

## Facilities Can Now View Letters, ARF Documents Online

ENHANCEMENTS OFFER CONVENIENCE OF INSTANT ACCESS TO VITAL COMMUNICATIONS

**MAY 15, 2012** | Facilities are now able to view and download their application decision letters and Application Review Findings (ARF), as well as other written correspondence, through the online portal.

This enhancement is an asset to facilities that are in the process of applying for accreditation as it enables instant access to these vital communications from the IAC. As new correspondence is uploaded to your application, your facility's Medical and Technical Directors are automatically notified via e-mail.

The download capability will be available for facilities with applications currently in progress and applications submitted from May 15, 2012 forward. Facilities that received an accreditation decision prior to May 15, 2012 will experience the capability to view/download written correspondence and ARF letters with future application submissions.

To view current correspondence associated with your facility's application: There are many helpful tools on the website:

- Login to your Online Accreditation account at [www.iaconlineaccreditation.org](http://www.iaconlineaccreditation.org);
- Select *Applications* from the menu;
- Scroll down to any application that you currently have in progress;
- To the right, the *Available Actions* icons are displayed. When you have correspondence ready for viewing, the appropriate icon will be active.
- Your facility's available decision letters and ARF will be identified by the document icon and any other written correspondence will be identified by a mailbox icon (shown below);
- Select an icon and a new window will open with options to download your listed letters or the application review findings associated with the chosen application;
- Clicking on one of the download options will begin a download of a zip file. Click OK and save the file on your desktop.

The IAC will continue to make enhancements to improve the Online Accreditation process. Currently accredited facilities are encouraged to login to their Online Accreditation accounts to view all of the exciting improvements being made prior to starting their next application!