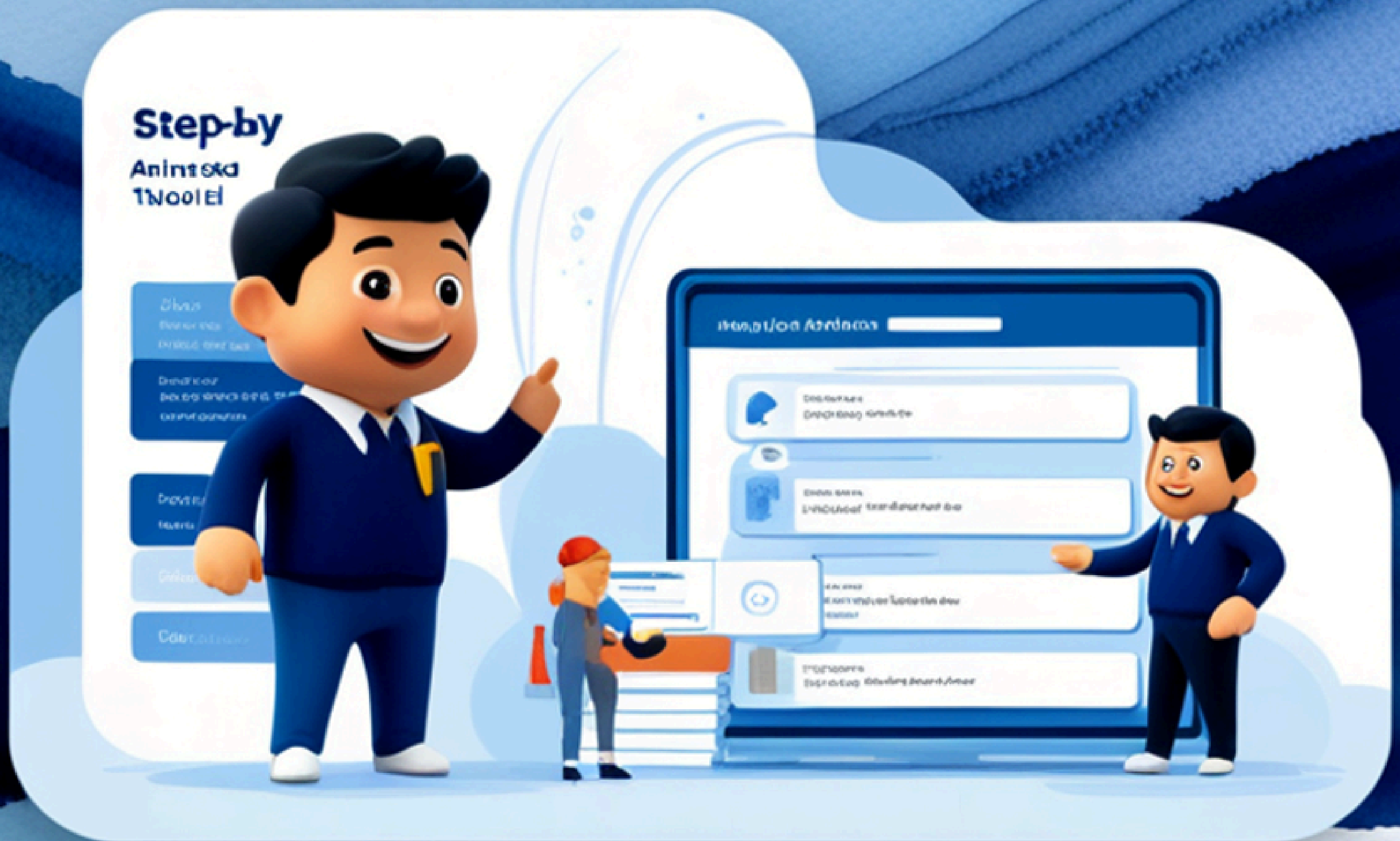


FCDS IDEA

Facility Access Administrator (FAA) Interactive Process Guide

Step-by-step guidance for requesting the FAA
and managing access in FCDS IDEA



[Begin Tutorial](#)

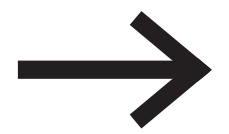
FCDS IDEA FAA Interactive Process Guide**FCDS IDEA FAA Process Navigation Hub**

Click each numbered step below for detailed instructions.

1**Create IDEA User Account**

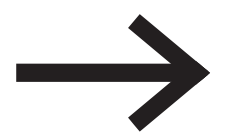
NEW users begin here.

[Open Step 1](#)

**2****Add FAA Role**

Add FAA authorization to your IDEA user account

[Open Step 2](#)

**3****Submit FAA Application**

Complete and submit the FAA request

[Open Step 3](#)

**4****Complete Signatures**

Complete Approval Signatures

[Open Step 4](#)

**5****Manage FAA Assignments**

Manage personnel access

[Open Step 5](#)



FCDS IDEA FAA Interactive Process Guide

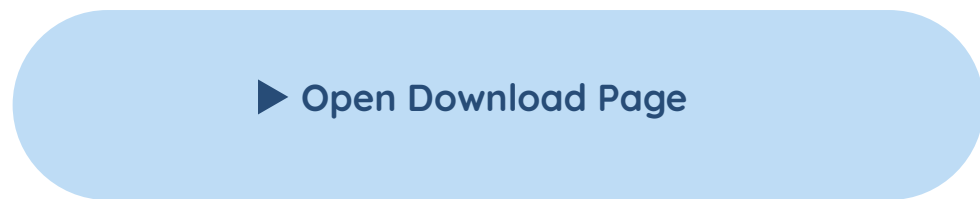
Step 1: Creating an IDEA User Account

⌚ Estimated Time: 3-5 Minutes



If you already have an FCDS IDEA account, **do not create a new account.** Return to the Navigation Hub and proceed to Step 2.

