

## SleepSite Online Quick Reference

### SleepSite Program Support

- Email: [SleepSite@Healthhelp.com](mailto:SleepSite@Healthhelp.com)
- Phone: 1 (877) 296-2793
- Fax: 1 (800) 546-7081



**Login and Assessment Access** - To login and access your SleepSite password now, please go to:

<https://www.healthhelp.com/benefits-management-offerings/sleep-site/>.

Please contact us if you would like your login resent or if you need any assistance logging in. Remember, your password is case-sensitive. Contact our program support team above if you need assistance with your password.

**SleepSite Assessment** - SleepSite™ is a safety and quality program designed to assess the sleep equipment, personnel and policies of providers who perform sleep services. Humana has contracted with SleepSite to perform the assessment with the aim of achieving a quality certified network.

The assessment consists of four online modules:

- **Facility** – This section captures essential information regarding the services offered by the facility, demographics, and key standards such as required licensure.
- **Equipment** – This section of the survey addresses standards for equipment capabilities, maintenance, and FDA approval
- **Personnel** – The assessment looks at the qualifications and experience of personnel including the Medical Director, Sleep Specialist or Interpreting Physician, Sleep Technologist or Technician, and Scoring Personnel. SleepSite wants to ensure that the proper qualifications, continued education, and patient ratio meet standards for best practice.
- **Policies & Procedures** – SleepSite standards include a review of General Policies and Procedures, Patient Acceptance and Management of Medical Record Policies, Protocols, Emergency Procedures, Sleep Program Quality Assurance, Human Resource (HR) Policies, and Complaint Resolution and Compliance Policies

**Completing the Assessment Online** - The easiest way to enter information is to do it online. You can work on this on-line Assessment at as many different locations and times as you like. Remember to log out when you end each session to be sure the data you entered is confirmed and recorded.

**Attestation** - The information you provide will be carefully examined. The accuracy of your responses is very important. The information you submit should be reviewed by the medical director, practice manager, or officer of the company.

**General instructions** - If you are responsible for more than one location that provides sleep study services, even though they are managed by the same organization, you must prepare one assessment for each location. Click on *Add Facility* and register for each physical location that provides sleep study services. You will be able to manage all locations under one login. We can assist you with registration for multiple locations.

**Status of your SleepSite Assessment** - After you have completed your facility assessment your screen will display your results and any next steps. You will also be notified with any opportunities for improvement if deficiencies are found. Facilities that are granted SleepSite Certification are listed online at <https://www.healthhelp.com/benefits-management-offerings/sleep-site/>.