



# EHNAC

Electronic Healthcare Network Accreditation Commission

## NON-COMPLIANCE NOTIFICATION PROCESS FORM

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### **EHNAC urges you to attempt to resolve issues with your accredited trading partner before submitting a notification.**

The EHNAC commission created the Non-compliant Notification System (NNS) to allow the “public” to notify EHNAC of a candidate or accredited organization’s suspected non compliance with EHNAC criteria for accreditation. The “public” refers to trading partners or business associates of an EHNAC candidate or an EHNAC accredited entity.

In order to create an equitable process by which trading partners may submit notification of suspected non-compliance with EHNAC’s criteria by candidates or accredited organizations, the EHNAC executive committee and commissioners have adopted and will utilize the process as described on the EHNAC Web site.

If you have a non-compliance issue that you would like to report, please complete the following form and email to ***info@ehnac.org***. Submission of this form must include **ALL** the submitter’s contact information and must identify specific criteria with which there has allegedly been non-compliance.

In order for EHNAC to properly assess the situation you are reporting, the commission will need documented evidence of the accredited organization’s alleged non-compliance with EHNAC’s criteria. The documents you present as evidence should be in Microsoft Word or Microsoft Excel format. Supporting evidence that shows that non-compliance beyond a doubt must be uploaded and submitted to ***info@ehnac.org***.

***Please note that the accredited organization you are reporting will be notified of the non-compliance notification, if the commission concludes the evidence supports the submission.***

Name of Organization:

Contact Name:

Contact Street Address:

Contact Street Address 2:

Contact City:

Contact State:

Contact Postal Code:

Contact Phone Number:

Contact E-mail Address:

Alleged Non-compliant Accrediting Organization:

Identification of all criteria for which the Accredited Organization is alleged to be out of compliance. Evidence of non-compliance must be furnished, i.e., uploaded, to EHNAC in either Excel or Word format.



**EHNAC**

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**Phone:** 860-408-1620

**Email:** [info@ehnac.org](mailto:info@ehnac.org)

**Web site:** [www.ehnac.org](http://www.ehnac.org)