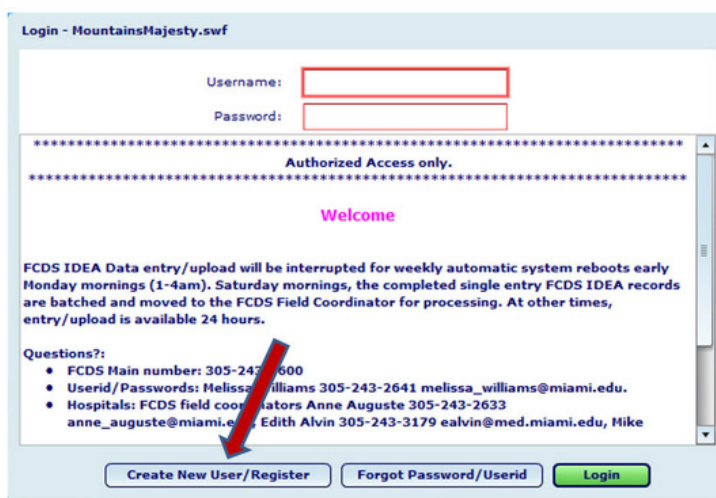
1. Open the IDEA Download Page



2. Open the IDEA Application



3. Select Create New User/Register

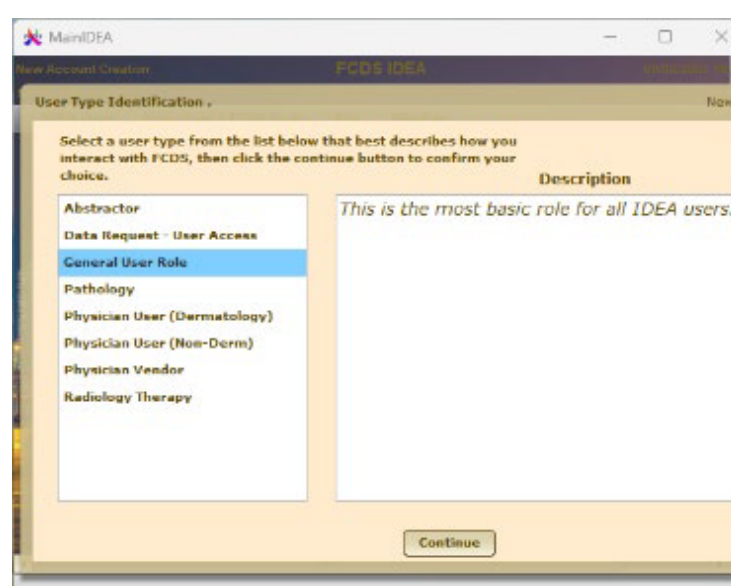


4. Identify Your User Type

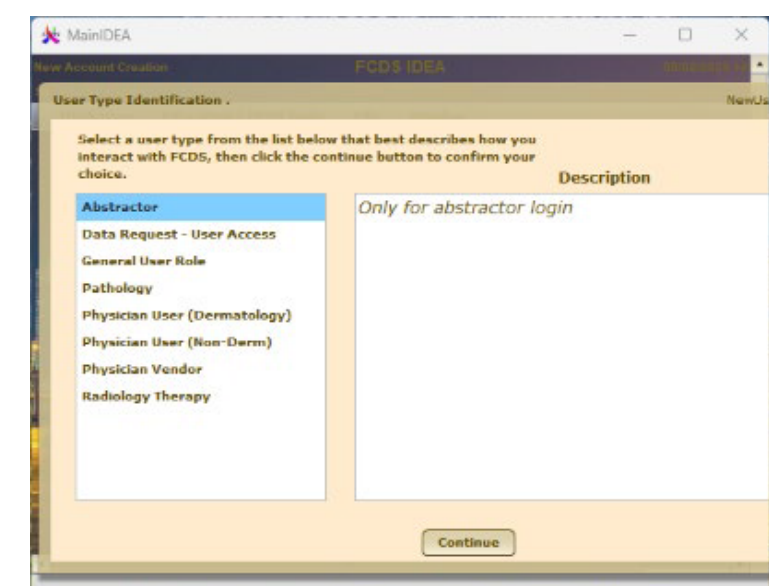
Identify your user type:

Administrators → General User Role
 General User (non-abstracting)

