Please note:

Only providers that are required per NC DMA Clinical Coverages Policies (https://medicaid.ncdhhs.gov/providers/clinical-coverage-policies) to be nationally accredited by one of the following accrediting bodies (Commission on Accreditation of Rehabilitation Facilities (CARF), The Council on Quality and Leadership (CQL), The Joint Commission, or Council on Accreditation (COA)) are required to inform Alliance of their accreditation status.
Enter an Accreditation

• When you first access the dashboard, you may or may not see an Accreditation entry. If you do not see an accreditation then you will need to enter one and submit it for review and acceptance.

• From the Dashboard, you can click either the Create/Edit button or click the Accreditation link at the top of the page:
Information to Fill In

**Source Name** – choose one of the Governing Body selections from the dropdown menu

**Effective Date** – select the effective start data of your organization’s accreditation
Information to Fill In

Expiration Date – select the expiration of your organization’s accreditation

Accreditation Years – select whether your organization’s accreditation is for two years or more or less than one year
Information to Fill In

SPECIAL NOTE – the system will validate your choice against the dates you selected above. If the period between the dates does not match this choice, you will receive an error message.
Information to Fill In

Add Documentation – here you add any documentation related to your accreditation

• If your accreditation is for two years or more, you need only add the official notification from the accreditation body chosen
• If your accreditation is for one year or less, you will need to submit all findings the accrediting body provided
• These documents must be submitted to the LME/MCO within 30 days of receipt

Click the Add New Document button
Information to Fill In

Click the Select files button and choose a document from your hard drive

Enter a description and click Save
Save or Save and Submit

Once you have completed your entries, you have two options. You can Save or Save and Submit. Here are the results of clicking either button:

- **Save** – clicking the save button saves all of your entries and uploaded documents to the database but does not submit it for review to Alliance.

- **Save and Submit** – clicking save and submit saves all of your entries and uploaded documents to the database, submits them for review and acceptance by Alliance.
Save or Save and Submit

• **NOTE:** Navigate back to the Dashboard to see the status of your Accreditation “Submitted”

• You will receive an email notification that your submission has been received and will also receive an email when your Accreditation request is accepted

• Once your request has been accepted you will no longer be able to make edits to it
Request More Information

• At times, after you submit your Accreditation request, Alliance may need additional information before accepting it

• In these cases, you will receive an email requesting more information

• You must log into Provider Maintenance and provide the requested information
Request More Information

• From the Dashboard, click the Create/Edit Button or the Accreditation link at the top of the page.

• Note that the Current Status on this page is “Request More Info”.
Request More Information

• Review the Feedback Comments and take appropriate action

• Any documents you uploaded prior to submitting can no longer be edited or deleted – only documents you upload in your current session can be edited or deleted

• When finished, click Save or Save and Submit, as needed
Enter Next or Future Accreditation

• Alliance’s system for tracking Accreditation allows providers to enter their next valid accreditation 30 days prior to the current one expiring

• Like entering your first accreditation, navigate to the accreditation screen to see that your current Accreditation is expiring soon
Enter Next or Future Accreditation

• From this screen, you can view your existing Accreditation or you can create a new one by clicking the corresponding buttons.
• Enter your accreditation information just like you did originally and submit for Acceptance
• Once you have submitted your next Accreditation request, note that it displays on the Dashboard and you still have an existing Accreditation that is in effect but it is now accessible via the History tab on the Accreditation page
• The Dashboard always displays the most current record on file, even if it is for a future entry
User Guide


- [https://www.alliancehealthplan.org/national-accreditation-of-providers/](https://www.alliancehealthplan.org/national-accreditation-of-providers/)
Confidentiality Notice

• This document (including any attachments) may contain confidential, proprietary and/or privileged information

• Any unauthorized disclosure, distribution or use other than its intended purpose is strictly prohibited
Questions or Technical Assistance?

• Technical support for the Provider Accreditation Portal: AccreditationReview@AllianceHealthPlan.org

• Check Provider News Weekly for any updates or changes: https://www.AllianceHealthPlan.org/providers/