

# ASTRO ACCREDITATION PROGRAM FOR EXCELLENCE (APEX<sup>®</sup>)

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REGISTRATION GUIDE





## GETTING STARTED

Access the APEX® registration through ASTRO’s website

<https://www.astro.org/apex>

and select the “FACILITY PORTAL” button.

Note: Only use these instructions to aid the setup of a new facility application for accreditation. Do not use if:

- applying to become an APEX® surveyor (you will access via the surveyor tab on the ASTRO website) or
- applying to become an additional member of your facility’s application (you will access via the email link you receive from MedConcert® via your APEX administrator).

## APEX®: INITIAL REGISTRATION

ASTRO utilizes a pre-existing software suite, MedConcert®, a multi-tenant, cloud-based platform, to support the APEX application. As such, the initial account creation process and web page branding represent the MedConcert entryway. Once registered for the MedConcert platform, you will have access to the APEX app.

Note: Only one person will have a login for the application portion (for the self-assessment, there can be multiple users). Select an individual at the main facility who will assume this role (referred to as the APEX administrator).

Before commencing the APEX application, you will need to create an account within MedConcert by clicking on “Get Started!”

The screenshot displays the MedConcert registration interface. At the top, there is a login section with a 'medconcert' logo, an 'EMAIL' field, a 'PASSWORD' field, and 'LOG IN' and 'SIGN UP' buttons. Below this is a 'How do we improve?' section featuring five callout boxes with icons and text: 'Hospitals' (Reducing Hospital Readmissions, Never Events, Value-Based Purchasing and Patient Satisfaction and more...), 'Health Plans' (Medicare Advantage, Plan Star Ratings, Pay For Performance, High Performing Provider Networks and more...), 'Physicians' (PDC, Meaningful Use, MCC, etc., Pay for Performance, Care Coordination, Value-Based Contracts and more...), 'Pharmacy' (Medication Reconciliation, Care Coordination, Medicare Advantage Part D Networks and more...), and 'ACOs & IPAs' (System wide Performance Measurement, Pay For Value, Value-Based Contracting and more...). A central 'GET STARTED!' button is highlighted. At the bottom, there are four navigation tiles: 'What is MedConcert?' (Patient & Value), 'How Does It Work?' (MedConcert provides a central platform for both individual and...), 'Join the Community - It's Free!' (Create an account in minutes...), and 'Claim Your Network' (Qualified users may create their own virtual network in...).



Enter the required fields as shown below and click **CONTINUE**

The screenshot shows the MedConcert registration page. At the top right, there is a login section with fields for 'Email Address' and 'Password', a 'LOG IN' button, and links for 'Login with Docimity' and 'Forgot password?'. The main heading is 'Welcome to the Performance Improvement Revolution!'. Below this is an information icon and a message: 'Please enter your First Name, Last Name, Email Address, and then select your Profession and specialty. We will look you up in our directory of healthcare professionals. If we are unable to locate you in our directory, you will be able to register manually.' The form fields are: 'First Name:' (text input), 'Last Name:' (text input), 'Email Address:' (text input), 'Profession:' (dropdown menu with 'Please select'), 'Specialty:' (dropdown menu with 'Please select'), and 'Degree:' (dropdown menu with 'Please select'). A 'CONTINUE' button is located at the bottom right of the form area.

If you already have a pre-existing account in MedConcert, you can login with your email and password. A screen will present additional demographic details in an attempt to link your history.