Abstractors → Abstractor

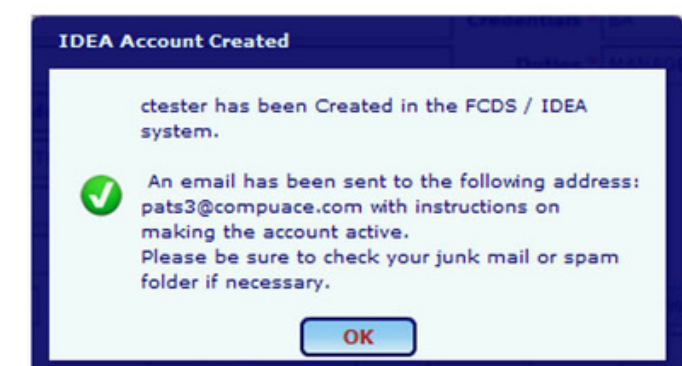
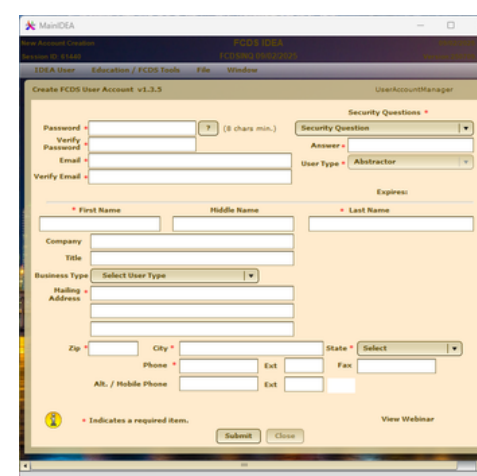


OR



5. Complete Registration

Complete all required fields in the registration form.



6. Activate Your Account

Submit the form and activate your account via email



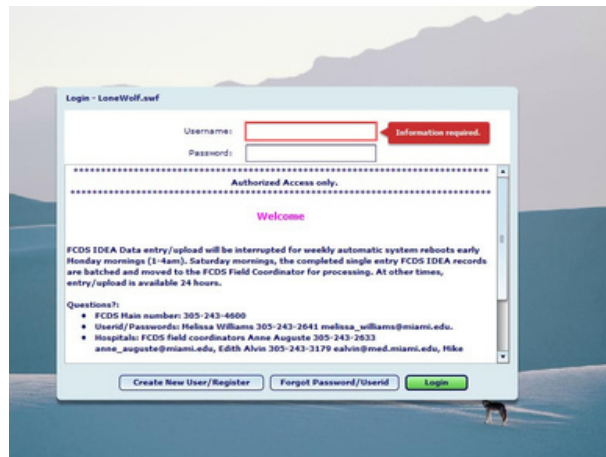
FCDS IDEA FAA Interactive Process Guide

Step 2: Adding the FAA Role

⌚ Estimated Time: 3-5 Minutes

! If you already have the FAA role added to your user account, you can access the FAA application by going to the **IDEA User menu** and selecting the **Facility Auth Application** option.

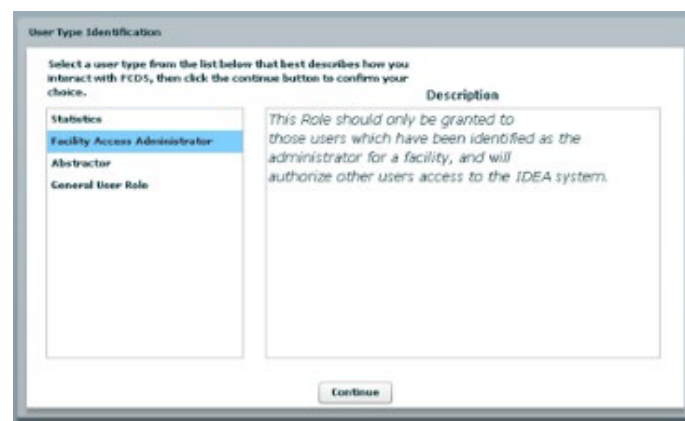
1. Log into your FCDS IDEA user account.



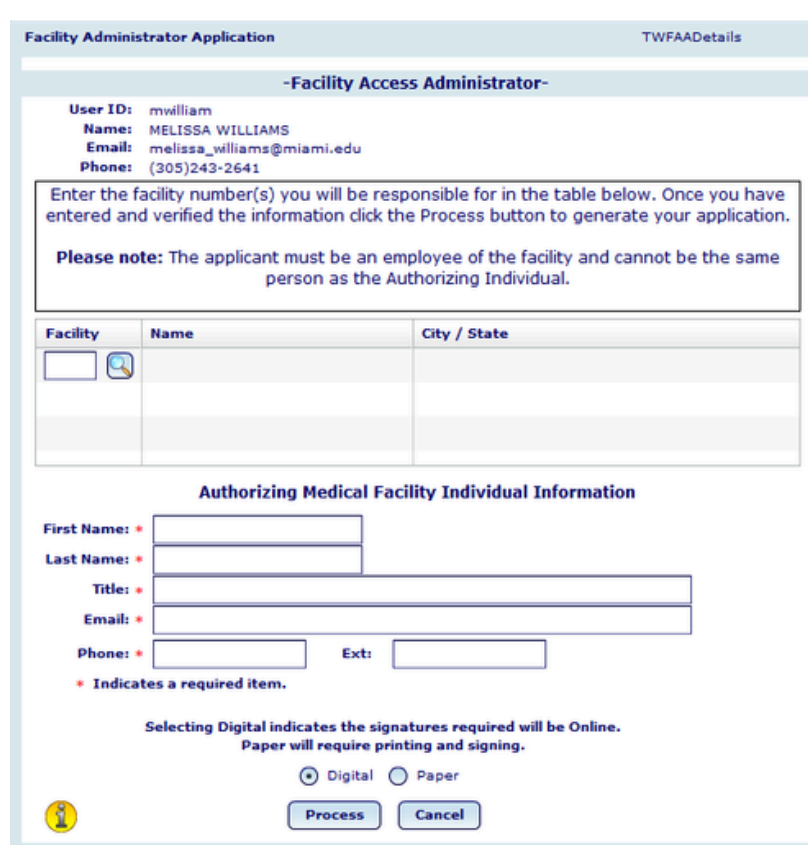
2. Go to the IDEA User Menu → Select 'Add Additional Role'



3. Choose 'Facility Access Administrator' → Click 'Add Role'



4. Go to File Menu → Select 'Close All'



The FAA Authorization Application will launch

FCDS IDEA FAA Interactive Process Guide

Step 3: Submitting the FAA Application

User ID: meiliam
 Name: MELISSA WILLIAMS
 Email: melissa.williams@miam.acu
 Phone: (305)242-2441

Enter the facility number(s) you will be responsible for in the table below. Once you have entered and verified the information click the Process button to generate your application.

