GHX VENDORMATE CREDENTIALING

MY CREDENTIALS

QUICK REFERENCE GUIDE

Uniting the best of healthcare™

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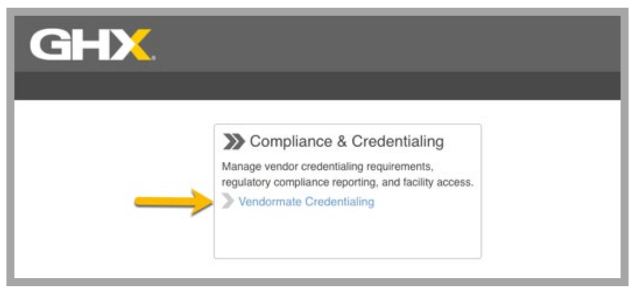
Your Profile

Log In

1. Go to login.ghx.com
2. **Username:** Enter your work email address
3. **Password:** Enter your password. (If you have forgotten your password, click on "Contact Customer Care"

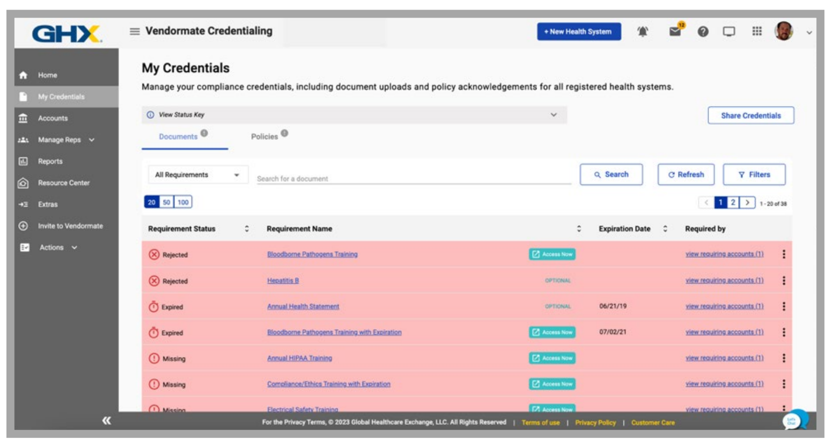
4. Select "**Vendormate Credentialing**"



My Credentials Page

The **My Credentials** page is for managing your compliance credentials, including document uploads and policy acknowledgements for all registered health systems.

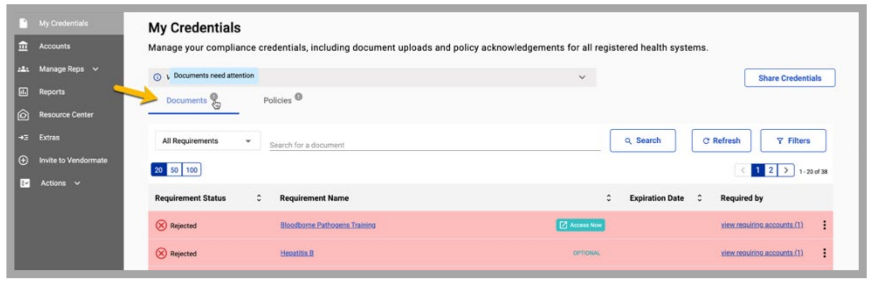
The My Credentials page contains two important tabs, **Documents** and **Policies.**



My Credentials Page

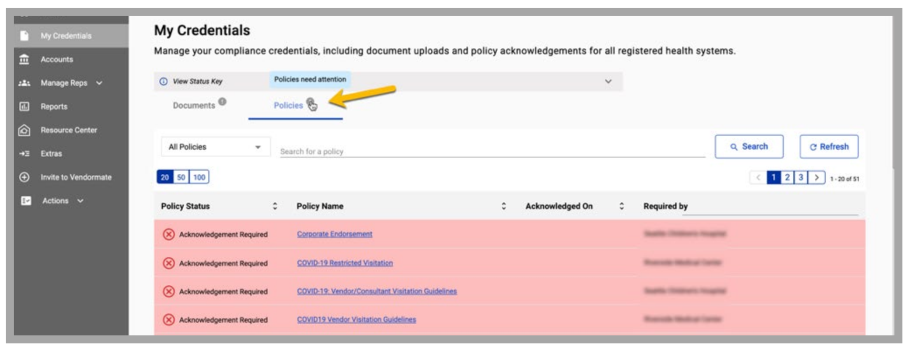
Documents Tab

The **Documents tab** organizes all uploaded credentials needed for health system compliance in one list.



