

## Common Issues with the new Nurse Aide Registry search engine:

### 1. Facility ID

- a. If you are a facility that is required to search the nurse aide registry (Nursing Facility, Residential Care Facility, ICF/IID). You must enter your Facility ID. To find your Facility ID, you can go to the following web link <https://publicapps.odh.ohio.gov/eid/> and select the Health Care Provider Report and Information Extract Option. For the Report dropdown select the type of facility that you are. If you are a nursing home or an ICF/IID facility type select the Medicare/Medicaid Information Type radial button. If you are a residential care facility or a licensed only nursing home, select the State of Ohio License radial button. Once you have ran the report you can go through the pages until you find your facility or you can save it to your desk top by selecting the Alternate File Type for which you want to save it as and selecting the Export tab, located at the top of the page. The very first column of the report is the Fac ID (Facility ID).

### 2. Search Criteria

- a. You either can search by the nurse aide registration number, or;
- b. Last Name, First Name, or;
- c. Larst Name **or** First Name (doesn't have to be both and it can only be the first initial) **and** the Last Four of the individuals social security number

If after conducting the search for an individual on the nurse aide registry you receive the below screen; please note that the search criteria that you entered (I.E. Registration numbrer; last name, first name; or the last four of the individuals social security number) has returned no rows. This means that there is no one on the registry containing the information that you searched on. You can print this page down by right clicking on the mouse and selecting the print option.

