NATIONAL ACCREDITATION PROGRAM FOR BREAST CENTERS

Portal Instructions for Centers

Please read these instructions before completing the application. Retain the instructions and a copy of the completed application for your records. These instructions will assist you in preparing an accurate and complete application. All questions in the application must be answered in full or the application will be considered incomplete. When completing the application, please keep in mind, the more detailed information you can provide, the better. All information received by the NAPBC will remain confidential.

If you are a recertifying center, you will receive an e-mail the year before your survey is due in August with further instructions on starting the recertification process.

- Please review the most current **NAPBC Standards Manual** before completing the NAPBC Survey Application Record (SAR).

- Make sure JavaScript is enabled on your computer. If JavaScript is not enabled, open your browser and Google "How do I enable JavaScript" in your browser and follow the instructions.

- Please keep in mind that for confidential reasons, the SAR will timeout after 5 minutes of inactivity.

- **New centers applying for NAPBC accreditation**
  If you are a new center starting an application, please select **Register Center Application**. This is for first-time users only.

- **How to access your existing pre-application**
  If you are a returning center still working on the pre-application, please log in as an Existing Center - Access Application and/or SAR. If you saved your application as a draft, you will receive an e-mail with your username and password. If you have not received an e-mail, your pre-application was not saved.

- **How to access your center portal SAR**
  If you are a returning center working on the SAR, please log in as an Existing Center - Access Application and/or SAR. The username and password can be found in your approval notification e-mail. Select **Access Active Survey Application Record (SAR)** then **Edit** and the SAR will drop down by Chapters.

- **How to access your recertifying SAR**

Click on **Access Active Survey Application Record (SAR)** then **Edit** and finally select **Application.** Complete or update your Application page and select submit. Once you have submitted your Application page, your new SAR will automatically drop down. Please note: Your recertifying SAR will only be accessible to you late August, the year before your survey is due.

- Click the heading name on each tab to open or close the Application or SAR Chapters.

- Save your work continuously by clicking **Save as Draft** at the end of each section. *(Please click only once.)*

- **How to submit your NAPBC SAR**
  Access Active Survey Application Record (SAR) select **Edit** and **Submit each Chapter** by clicking on individual tabs and **Submit to NAPBC – Chapter Completed**. Then click on **Submit SAR – Complete** to submit your entire SAR. An e-mail will follow immediately confirming receipt of SAR. Each chapter must be submitted separately, along with a final submit. Please click only once.

- **How to update your center information and contacts**
  Select **Update all center information and contacts** to update any of the following: breast center name, BPL, staff contact, alternative contact information.

- **How to change your Welcome name or username and password**
  Log into your center portal and select **Update Login Information**.

- **Attaching and removing documents in the SAR**
  - Please use the upload feature in the application and SAR to include documents and eliminate the need to retype your information into the application. A second upload feature and text box is provided if needed.

  - Choose ONE file per upload (you can only upload PDF, DOC, RTF, and XLS files). **Do not** use special characters in the file name (i.e., (**.**)(,)/<>?;':"[]\{}|`~!@##$%^&*()=+). After attaching your document(s), select **Save as draft** at the bottom of the page.

  - Uploading another file will automatically replace your existing file after clicking Save as draft or you may delete the file by simply clicking on Remove file then Save as draft. We recommend that you upload only one file at a time.

- **How to access your marketing material/certificate (accredited centers only)**
  A link to access your marketing material/certificate is available via your Performance Report e-mail.

- **How to make edits to the SAR after survey**
  Select **Post Survey Evaluation / Final SAR Edits** then **Edit** and choose the chapter you would like to make edits in. When finished, submit to NAPBC and your changes will be saved.

- **How to access and submit your Post-Survey Evaluation after survey**
  Select **Post Survey Evaluation / Final SAR Edits** then **Edit** and click on the Post Survey Evaluation tab and enter your data. When finished, submit to NAPBC. A confirmation e-mail will be sent to you. Thanks for your survey!

- **How to access/update your center profile page**
  Click on **Center Profile Detail** then **Edit** then **Center Profile Details**. Fill out the form and submit when you are finished.

- **Best practices**
  To review and submit your documentation for best practices, select **Best Practice** then **View** then **Best Practice**. You may upload your document, select **yes** for approval, submit in order to have your best practices reviewed and considered for posting on the NAPBC website.

- **What to do if you receive an error message**
  Please send an e-mail to NAPBC@facs.org with a screen shot of the error along with an explanation of how the error came about. Please include your center ID number.

- **Resolving your deficiency**
  Resolution documentation must be submitted online by logging into the NAPBC center portal and clicking on **Deficiency Resolution**. Documentation is reviewed by the NAPBC Standards and Accreditation Committee on a monthly basis. Please allow 30–60 days for final determination. You will receive an e-mail when final determination has been made. At this point, you should be able to log into the NAPBC center portal to view your deficiency letter. Centers that do not resolve deficiencies within a 12-month period will be required to reapply for accreditation.

  If you have questions or need help completing the application, please feel free to call or e-mail the NAPBC at 312-202-5185 or at NAPBC@facs.org . Please have your Center ID number ready when you call or e-mail.