Policies Tab

The **Policies tab** organizes policy acknowledgements for all registered health systems in one list. Policies are read and electronically acknowledged.

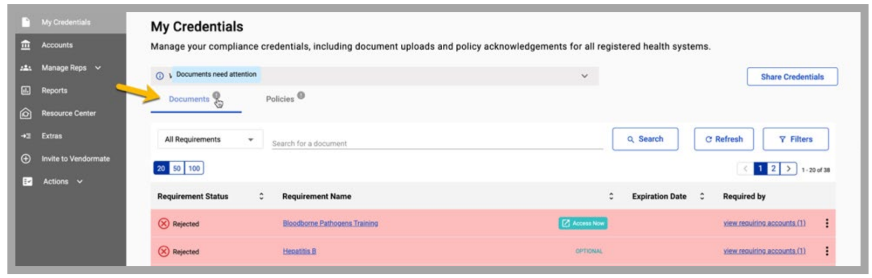


Using My Credentials

Getting Started with the Documents Tab

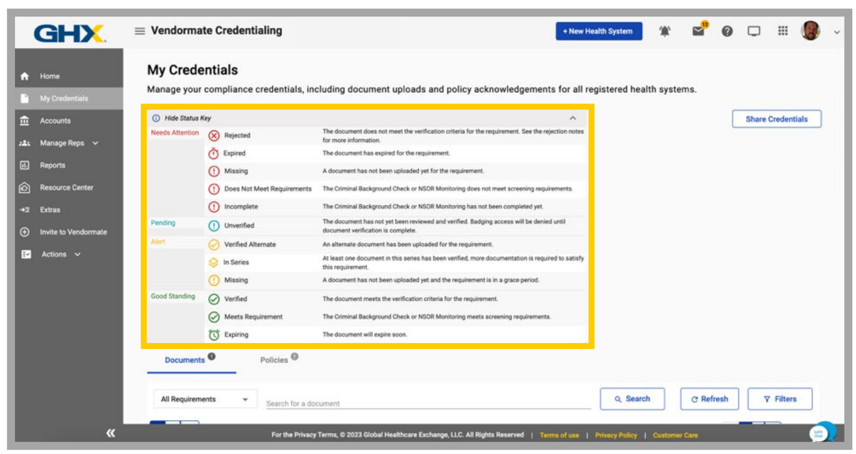
This section is intended to walk you through the **Document Tab** features.

1. Select the **Documents Tab** from the My Credentials Page



Viewing the Documents Status Key

The **Documents Status Key** details the various credential statuses and descriptions. You can expand or collapse the Status Key by clicking the top of the Status Key.



Using My Credentials

Reviewing Documents by Status

Filter the list of documents to view documents in various statuses:

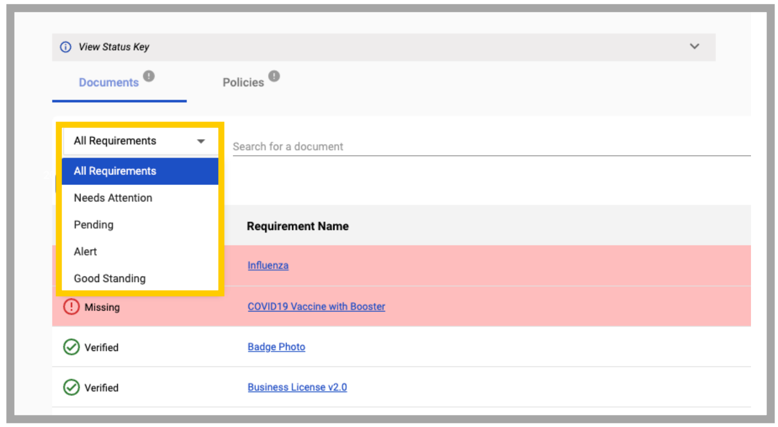
a. **All Requirements** – view all document requirements as one list

