RESOURCE GUIDE

Register a New Facility and Apply for an ACS Trauma Quality Program

Purpose

The purpose of this guideline is to outline the process for new centers of applying for one of the ACS Trauma Quality Programs and creating an account.

Process

1. From the Trauma Quality Programs Participant Hub, click “Join a Program.” If you are a new user at an existing facility, please contact the Primary Contact for your facility (most often the Trauma Program Manager) to request that you be added to your facility's contact list.
2. The “Application Instructions” section provides an overview of how to complete the online application. The required fields (noted by a red asterisk) in each section must be completed before the application can be submitted.

3. The “Program Selection” section allows you to select the ACS Trauma Quality Program you are applying to. If you are interested in becoming an ACS Verified Trauma Center, you may list the Adult and/or Pediatric Verification Levels you are pursuing here. If you are planning to join an existing TQIP Collaborative, you may select the Collaborative you wish to join from the drop-down list.
4. Hospital address information should be entered in the “Facility Information” section. The Federal Employer Identification Number field asks for your facility’s unique 9-digit number assigned by the Internal Revenue Service (IRS) to all businesses operating in the United States. The Tax ID Number if Outside USA field should be completed by international facilities only, and asks for their facility’s national identification number.

5. The “Trauma Center Level” section allows you to indicate the level of state designation your trauma center has, if applicable.
6. For the initial application, contact information for a Data Primary Contact and Trauma Medical Director is required in the “Contact Information” section. Additional contacts may be added or updated upon approval of the application.

7. Please enter your name and title in the “Application Authorization” section. You must check the “Agree” box before submitting the application.
8. After submitting the application, you will receive an email confirming your submission. If desired, you may print or save a copy of your application by clicking “Print PreApplication” on the next screen. A member of the ACS Trauma Quality Programs staff will contact you within 5 business days after receiving your application.