Please note: The applicant must be an employee of the facility and cannot be the same person as the Authorizing Individual.

| Facility | Name | City / State |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Authorizing Medical Facility Individual Information
 First Name:
 Last Name:
 Title:
 Phone: Fax:
 * Indicates a required item.

Selecting Digital indicates the signatures required will be Online. Paper will require printing and signing.
 Digital Paper

number(s) you will be responsible for in the table below. Once you have led the information click the Process button to generate your application.

An applicant must be an employee of the facility and cannot be the same person as the Authorizing Individual.

Search Results

| Facility Name | City | St | Zip |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Facility Access Administrator

will be responsible for in the table below. Once you have led the information click the Process button to generate your application.

An applicant must be an employee of the facility and cannot be the same person as the Authorizing Individual.

City / State

Unable to process the request.

Look for a red facility. Double check the error:

- 1 - The facility is already associated to you or another user.
- 2 - The facility name does not exist in our system.
- 3 - The facility is not eligible for management. Please try again.

Double-click magnifying glass to search your facility.



Enter your facility name, 4-digit FCDS facility number(s), or zip code
 (1) Facility information will be displayed (**facility #, name, city, state**).

If the facility entered or selected is not available, an Unable to process the request error appears. (Contact FCDS IDEA Support)

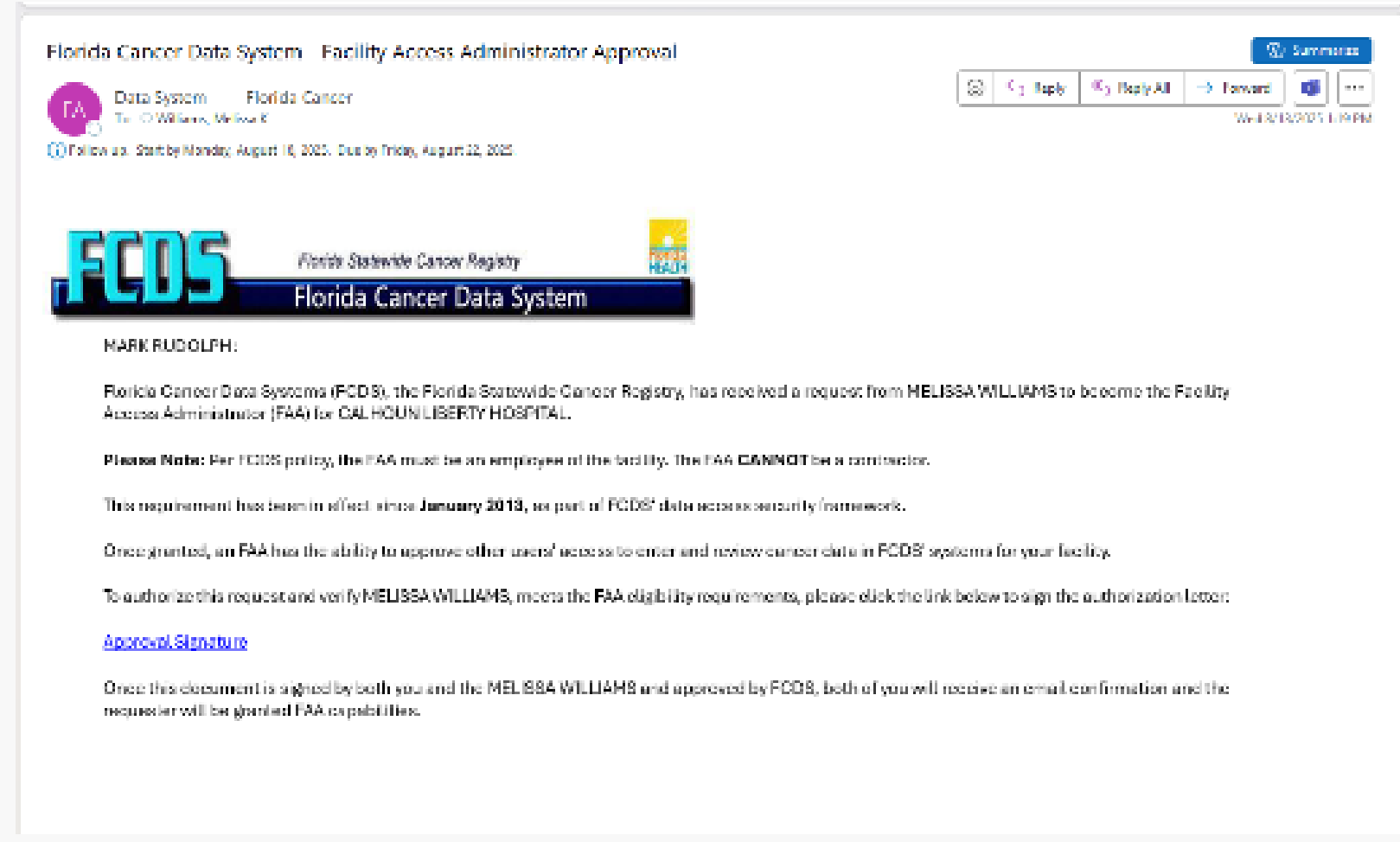
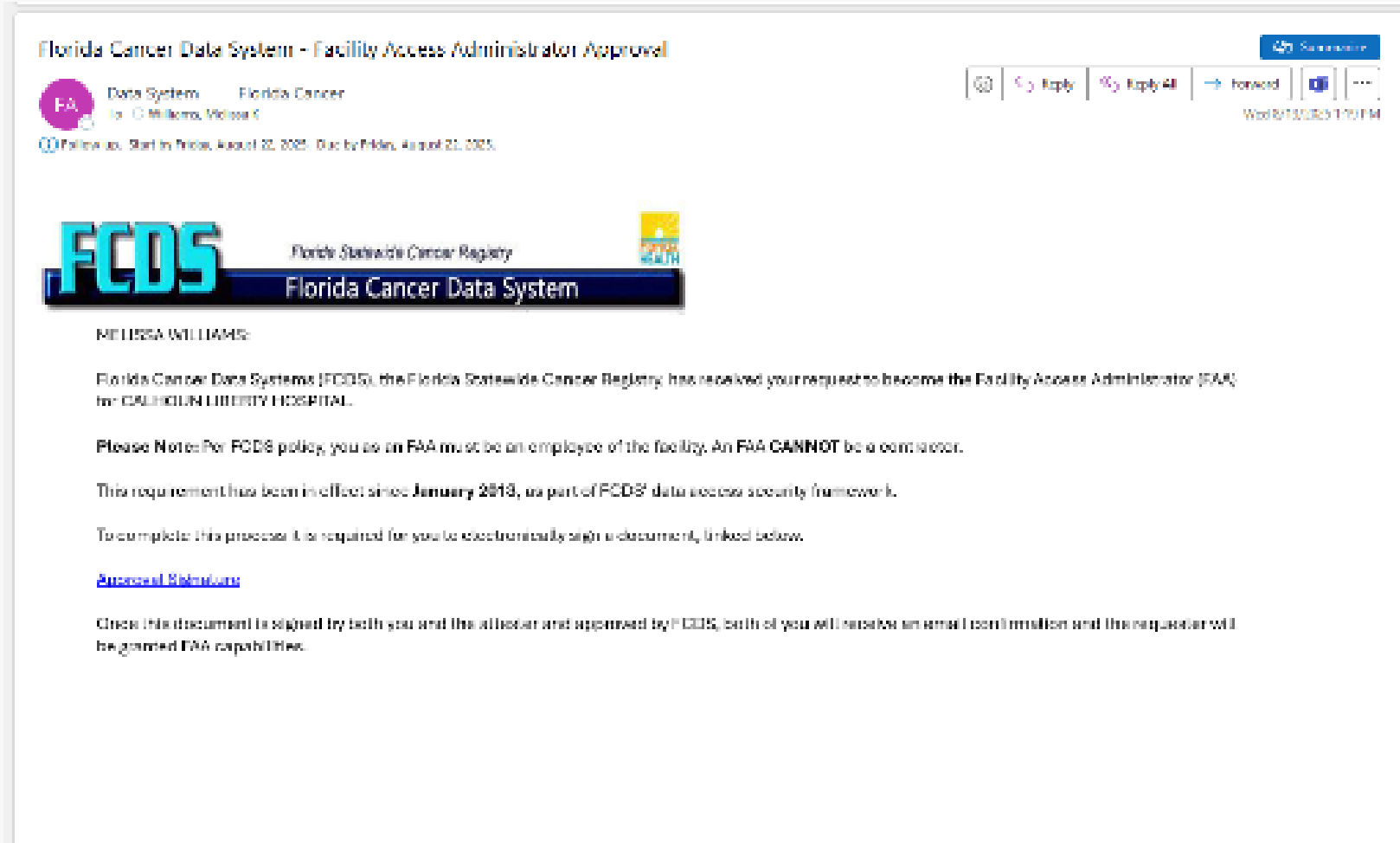
- Provide information for the Authorizing Medical Facility Individual
 - **Must be your superior**
 - **Cannot be yourself or a contractor**
- Click the 'Process' button to submit