b. **Needs Attention** – view document requirements that need action to be taken to prevent gaps in compliance

c. **Pending** – view document requirements that are awaiting credential processing

d. **Alert** – view document requirements that may need additional action taken or have an alternative credential processing status

e. **Good Standing** – view document requirements that have met the credential processing criteria



Filtering by Document Type

Use the various filters to narrow your list of documents based on desired needs:

a. **All Documents** – filters the document list by all document types

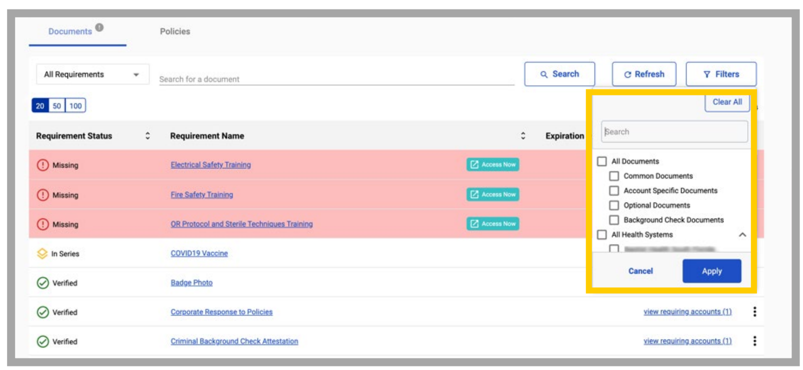
b. **Common Documents** – documents are uploaded once and shared across registered health systems

c. **Account Specific Documents** – documents are uploaded as custom requirement for an individual health system

d. **Optional Documents** – documents not required for compliance and does not impact badging access

e. **Background Check Documents** – primary source requirements through our 3rd Party partner, Backgrounds Online

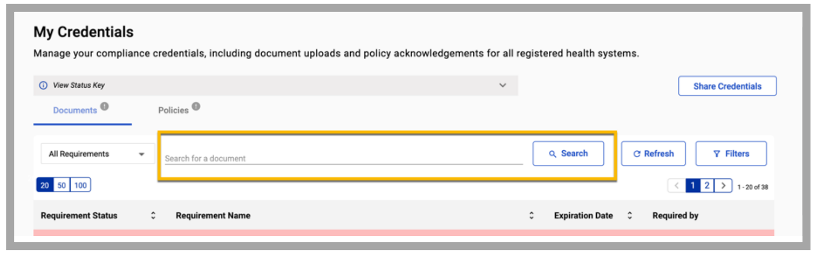
f. **All Health Systems** – filters the document list by registered health systems



Using My Credentials

Searching for a Document

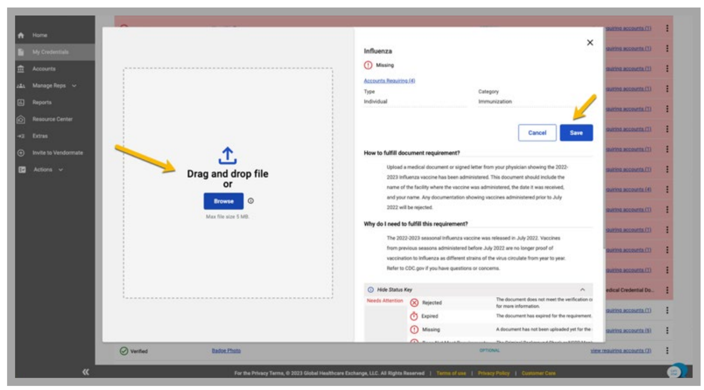
For longer lists of document requirements, utilize the search field to locate a specific document by name.



