



# End-Stage Renal Disease Network Program

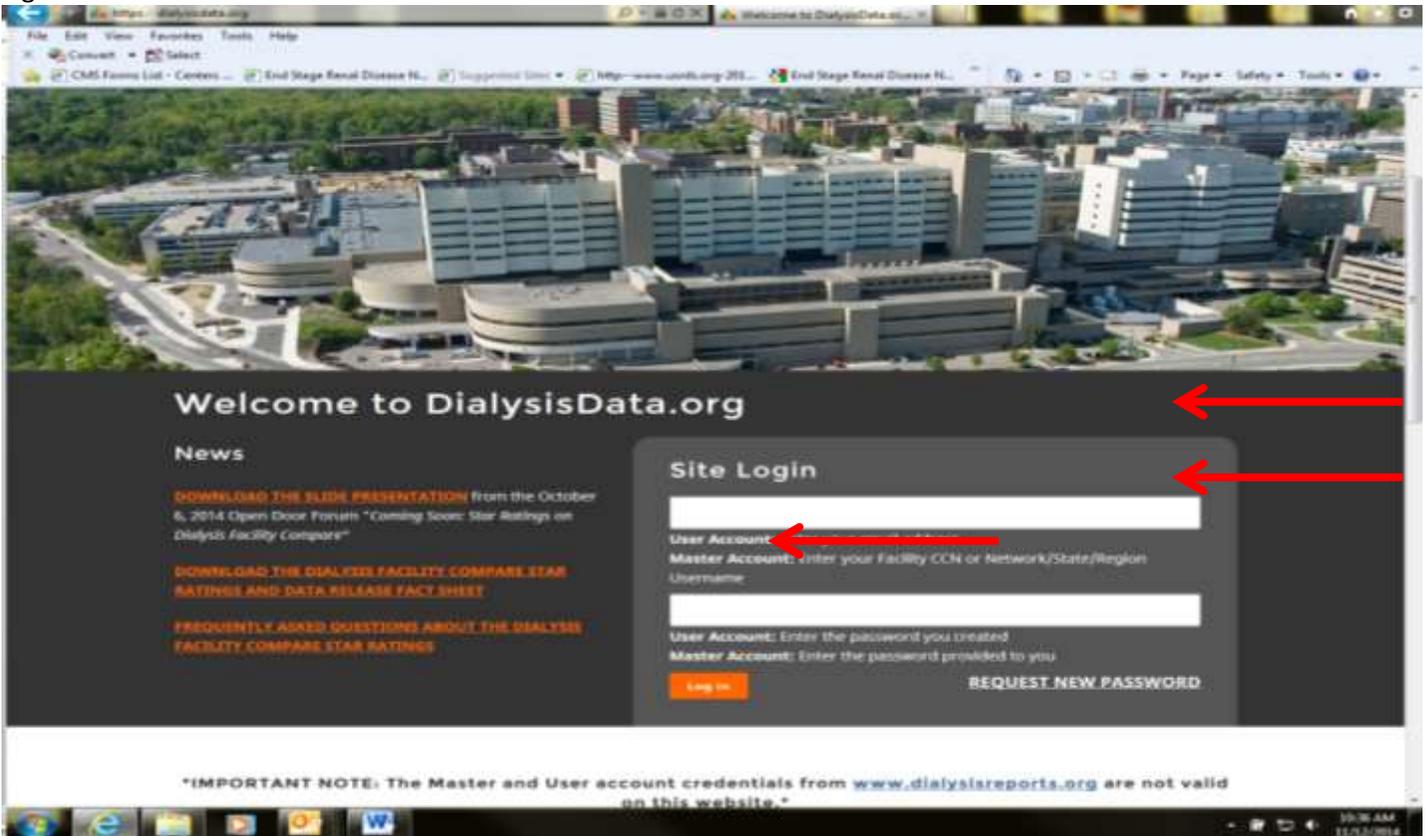
## Instructions for Setting up MAH and User Accounts to Access the Dialysis Facility Reports (DFR) and Quarterly Dialysis Facility Compare (QDFC)

The MAH is a facility-level account, and that is the primary contact information for the dialysis data website. The MAH is responsible for adding user accounts, reviewing existing user accounts and granting permissions to do activities such as viewing reports. The MAH cannot view/comment on reports. Only Users with permissions granted by the MAH can view/comment on reports. If the MAH wants access to view/comment on reports, the MAH should add themselves as a User.

To verify/edit the facility's MAH contact information, the MAH should do the following:

1. Go to [www.dialysisdata.org](http://www.dialysisdata.org)
2. Enter Username. Username is the facility's 6-digit CMS provider number. See figure 1.
3. Enter Password provided to you by the Network. See figure 1.
4. Click the Log in button. See figure 1.