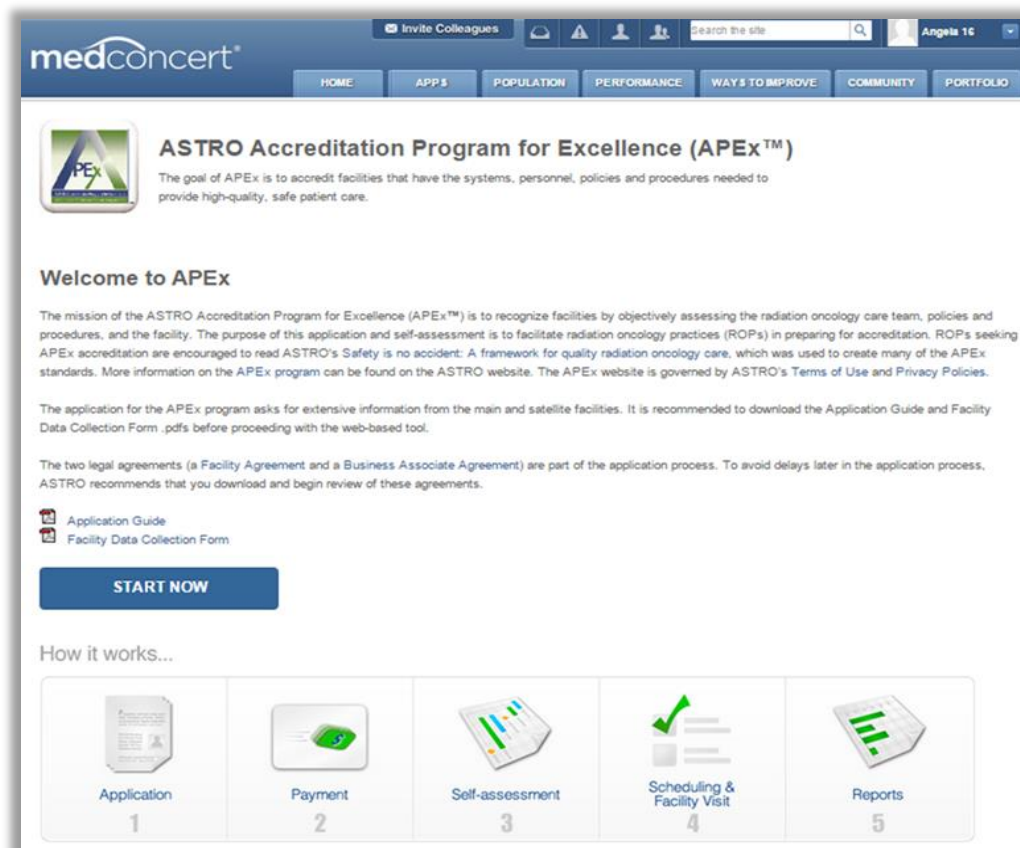
If your name is not found within the MedConcert system, the following screen will display. Click

**CREATE NEW ACCOUNT**


The screenshot shows the 'Select your name' screen. At the top right, there is a login section with fields for 'Email Address' and 'Password', a 'LOG IN' button, and links for 'Login with Docimity' and 'Forgot password?'. The main heading is 'Select your name'. Below this is a message: 'We found 8 matches for Angela Z with a Radiation Oncologist profession.' To the right of this message is a yellow box with the text: 'Don't see your name? Please click here to create your account.' Below the message is a 'Change State:' dropdown menu with 'Please select?'. Underneath is the instruction 'Click your name or continue'. A yellow information box contains the message: 'Sorry! We were not able to locate you. Please click the Create New Account button to create your account.' At the bottom left is a 'BACK' button, and at the bottom right is a 'CREATE NEW ACCOUNT' button. The footer contains copyright information: 'Copyright © 2014 CCEly.com, Inc. All Rights Reserved. CCEly and MedConcert are registered trademarks of CCEly.com, Inc. Terms of Use | Privacy Policy' and the CCEly logo.



- ✓ Complete the MedConcert registration.
- ✓ Create a username and password.
- ✓ Once your account is created, you will see the APEX terms of use and privacy policies.
- ✓ On acknowledgement of the terms and conditions, you will land on the APEX Welcome page where your facility application may commence.
- ✓ Click on the copy of the application guide PDF to download instructions for completing the APEX application.
- ✓ Click on the copy of the facility data collection PDF to send to satellite facilities to aid in the completion of the application by the main facility.



Upon logging on to APEX you will arrive on the Welcome page.

To begin a new Application click the  button and use the application guide to assist.