FCDS IDEA FAA Interactive Process Guide

Step 4: Signatures & Verification

FAA application enters the verification phase

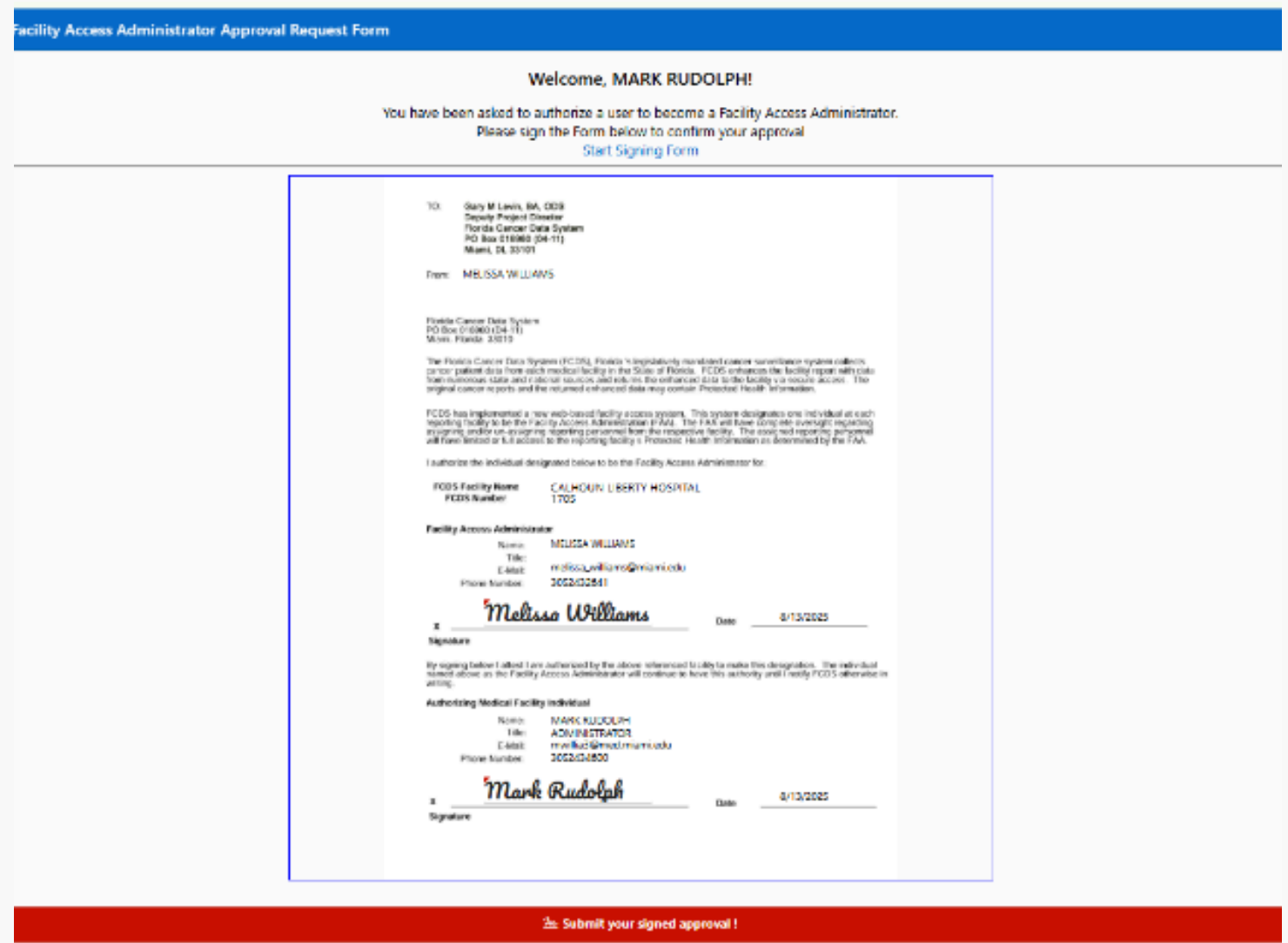
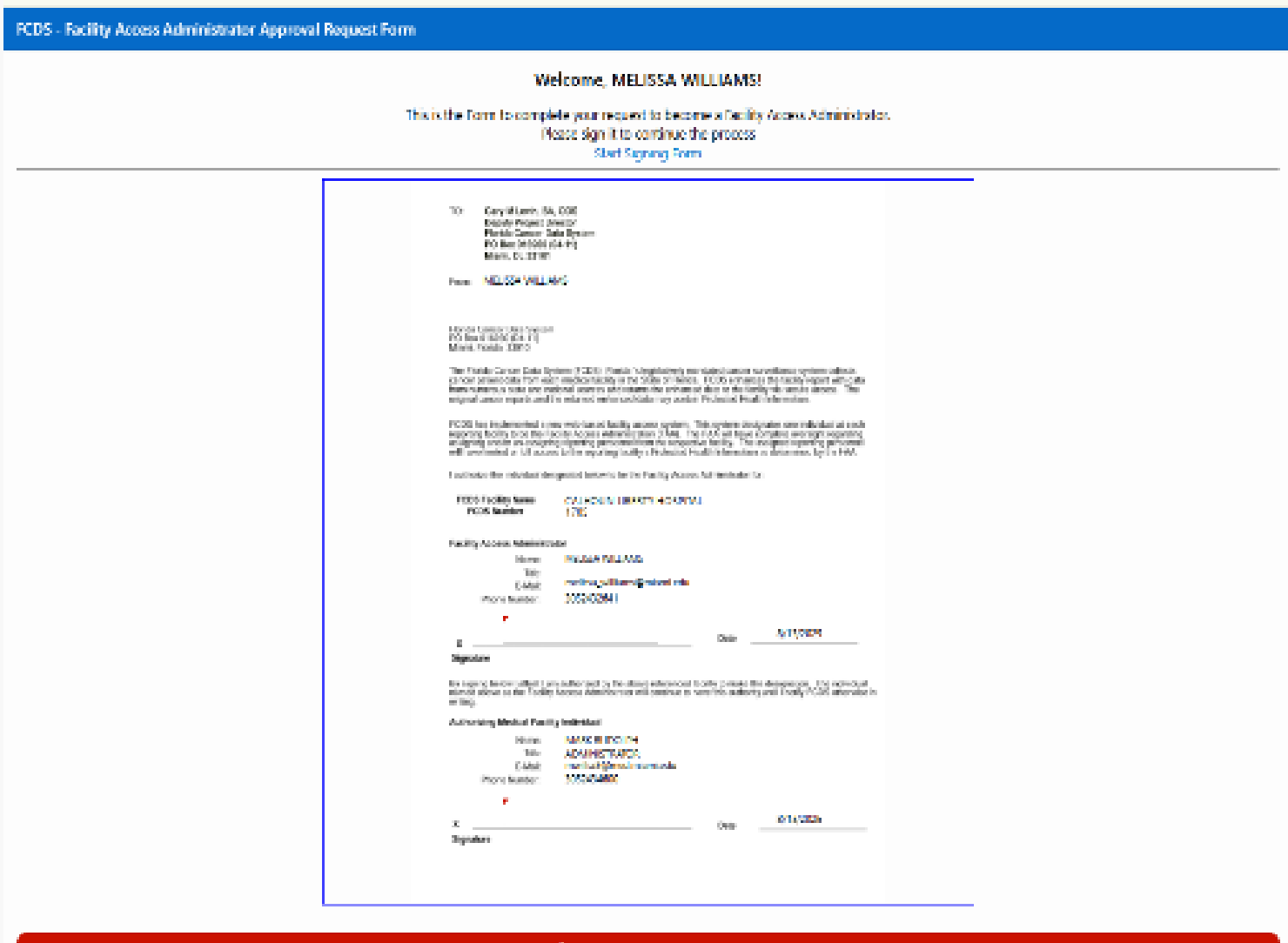
User and the Attester each receive an email



