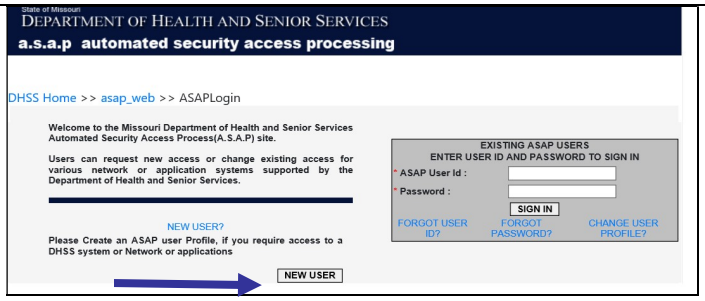
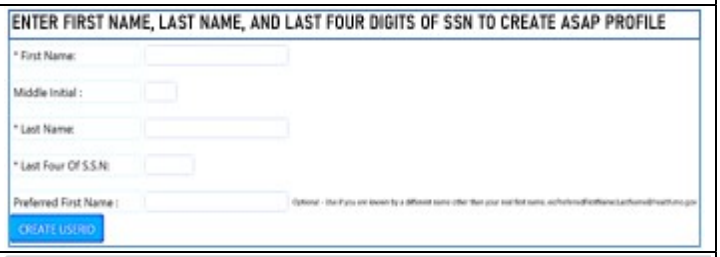
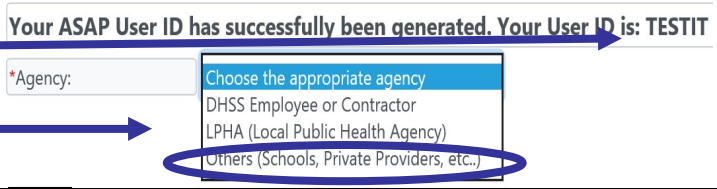
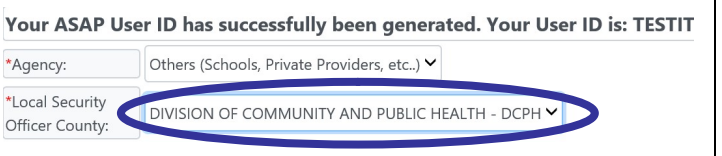
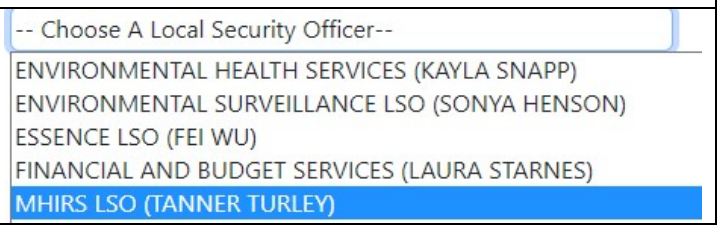
AUTOMATED SECURITY ACCESS PROCESSING (A.S.A.P)

Ambulatory Surgical Centers (ASCs)
REQUESTING ACCESS TO MISSOURI HEALTHCARE ASSOCIATED INFECTION REPORTING SYSTEM (MHIRS)

STEP A. Creating A.S.A.P User profile

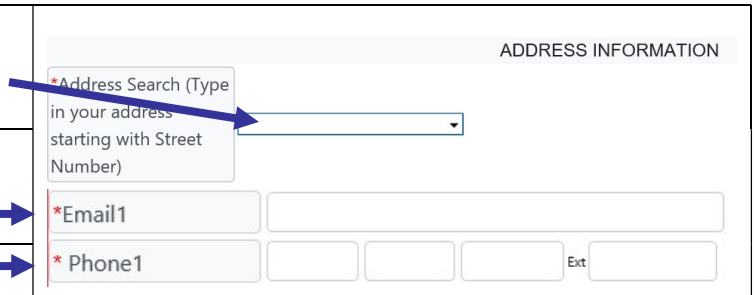
- Open Internet Browser and enter address https://healthapps.dhss.mo.gov/asap_web/asaplogin.aspx
- Click the link in the middle of the page that says "To access ASAP" Click Yes to any security messages
- If this is your first time with A.S.A.P, Choose the **NEW USER** option

