

HAZSOFT – HCA

FREQUENTLY ASKED QUESTIONS

Q: Why do I need Hazsoft?

A: *The OSHA Hazard Communication Standard requires that we have a written Hazard Communication Program which outlines the steps our practices/centers take to protect employees from hazardous chemicals. We're also required to have easy access to Safety Data Sheets (SDS) which outline measures to take during an accidental release of any hazardous chemical. The SDS provides details on spill clean-up, disposal and treatment considerations for exposed employees.*

**Note: Refer to your HCA OSHA Manual for resources for your Hazard Communication Program.*

Q: My practice does not currently have Hazsoft. How do I subscribe to the new site?

A: *When you are ready to sign up with Hazsoft, please do the following:*

- 1. Go to the HCA Subscribe Now! form at www.hazsoft.com/hca-subscribe-now.*
- 2. Fill out the form (be sure to have your HCA COID handy) and submit.*
- 3. After a quick verification process your new account information and access will be sent to you via Welcome to Hazsoft email.*

Q: I am an existing Hazsoft customer. How do I access Hazsoft if I have lost my account link?

A: *No problem! Just call or email Hazsoft support at:*

- Email: customersupport@hazsoft.com*
- Phone: 877-682-5602*

Q: What is the Charge for the Hazsoft service?

A: *HCA facilities using Hazsoft are intercompany billed annually. Hazsoft bills HCA corporate → HCA bills facilities, accordingly. The rates are as follows:*

HCA Facility Rates	Billed In	Rate
Hospitals	November	\$ 1,495.00

Distribution Centers	November	\$ 595.00
Surgery Centers (Imaging, Oncology)	May	\$ 350.00

Q: My hospital subscribed to the Hazsoft service in June this year. Will I be charged for an entire year (in November) when I only had the service for six months at the time of billing?

A: No. HCA facilities are not charged for the service at the time of subscription. Billing only occurs in November or May of each year. At the time of billing you will be charged the subscription fee for the following 12 months. There is no charge for the first 6 months you had the service or for any partial year.

Q: Hazsoft offers an inventory customization with their service. Are we required to have a site-specific inventory per OSHA or accreditation requirements?

A: No. OSHA requires you to have immediate access to your safety data sheets. That is all that is required. The inventory customization is a service that is provided to facilitate your own internal maintenance and organization of your SDSs.

You have access to the Hazsoft HCA database of SDSs common to all HCA facilities. This main list of SDSs is updated routinely by Hazsoft staff as well as any individual HCA facility that requests or updates SDS.

You do have the option to create and maintain a site specific SDS inventory if you so choose, but it is not necessary.

Q: When I search for the SDS I need, I cannot find the one I'm looking for. What should I do?

A: There are multiple options available to you with Hazsoft SDS Management

- 1. Search the entire Hazsoft database, after you find proper SDS, just ADD IT to your location! (Must be logged in as a level 2 or higher for this function.)*
- 2. Use the SDS Request function, fill out form and sit back and wait, our friendly staff will receive request and process, you'll get an email when complete!*
- 3. Perhaps the easiest thing might be to simply pick up the phone and call us at 877-682-5602 or send an email to customersupport@Hazsoft.com. With Hazsoft you get unlimited phone and email customer support.*

Q: My practice is being divested. Who do I contact to cancel my Hazsoft Subscription?

A: Please contact customersupport@Hazsoft.com or call 877-682-5602 and have your HCA COID handy. We'll make sure to deactivate location and purge from billing records so no charge is incurred in the next billing cycle.

Q: If our computers are down, how can I access a SDS from the Hazsoft site?

A: With the prevalence of internet access via wifi and especially through our mobile phone carriers (Verizon, ATT, T-Mobile, etc) PC downtime is less and less an issue. Hazsoft is accessible via any device with internet access such as smartphones, tablets, chromebooks.

Access Hazsoft the same way you would on your computer desktop by using the link given to you in your Welcome to Hazsoft email. Contact Hazsoft customer support if you have lost your Hazsoft access link.

Q: Do I need to print off copies of SDS's and keep them in a binder?

A: No. Electronic access to the Hazsoft site via computer or smart phone will give you access to SDS as needed.