Both must sign electronically via the link provided

FCDS reviews the submitted documentation

- Once verified, FAA access is granted



FCDS IDEA FAA Interactive Process Guide**Step 5: Manage FAA Role Assignments****NOTE:**

Staff facility access renewals are required every 6 months.

[Assigning NEW user access](#)

Renew or revoke existing facility access

FCDS IDEA FAA Interactive Process Guide

Step 5: Manage FAA Role Assignments

Assigning new access

Select the **Assign New User Tab**

Provide the following in the indicated fields:

- User ID (**lowercase**)
- Email Address (**on the user account**)
- Clicking on the down arrow, select the facility
- Select the Assign button for the access you want to assign to the user.

Hosp Entry access allows case-finding and abstracting.

Hosp Admin access includes the Hosp Entry access and access to reports.

* To confirm the updated status, click the down arrow and select the facility.

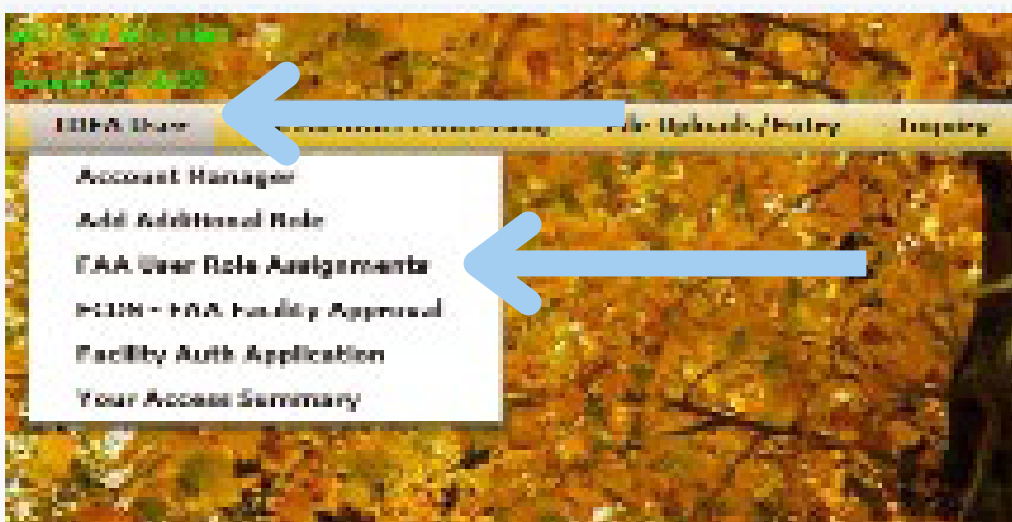
[← Return to Manage FAA Role Assignments Menu](#)

[← Return to Main Menu](#)

