

# Creating/Accessing Your NHIF Portal Account

Use the link below to create and access your NHIF portal account.

**\*\*If you have already registered for your account skip to page 3**

[NHIF Portal Access](#)



---

## Login

Username

Password

☐ Remember Me

**Sign in**



[Register](#)

[Forgot your password?](#)

---

Generously sponsored by



If this is your first time accessing the NHIF Portal you will need to register for an account.

Click the Register link, your **Username** must be the personalized **DPC Code** that has been provided to you by SHP. *\*\*NOTE: If your company has multiple locations/DPC codes participating in a NHIF program you will need to register each code separately.*

The email address & password you enter when registering is your choice, that password will be required every time you log into your account



---

## Register

Username

Email

Password

Confirm Password

**Register**

[Sign in](#)

[Forgot your password?](#)

Once you have registered a DPC account we will approve it on our end and link each DPC account to a folder that will contain all individual reports that have been created for that DPC code. All reports will be placed in this file; you will be able to log-in and access that folder and your reports anytime using the same portal link.

[NHIF Portal Access](#)



---

## Login

Username

Password

☐ Remember Me

**Sign in**

[Register](#)

[Forgot your password?](#)

Effective 3/1/2021 we will ask you to start using the portal to both access reports and to submit your data for all any of the NHIF Benchmarking and Research programs.

**\*\*NOTE:** *If you are an SHP customer your Patient Satisfaction Data will still be sent to NHIF directly from SHP.* Non-SHP customers will upload your data to the folder via the portal.

Each DPC account will have a folder structure created by NHIF for Reports and Data Submissions, you only need to use the folders for the programs you are participating in.

## **NHIF Portal Folder Structure:**

### **📁 DPC Folder 123456:**

#### **📁 NHIF Reports**

##### **📁 30 Day HRA Reports**

###### **📁 2021 30 Day HRA Reports**

##### **📁 Patient Satisfaction Reports**

###### **📁 2021 Pt Satisfaction Reports**

##### **📁 Status at Discharge Reports**

###### **📁 2021 Status at Discharge Reports**

#### **📁 DPC Data Uploads**

##### **📁 30 Day HRA - Data Upload Files (HRA = Hospital Re-Admission)**

###### **📁 2021 30 Day HRA - Data Upload Files**

##### **📁 Pt Satisfaction - Data Upload Files**

###### **📁 2021 Pt Satisfaction - Data Upload Files**

##### **📁 Status at Discharge - Data Upload Files**

###### **📁 2021 Status at Discharge - Data Upload Files**

##### **📁 Clinical Services Study - Data Upload Files**

###### **📁 2021 Clinical Services Study - Data Upload Files**

##### **📁 Telehealth Study - Data Upload Files**

###### **📁 2021 Telehealth Study - Data Upload Files**

## Document Listing

Click On “DPC Data Uploads” Folder

+ Manage Your Uploads

 DPC Data Uploads


 NHIF Reports


## Document Listing

Click On the Folder for the program for which you are submitting data –  
**ie: Pt Satisfaction**

+ Manage Your Uploads


 Previous folder

 30 Day HRA - Data Upload Files

 Clinical Services Study - Data Upload Files

 Pt Satisfaction - Data Upload Files

 Status at Discharge - Data Upload Files

 Telehealth Study - Data Upload Files

## Document Listing

Click On Folder for the Year/Qtr you are submitting for

+ Manage Your Uploads

 Previous folder

 2021 Pt Satisfaction - Data Upload Files

 2022 Pt Satisfaction - Data Upload Files

## Document Listing

[+ Manage Your Uploads](#)

[← Previous folder](#)

[Qtr 1 2021](#)

[Qtr 2 2021](#)

Once you have chosen the folder where you want to put your data click the + “Add your file”

### Manage Uploads

[Start](#) > [DPC Data Uploads](#) > [Pt Satisfaction - Data Upload Files](#) > [2021 Pt Satisfaction - Data Upload Files](#) > [Qtr 1 2021](#)

[Search](#) [Filter](#) [More](#) [Refresh](#)

[← Previous folder](#)

Add your file

[+](#)

Select the files you want to upload, you will see them populate in the portal.

### Manage Uploads

[Start](#) > [DPC Data Uploads](#) > [Pt Satisfaction - Data Upload Files](#) > [2021 Pt Satisfaction - Data Upload Files](#) > [Qtr 1 2021](#)

[Search](#) [Filter](#) [More](#) [Refresh](#)

[← Previous folder](#)

[NHIF Portal File Structure.docx](#)

May 12, 2021 8:59 pm

66 KB

1 Item

67.17 KB

[+](#)

[NHIF Portal File Structure.docx](#)  
67.17 KB

✓

Once you have uploaded all of your files you can log out of the Portal.

If you have any issues or questions you can contact us at [NHIF DATA](#)