

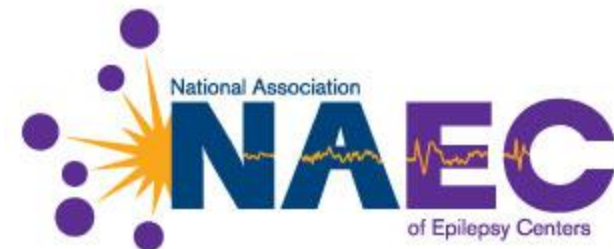
# Introduction to NAEC Accreditation Process

December 16, 2024

Fred Lado MD PhD, President

Johanna Gray, Deputy Director

Barbara Small, Programs Manager



# Agenda for Today's Webinar

- 2025 Accreditation Process and Timeline
- Accreditation Resources on NAEC Website
- Username and Password
- Accessing the Center Annual Report
- Accessing Center Box.com folder
- Q+A

*Note: today's webinar will focus on accreditation process, not criteria*



# 2025 Accreditation Timeline

## November 25, 2024

- Instructions distributed

## January 31, 2025

- Deadline to pay dues, complete Center Annual Report, and upload required documents

## February 1-15, 2025

- Review and revise period

## March 3, 2025

- Final deadline for revisions/additions
- **No materials accepted after this date**



# Step 0: Log Into the Members-Only Section of Website



About Resources ▾ Latest News Contact

Find a Center

Member Login



- Who has access to Members-Only Section of Website?
  - All center contacts from previous Center Annual Report submission
- Who has access to Center Annual Report?
  - Pre-set access for Center Director, Co-Medical Director, Administrator, Additional Admin Contact
- What if I don't have my log-in info or need to make other changes?
  - Please contact NAEC staff at 202-800-7074 or [info@naec-epilepsy.org](mailto:info@naec-epilepsy.org)



# Accreditation Tools Page on NAEC Website



## Member Resources



### My Centers

Select a Center to View

[NAEC Test Center](#)



### Accreditation Tools

NAEC has provided centers with many tools to assist them in completing the annual accreditation process.



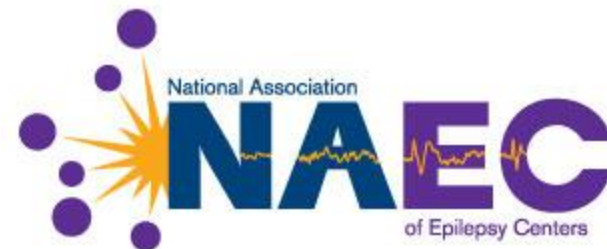
### Center Operations Tools

Epilepsy center personnel training manuals and communications tools produced by NAEC Member Centers.



### Meetings & Webinars

Each year at the NAEC Annual Meeting, NAEC Board Members present summary data from the Center Annual Reports submitted that year.



Let's go to the website...



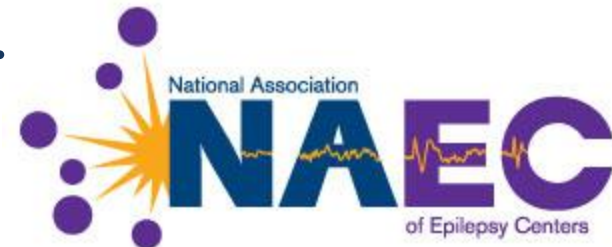
# Step 1: Pay 2025 Membership Dues

- NAEC emailed invoices October 2024
- 2024 annual dues (\$2,000)
- No separate fee for the accreditation process
- Dues must be paid by January 31, 2025
- Can be paid via check or credit card (members pay the processing fee)



# Step 2: Complete 2025 Center Annual Report

- Form is accessed via the NAEC website:  
<https://naec-epilepsy.org/center-annual-report>
- If you need assistance accessing the Center Annual Report, please contact NAEC staff at 202-800-7074 or email [info@naec-epilepsy.org](mailto:info@naec-epilepsy.org)
- Change for 2025: Multiple people have access to CAR but the submission can only be accessed by one person at a time and only one version of the report will be maintained on-line.