FCDS IDEA FAA Interactive Process Guide

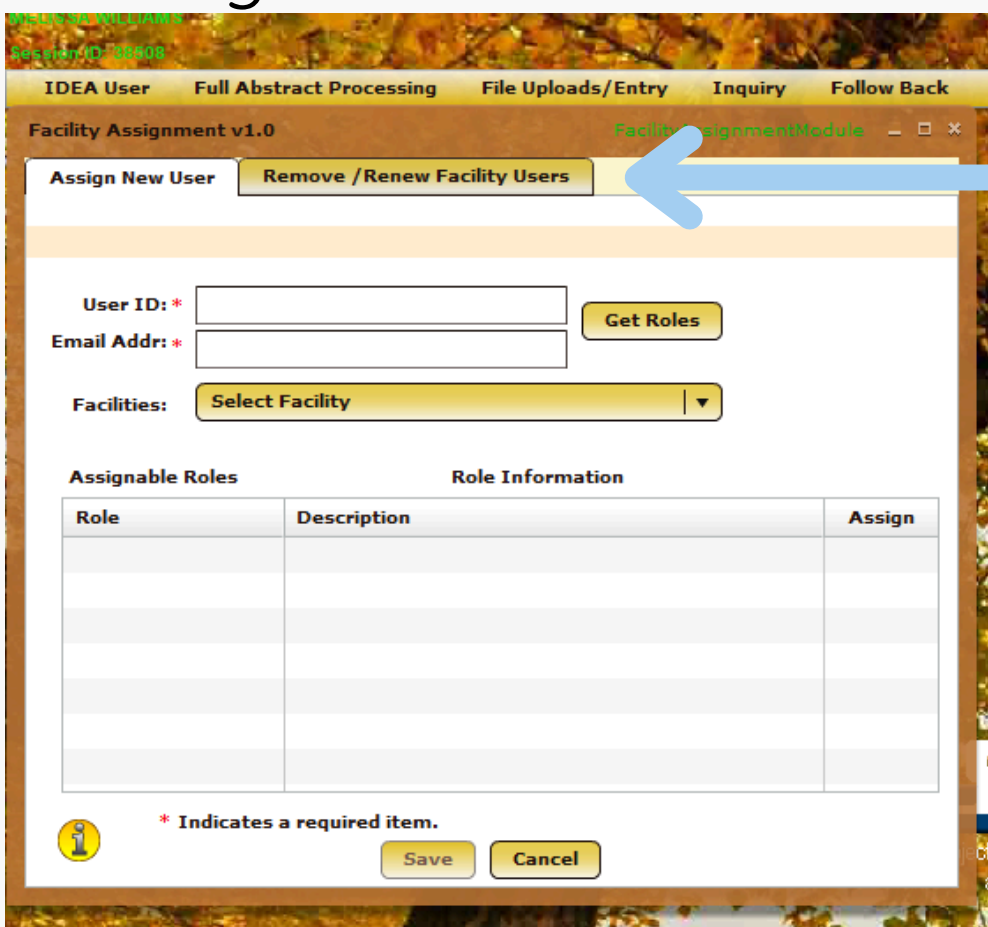
Renewing and Removing Access

Sign into FCDS IDEA

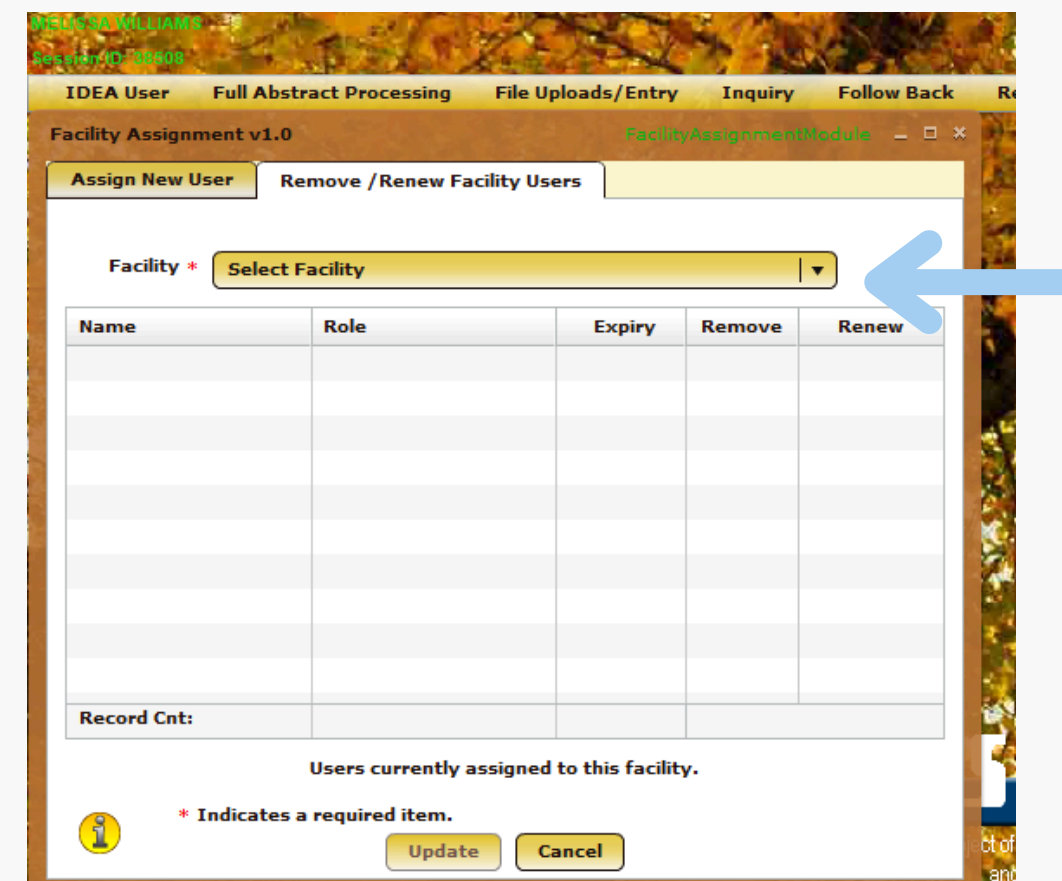


Go to the IDEA User menu
Select FAA User Role Assignments menu.

Select the Renew/Revoke Facility Tab



Clicking on the down arrow, select the facility.



Personnel access status to the facility's data, including yourself, will be displayed.

- Select Renew button to renew facility access for each abstractor listed.
- Select Revoke button to remove users no longer associated with the facility.
- Select the Update button, and the process is completed.
- The user's access has been reset for 6 months.
- Review the Renew/Revoke Facility Tab to confirm