Managing Your Documentation

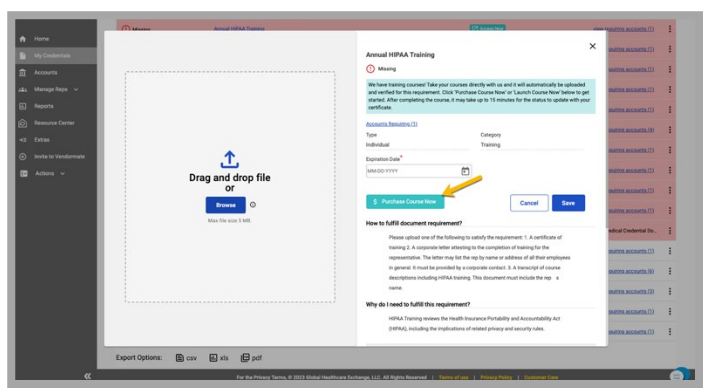
Click on the requirement name to take action and fulfill the requirement.

- **Drag and drop** a file or click '**Browse**' to upload a file from your computer
- Click '**Save**' to submit for credential processing
- Utilize our new training course integration to automatically fulfill corresponding requirements once completed.

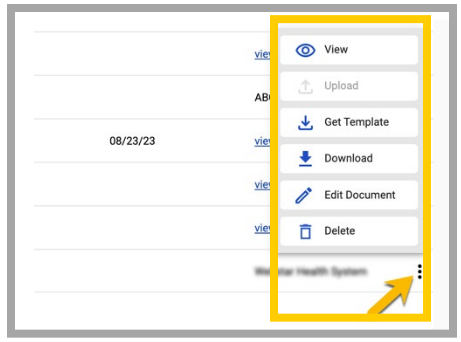


You can also utilize the Kebab menu (three dots) at the end of each row to take action on a document.

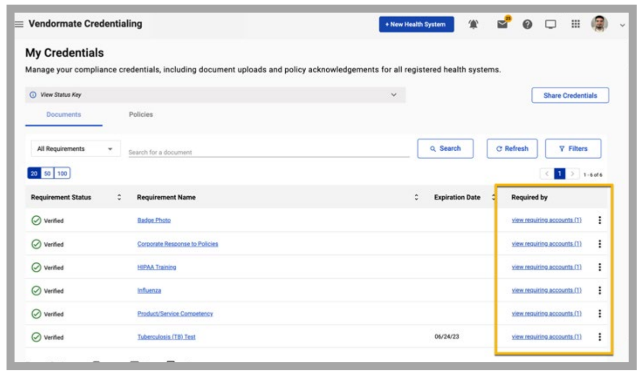
- **View:** Click to open the document pop-up window and view the currently uploaded document
- **Upload:** Click to open the document pop-up window to take action



- **Get Template**: for account specific requirements with a designated template, the link to download the template will appear here
- **Download:** Click to download a copy of the currently uploaded document to your computer
- **Edit Document**: Click to open the document pop-up window to take action
- **Delete:** Click to remove previously uploaded documents