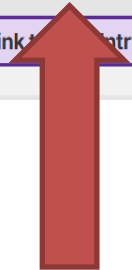


# Logging Back In to Complete a Form

## Center Annual Report

 Start a New Center Annual Report

Link to Edit Entry	Reporting Center	Reporting Year	Created By (User)	Last Updated	Submission Status	NAEC Review
<a href="#">View &amp; Edit Report</a>	NAEC Test Center	2024		November 25, 2024	Not complete, still working on it	Pending
Link to Edit Entry	Reporting Center	Reporting Year	Created By (User)	Last Updated	Submission Status	NAEC Review



# Attestation Statement

## Center Accreditation Attestation Statement

*By signing below, I attest that the epilepsy center listed below meets the NAEC accreditation criteria for 2025 for the following accreditation level. I further agree that our center will maintain compliance with NAEC's standards for the following accreditation level throughout the accreditation period and will report any substantial changes to NAEC.*

Reporting Center Name:

NAEC Test Center

Center Accreditation Level

Level 3 Center

Level 4 Center

Medical Director Signature

**Requires continual compliance with accreditation standards**



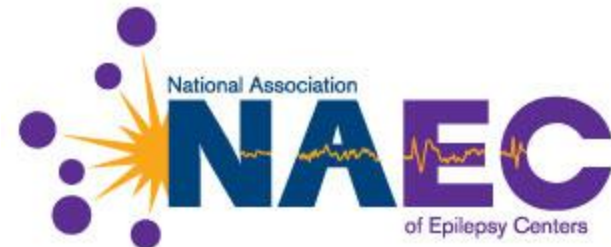
**Attestation statement must be signed by Medical Director after review of all data entered into the report.**

Let's go to the website...



# Step 3: Upload Required Documents

- **Only for centers completing full accreditation process in 2025!**
- Upload documents to your center's Box.com folder – [www.naec.box.com](http://www.naec.box.com)
- If you forget your password, click the “reset password” button on the [www.naec.box.com](http://www.naec.box.com) log-in page and a link to reset your password will be emailed to you.



# Important Reminders: Submitting Documents

- Upload files to the correct folder as individual documents with descriptive names
- CVs must match the names listed in the Center Annual Report
- **MUST DE-IDENTIFY**



# Your Box Folder

NAME ↑



Admission Order Set



CVs



EMU Caring



EMU Policy



Patient Reports




Protocols

You must upload documents into each folder on the screen that looks like this!

# Uploading Documents

> Patient Reports

Upload Folder Box Note Word Doc... Excel Spre...



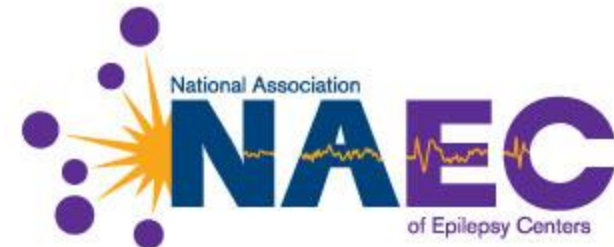
There are no items in this folder.

Drag files and folders here to upload, or [click here](#) to browse files from your computer.

# HIPAA Compliance

## All patient reports must be de-identified and HIPAA-compliant

- Centers will be notified if PHI is found in a report and will be required to properly de-identify and resubmit all reports.
  - Center will not be accredited if reports are not properly de-identified.
- Instructions list the 18 components to be removed
  - Common question: Delete date and month of all procedures but leave year.





# HIPAA Safe Harbor Standard

**Remove these elements on every page!**

<b>(A) Names</b>	
(B) All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP code, and their equivalent geocodes, except for the initial three digits of the ZIP code if, according to the current publicly available data from the Bureau of the Census: (1) The geographic unit formed by combining all ZIP codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a ZIP code for all such geographic units containing 20,000 or fewer people is changed to 000	
<b>(C) All elements of dates (except year) for dates that are directly related to an individual, including birth date, admission date, discharge date, death date, and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older</b>	
(D) Telephone numbers	(L) Vehicle identifiers and serial numbers, including license plate numbers
(E) Fax numbers	(M) Device identifiers and serial numbers
(F) Email addresses	(N) Web Universal Resource Locators (URLs)
(G) Social security numbers	(O) Internet Protocol (IP) addresses
<b>(H) Medical record numbers</b>	(P) Biometric identifiers, including finger and voice prints
(I) Health plan beneficiary numbers	(Q) Full-face photographs and any comparable images
<b>(J) Account numbers</b>	(R) Any other unique identifying number, characteristic, or code, except
(K) Certificate/license numbers	as permitted by paragraph (c) of this section; and

Let's go to the website...

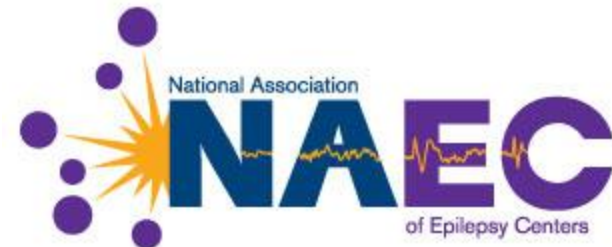


# Next Accreditation Webinar

Final 2025 Accreditation Webinar:

January 9, 2025

at 1 PM Eastern Time



# Questions?

[info@naec-epilepsy.org](mailto:info@naec-epilepsy.org)

202-800-7074

