Introduction to NAEC Accreditation Process and Office Hours

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Agenda for Today's Webinar

- 2026 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

National Association NAEC of Epilepsy Centers

2026 Accreditation Timeline

November 12, 2025

- Instructions distributed

January 31, 2026

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

February 1-15, 2026

- Review and revise period

March 2, 2026

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

National Association
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of Epilepsy Centers

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

- 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

Accreditation Tools Page on NAEC Website

About   Resources ⌄   Latest News   Contact   📍 Find a Center   🔖 Log Out   🔍

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.
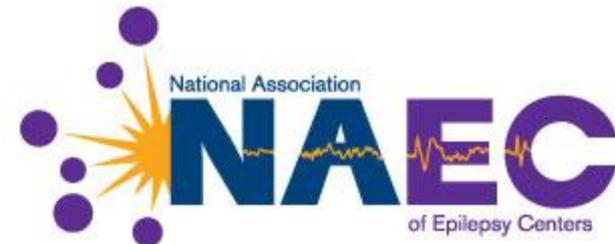
Let's go to the website…

Step 1: Pay 2026 Membership Dues

- NAEC emailed invoices October 2025

- 2026 annual dues ($2,000)

- No separate fee for the accreditation process

- Can be paid via check, ACH, or credit card

- Dues must be paid by January 31, 2026

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
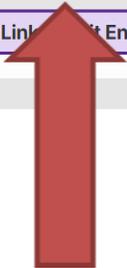
Logging Back In to Complete a Form

Center Annual Report

📋 **Start a New Center Annual Report**

Link to Edit Entry	Reporting Center	Reporting Year	Last Edited By	Last Updated	Submission Status
Edit Entry	NAEC Test Center2	2025	Johanna Gray	November 5, 2025	Not complete, still working on it
Link to Edit Entry	Reporting Center	Reporting Year	Last Edited By	Last Updated	Submission Status

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.

National Association NAEC of Epilepsy Centers

Let's go to the website…

Step 3: Upload Required Documents

- **Only for centers completing full accreditation process in 2026!**

- Upload documents to your center's Box.com folder – www.naec.box.com

- If you forget your password, click the "reset password" button on the 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

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.
  - <u>Center will not be accredited if reports are not properly de-identified.</u>

- 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 <u>on every page!</u>

(A) Names

(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

(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

(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
(H) Medical record numbers	(P) Biometric identifiers, including finger and voice prints
(I) Health plan beneficiary numbers	(Q) Full-face photographs and any comparable images
(J) Account numbers	(R) Any other unique identifying number, characteristic, or code, except as permitted by paragraph (c) of this section; and
(K) Certificate/license numbers	

Let's go to the website…

Next Accreditation Webinar

Final 2026 Accreditation Webinar: Criteria and Process

January 14, 2026

at 2 PM Eastern Time

Questions?

info@naec-epilepsy.org
202-800-7074