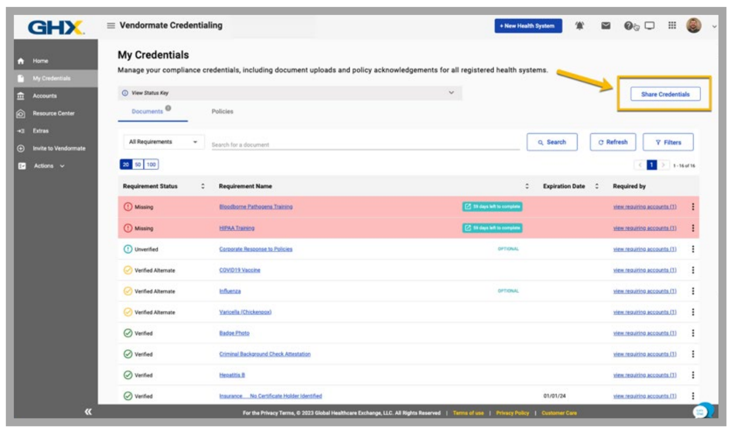


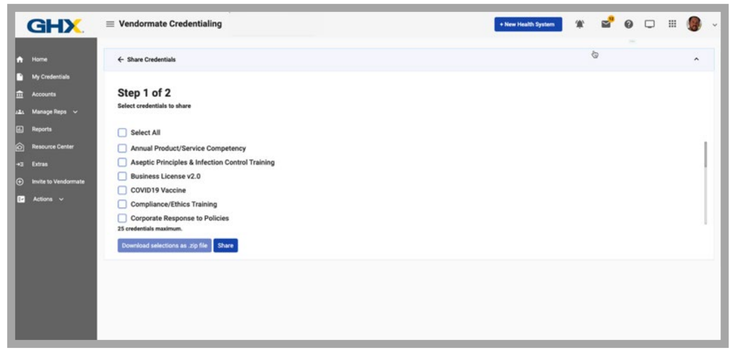
To see which health systems are requiring the specific documents, use filtering or the '**view requiring accounts**' link next to the document name.



Share Credentials

The **Share Credentials** button allows you to share credentials from your Vendormate profile with 3rd parties or download a .zip file of the document credentials stored in your Vendormate profile.



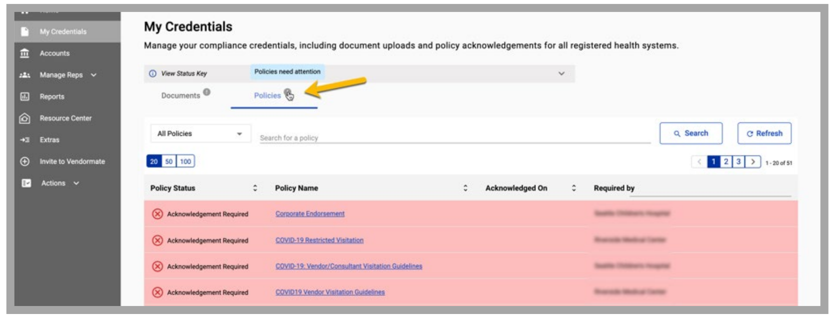


Using My Credentials

Getting Started with the Policies Tab

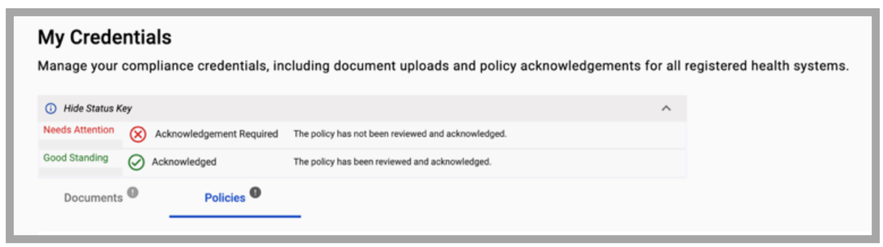
This section is intended to walk you through the **Policies Tab** features.

1. Select the **Policies Tab** from the My Credentials Page



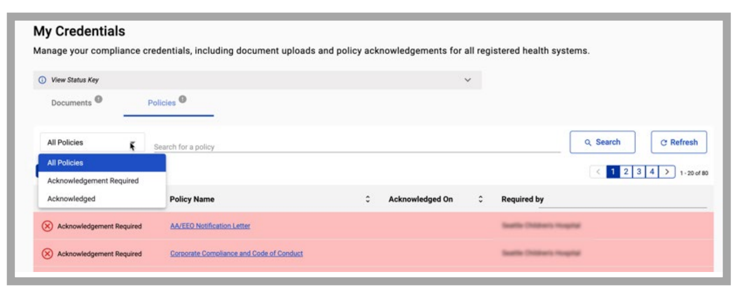
Viewing the Policy Status Key

The **Policy Status Key** details the two credential statuses and descriptions for policy acknowledgements. You can expand or collapse the Status Key by clicking the top of the Status Key.



