



2023 AHA ANNUAL SURVEY



Hello Survey Administrator!



Welcome to the step-by-step guide to completing the 2023 AHA Annual Survey online



We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital

SSO

- This year's login process is different from last year
– you don't need your AHA Identifier
- If you already have an AHA login/password, please click [here](#) to login and access the survey, and If you do not have an AHA login/password, please click [here](#) to create one and access the survey



A close-up, blue-tinted photograph of a pen writing on a document. The document features a line graph with a jagged line. The pen is positioned at the top right, writing on the line. The text "Creating An Account" is overlaid in white, serif font in the center. The background shows a grid and some numbers like "2.5" and "2.47".

Creating An Account

Step 1



Click the "Register/Login" button at the top of the page



From the login page, click the "Create an Account" button

Step 2

- Enter your email address
- If an account already exists with that email address, you will be prompted to click "Forgot Password" to reset your password
- Otherwise, you will be directed to the next step

Step 3



If your organization is a member, this will confer your organization's member permissions on your account so that you may access members-only online resources



There are two ways to find and link to your organization: through your email domain or zip code search



Email match: If the domain name of your email matches a hospital or health system in AHA's database, the name of an organization will be displayed

Step 4

- Complete the account creation form by entering your contact information
- Choose a password and click the "Create Account" button at the bottom of the page



NAVIGATING THROUGH THE SURVEY



the status of your survey



whether historical data is available



the date and time of the last update



the last person that worked in the survey

NAVIGATING THROUGH THE SURVEY



Home - will direct you to the homepage of your hospital's survey



Admin- section allowing view of authorized staff to help aid with the survey, and creating additional staff



Help - online survey instructions



Logout - allows you to logout



Left Pane Links A-F - Sections A-G of the AHA survey can be accessed by the side links in the left pane



Print- this link takes you to the print page where you have the option to print a Current year or Prior year's survey or a copy of the Glossary



ENTERING DATA - The flow of the survey allows you to start at any section

Once you are in the survey, you are on a timer
HISTORICAL REFERENCE - Refers to receipt of last year's 2022 annual survey submission



NAVIGATING THROUGH THE SURVEY

- Print - You can print a copy of your current online survey at any point in the survey process

NAVIGATING THROUGH THE SURVEY

- ERRORS - The homepage of your survey will show if you have errors

Helper Creation



Helper Creation is a new feature to the 2023 American Hospital Association Annual Survey



This feature allows the administrator to assign certain sections of the American Hospital Association Annual Survey to other people to complete or fill out



To get to the Admin page with the survey, start by clicking on the Admin button located in between the help and print buttons



Administrators want to add a helper click on the blue button that says "+ Add Staff"



As an Administrator you can give this person the power to make new helpers and even submit your on behave as well