



# **TAVR Hospital Instructions for Creating a Cardiac On- line Reporting for California (CORC) Contacts**

# SCENARIO ONE:

## CORC - TAVR Contacts and CABG Contacts are the Same

*(You are a CABG contact and will also be a TAVR contact)*

- 1. Option 1** – Add yourself as a TAVR contact in CORC – **SUPER EASY!** See slides 3-6 for instructions
- 2. Option 2** – Email [TAVR@hcai.ca.gov](mailto:TAVR@hcai.ca.gov) to add you as contact.
  - Email address
  - Phone
  - Facility physical address
  - Credentials
  - Position Held
  - Primary or Secondary TAVR Data Contact responsibility.

## SCENARIO ONE / OPTION ONE:

# CORC - TAVR Contacts and CABG Contacts are the same

1. Login to CORC.
2. From the Home Tab / Reporting Profile look for Data Type
3. Use the dropdown box to pick **TAVR**, then click the Select Box

The screenshot shows a web browser window with the URL `corc.oshpd.ca.gov/Hospital/ReportingProfile.aspx`. The page header includes the CORC logo (Cardiac Online Reporting for California) and the HCAI logo (Department of Health Care Access and Information). A navigation menu on the left has the "Home" tab circled in red. Below the navigation menu, the "REPORTING PROFILE" section is visible, with a "Logout" link. The "RELATED LINKS" section includes links for "Contact CCORP", "Contact PCI", "Contact TAVR", "Computer Based Training", "CORC Home", "PCI Home", and "TAVR Home". The main content area is titled "Reporting Profile" and contains the instruction: "To access your hospital's information, please activate each field (3) below and click 'Select'". Below this instruction, there is a "REPORTING PROFILE" form with three fields: "Hospital" (value: [TEST HOSPITAL] - 000001), "Data Type" (value: TAVR), and a "Select" button. The "Data Type" dropdown and the "Select" button are both circled in red.

## SCENARIO ONE / OPTION ONE:

# For TAVR hospitals, the CORC - TAVR Contacts and CABG Contacts are the same

4. Select My Settings (make sure you are on the TAVR Screen)
5. Select Hospital Contacts

← → ↻ [corc.oshpd.ca.gov/Administration/Default.aspx](https://corc.oshpd.ca.gov/Administration/Default.aspx)



### REPORTING PROFILE

[TEST HOSPITAL] - 000001  
TAVR

→ Logout

### MY SETTINGS

- Hospital Users
- **Hospital Contacts**
- Change Password

### RELATED LINKS

- Contact TAVR
- TAVR Home

## My Settings Home

### HOW TO COMMUNICATE WITH CCORP

**Keep your primary, secondary, and CEO information up to date at all times!**

Here are the steps to help you set up your contacts:

1. Select 'Hospital Contacts' on the left.
2. Review each contact type (Primary Data Contact, Secondary, CEO/Current Administrator, and Corporate IT Contact).
3. Update any applicable fields.

### HOW TO CHANGE MY CORC PASSWORD.

Any CORC User can change their own password, just follow the steps below:

1. Select 'Change Password' on the left navigation panel.
2. Follow the prompts on the screen (note the security requirements for your new password on the screen).
3. Do not share your password with anyone or forget it!

## SCENARIO ONE / OPTION ONE:

# CORC - TAVR Contacts and CABG Contacts are the same

## 6. Find the Users name and select View

...comp.ca.gov/administration/managecontacts.aspx

Settings

### Hospital Contacts

Use the 'View' button to see and/or update hospital contact information.

Add New Contact

| First Name | Last Name       | Primary                  | Secondary                | CEO                      | IT Contact               |                      |
|------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Denise     | Stanton         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Denise     | O'Neill         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Jeanne     | Paramo          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Chris      | Maneely         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Merry      | Holliday-Hanson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Holly      | Hoegh           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Pindy      | Kaur            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Chris      | Maneely         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Chris      | Maneely         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Chris      | Maneely         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Joe        | Corporate       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Denise     | Stanton         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |
| Ricardo    | Jaime           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">View</a> |

## SCENARIO ONE / OPTION ONE:

# CORC - TAVR Contacts and CABG Contacts are the same

7. Look for Contact responsibility. Check the box for either Primary or Secondary Data Contact
8. Click Save (watch for successful save message). Then click Done and exit CORC. **ALL DONE!**

**REPORTING PROFILE**  
[TEST HOSPITAL] - 000001  
TAVR

→ Logout

**MY SETTINGS**

- Hospital Users
- Hospital Contacts
- Change Password

**RELATED LINKS**

- Contact TAVR
- TAVR Home

### Modify Contact

#### CONTACT RECORD

|                                                                                                            |                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Name *                                                                                               | <input type="text" value="Holly"/>                                                                                                                                                                                                                     |
| Middle Initial                                                                                             | <input type="text"/>                                                                                                                                                                                                                                   |
| Last Name *                                                                                                | <input type="text" value="Hoegh"/>                                                                                                                                                                                                                     |
| Contact Responsibility                                                                                     | <input type="checkbox"/> CEO/Administrator<br><input checked="" type="checkbox"/> Primary Data Contact<br><input type="checkbox"/> Secondary Data Contact<br><input type="checkbox"/> Corporate IT Contact                                             |
| <b>WARNING:</b> Changing the contact responsibility will replace the current person assigned to that role. |                                                                                                                                                                                                                                                        |
| Credential                                                                                                 | <input type="text"/> Leave Blank if None                                                                                                                                                                                                               |
| Position Held                                                                                              | <input type="text"/> Leave Blank if None                                                                                                                                                                                                               |
| Email *                                                                                                    | <input type="text" value="holly.hoegh@hcai.ca.gov"/> Required for Primary Contact                                                                                                                                                                      |
| Correspondence Priority *                                                                                  | <input type="text" value="Email status notices"/><br><small>Only Primary, Facility Admin and Designated Agent contacts will receive correspondence.<br/>Note: Status Notices (Approval, Rejection, and Extension) will be sent via email only.</small> |
| Street *                                                                                                   | <input type="text" value="2020 West El Camino Ave"/>                                                                                                                                                                                                   |
| City *                                                                                                     | <input type="text" value="Sacramento"/>                                                                                                                                                                                                                |
| State *                                                                                                    | <input type="text" value="CA"/>                                                                                                                                                                                                                        |

**Contact information saved successfully**

**This contact has records or logs associated with it and cannot be deleted.**

# SCENARIO TWO

## CORC - CABG CORC Users can add other existing CORC Users as TAVR Contacts

- Option 1** – Performed by a CORC user for someone else in CORC who will be a TAVR Contact. Follow directions from slides 2-6, selecting the other user's name. Check box as Primary or Secondary TAVR Data Contact. Communicate with assigned contacts.
- Option 2** – Email [TAVR@hcai.ca.gov](mailto:TAVR@hcai.ca.gov) to have HCAI make the selection. Provide the following information:
  - Email address
  - Phone
  - Facility physical address
  - Credentials
  - Position Held
  - Primary or Secondary TAVR Data Contact responsibility.

# SCENARIO THREE:

## CORC - New TAVR Contacts not currently in CORC

Email [TAVR@hcai.ca.gov](mailto:TAVR@hcai.ca.gov) to get access to the CORC system, obtain a password and be added as a TAVR contact. Provide the following information:

- Email address
- Phone
- Facility physical address
- Credentials
- Position Held
- Primary or Secondary TAVR Data Contact responsibility.