Reviewing Policies by Status

Filter the list of policies by those that have been read and acknowledged or by those that still need to be read and acknowledged.

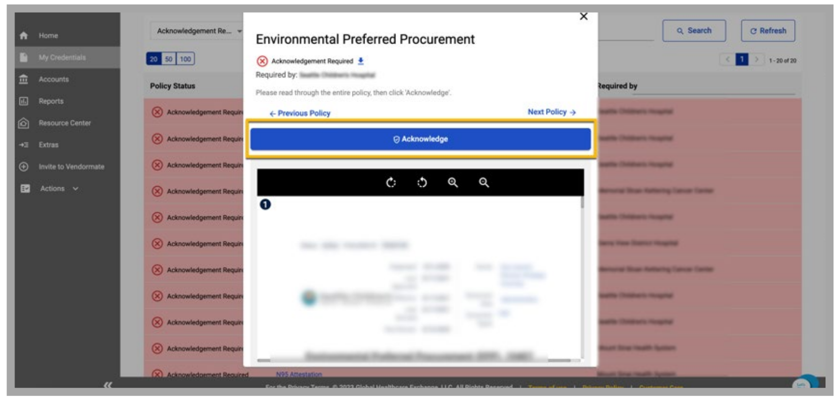


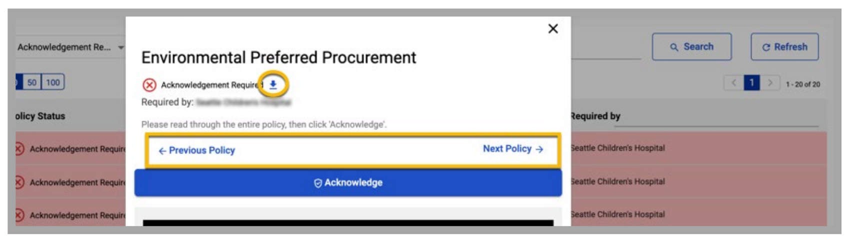
Using My Credentials

Managing Your Policies

Policy acknowledgements include important information from your registered health systems.

- Click on the policy name to open the policy. Read through the entire policy, then click '**Acknowledge**'.
- Use the '**Next Policy**' or '**Previous Policy**' buttons to toggle through policies without having to close out of the window.
- Click the **download** icon to download a copy of the policy to your computer.

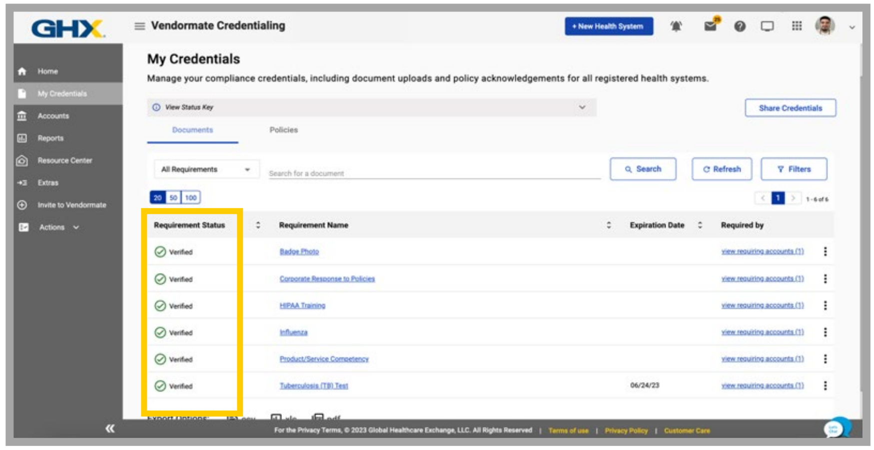




Confirm Your Compliance Status

Checking your Requirements are in Good Standing

1. To maintain your compliance, check to make sure all requirements, not including optional documents, are in good standing (all green check marks next to your requirements).



2. Check to make sure policies have been acknowledged (all green check marks next to your policies).