

STEPS TO ENROLLMENT

When an organization has decided to join, they should follow these steps. In addition to the steps required, we have also provided some timeframe estimates for the processing of new members.

1. Complete and submit the online Location Information Form. The information that is provided on the form is utilized to complete the appropriate enrollment documents for the facility. (Note that when information such as DEA number –if provided, does not match the information in the Federal Database, enrollment processing is delayed. Therefore, information provided should be as accurate as possible.)
2. AdvantageTrust will review the information provided on the Location Information Form and use it to compile enrollment documents. The enrollment documents will then be sent to you for your electronic signature through a system called DocuSign®.
3. The facility needs to review and electronically sign the document.
4. Once all parties have signed the documents, a fully executed copy will be sent to you with your GPOID & COID numbers included. The GPOID# is an identification number specific to your facility that helps vendors link your account to our discounted pricing.
5. New members are processed within two weeks of receipt of the Location Information Form.
6. Once they have been added to the HealthTrust membership, AdvantageTrust will contact the member with a welcome email that includes a copy of the countersigned enrollment documents and a link to the Web site with discount information and instructions on how to obtain a login.
7. The AdvantageTrust Web site includes details for implementation and also a link to customer service (exclusively for non-hospital members) via email or toll free.