Figure 1



5. After logging in, verify current MAH contact information. Click Edit MAH Contact Info and update by entering the MAH name and email address. See figure 2.

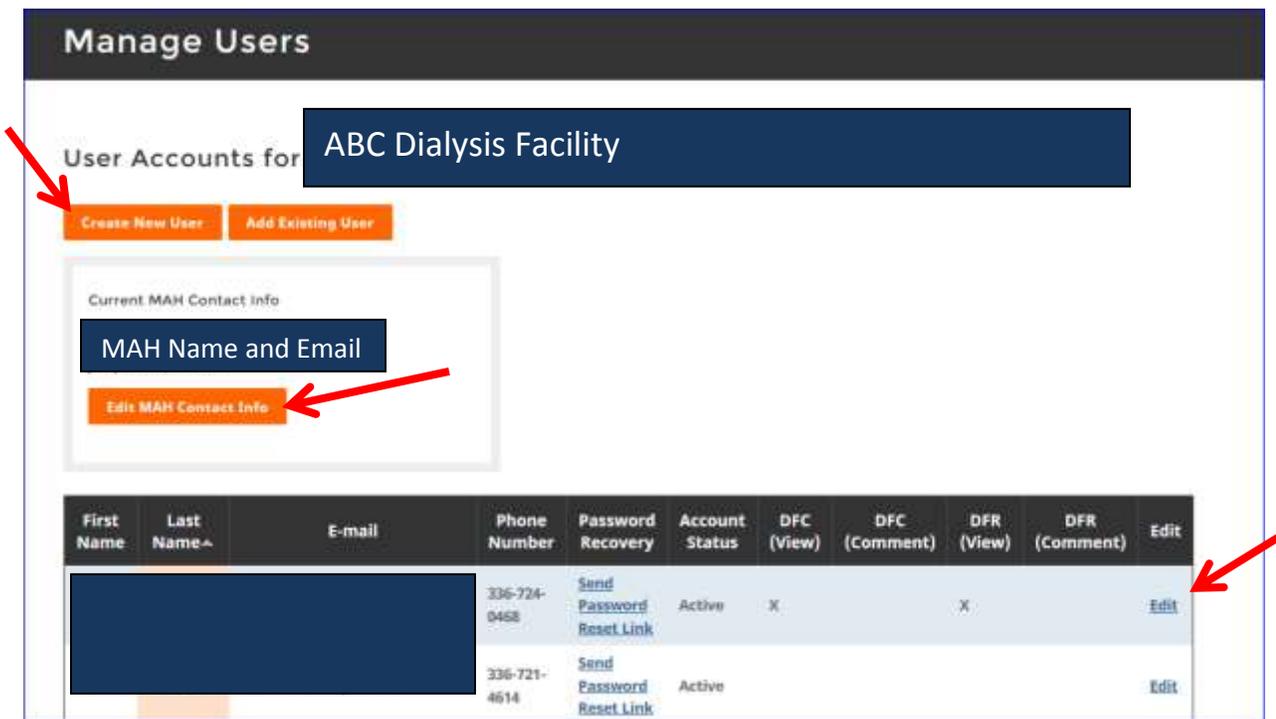


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To add/edit Users and grant permissions, the MAH should do the following:

- 6. Click Create New User to add new users and grant them permissions to view/comment DFR and DFC reports as necessary by selecting “Yes” or “No” from the dropdown boxes. Once the MAH completes the requested information for the new user, an e-mail will be sent to the new user’s email address with a link that will take them to create a password. Depending on their permissions granted to them by the MAH, the new user will be able to view reports and/or submit comments. See figure 2.
- 7. Review existing users and their permissions. Click the “edit” button to disable, enable and grant permission to an existing user. The user will be able to view or comment on the facility’s DFR or QDFC reports depending on their permissions. On your list of users, disabled users will be displayed in a separate table from the enabled users. See figure 2.

Figure 2.



### Setting user permissions:

**Can View DFR Report:** Select “Yes” to grant user access to view facility’s Dialysis Facility (DFR) Report.

**Can Comment on DFR Report & Discuss PII/PHI:** Select “Yes” to allow user to submit comments about facility’s DFR during the DFR preview period. It allows user to discuss patient-level or identifiable data with UM-KECC.

**Can View DFC Reports:** Select “Yes” to grant user access to view facility’s Quarterly Dialysis Facility Compare (QDFC) Preview Report.



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**Can Comment on DFC Report & Discuss PII/PHI:** Select “Yes” to allow user to submit comments about facility’s QDFC report during the preview period. It allows user to discuss patient-level or identifiable data with UM-KECC.