Steps	Screen Print
1. Click the **NEW USER** option	
2. Enter your **first name**, **last name** and **last four digits of your SSN**. Enter a **Preferred First Name,** if desired. Click the **CREATE USERID** button.	
3. **Make note of your UserID.** 4. Choose **'Others (Schools, Private Providers, etc.)'** for the **Agency.**	
5. Choose '**DIVISION OF COMMUNITY AND PUBLIC HEALTH - DCPH**' for Local Security Officer County.	
5. Choose '**MHIRS LSO (Tanner Turley)'** for Local Security Officer.	

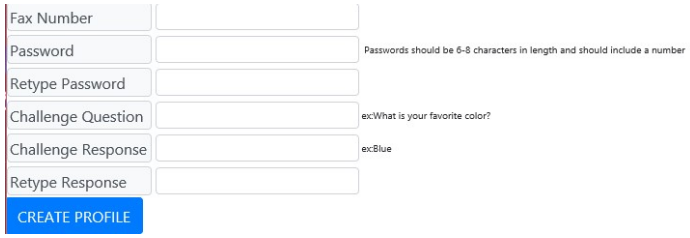
6. Type your **street number.** It will show a drop down list; choose the appropriate location from the list.

7. Enter your **email address**

8. Enter your **phone number**

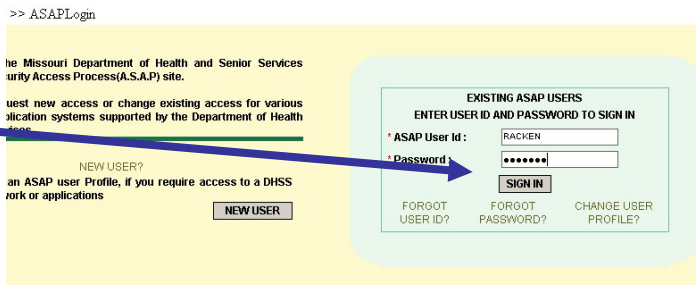
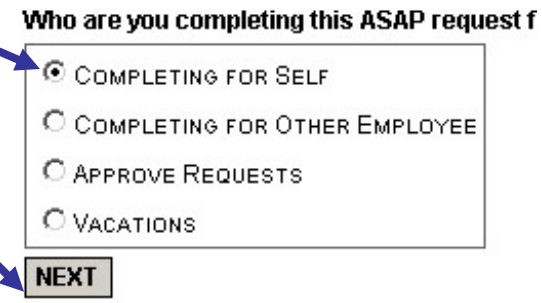
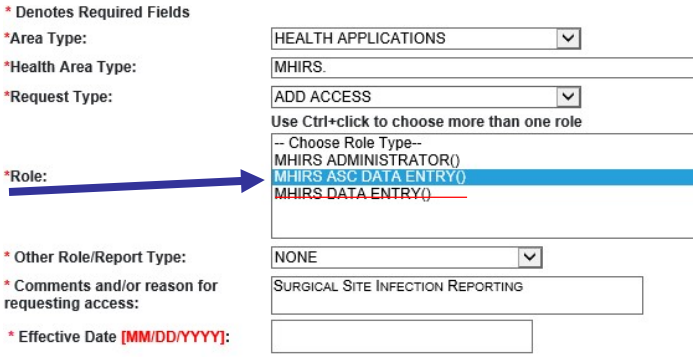


9. Enter your **fax number**.
10. Enter a **password**.
11. Retype your password.
12. Enter a **challenge question**. (Choose a question for which only you know the answer.)
13. Type the **response** to the challenge question.
14. Retype the challenge response.
15. Click **CREATE PROFILE**.
16. You will get a message stating your profile was created successfully.
17. Close out of your Internet browser.

