacvpr.org/PMresources
• Performance Measure for CR and PR Webinars: http://www.aacvpr.org/events-education
• AACVPR Headquarters Office: certification@aacvpr.org or 312-321-5146
We hope that these tips will be helpful as you complete your 2020 program certification application. Thank you for your time and good luck!