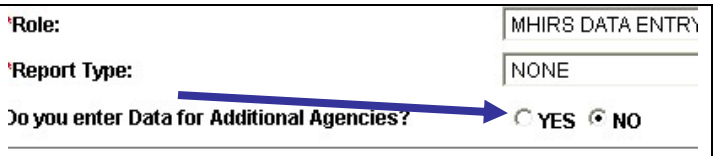


STEP B. Request MHIRS access

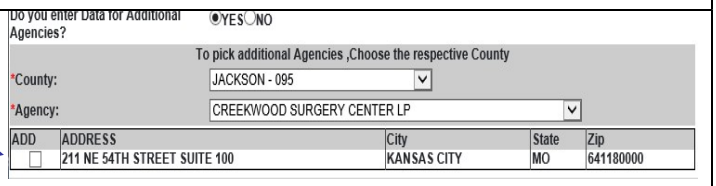
- Open Internet Browser and enter address https://healthapps.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click the link in the middle of the page that says “To access ASAP” Click Yes to any security messages

1. Type the **User ID** and **Password** you created in Step A. 2. Click the **SIGN IN** button.	
3. Choose the **‘Completing for Self’** option. 4. Click the **NEXT** button.	
5. Choose ‘**HEALTH APPLICATIONS**’ for Area Type. 6. Choose ‘**MHIRS.’** for Health Area Type. 7. Choose ’**ADD ACCESS’** for Request Type. 8. Choose ‘**MHIRS ASC DATA ENTRY’** for Role. 9. Choose **‘NONE’** for Report type. 10. Enter reason for requesting access. 11. Enter the effective date in the specified format.	

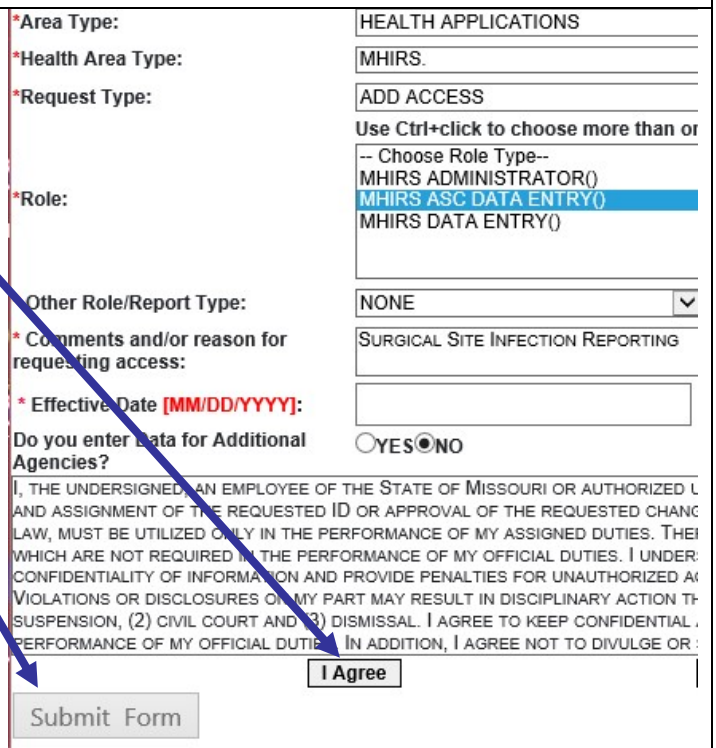
12. Optional: If you enter data for more than one facility, click '**YES**' as the response to the question: "Do you enter data for Additional Agencies?"



11. Choose a county.
12. Choose the hospital or ASC for which you will enter data.
13. Check the '**ADD**' box.
14. Repeat steps 11 through 13 for additional hospitals or ASCs.



15. Click the **'I Agree'** button.
16. Click the **'Submit Form'** button.



A message should appear stating the request was sucessfully completed.

Print a copy of the form for your records.

If you experience any problems or have questions while using the ASAP system, please notify the DHSS ITSD Help Desk using one of the following methods:

Phone: 573/751-6388 or 1-800-347-0887
E-mail: Support@health.mo.gov