



MD-Staff

MD-Staff User Guide for Connecting to NAMSS PASS[®] via ECP

Overview: How the Connection Works

The MD-Staff-NAMSS PASS[®] Electronic Connectivity Program (ECP) integrates NAMSS PASS[®], a national affiliation data exchange that allows organizations to securely share and retrieve practitioner affiliation history, into MD-Staff so MD-Staff users can seamlessly access NAMSS PASS[®] data.

To access NAMSS PASS[®] as an MD-Staff user, you will first need to create a NAMSS account, accessible through NAMSS.org. Once your NAMSS account is created, you will be able to access NAMSS PASS[®]. This will enable you to retrieve your Client Key, which connects your MD-Staff account with NAMSS PASS[®]. It is free to create [NAMSS](#) and NAMSS PASS[®] accounts.

Once connected to NAMSS-PASS[®] via your MD-Staff account, you can securely access NAMSS PASS[®] affiliation history summaries and affiliation letters directly from within your MD-Staff workflow. All verification activity occurs in MD-Staff.

Important: Accessing NAMSS PASS[®] through the NAMSS website is only required during initial setup (e.g., creating an account, retrieving your Client Key, and enabling ECP).

After the connection is complete, most verification activity—such as running queries, retrieving affiliation summaries, and accessing letters—takes place directly within MD-Staff.

NAMSS PASS[®] verification letters require available NAMSS PASS[®] letter credits. If sufficient credits are not available, users will be prompted to log into NAMSS PASS[®] via the NAMSS website from their MD-Staff account to purchase additional credits. Credit purchasing is managed within NAMSS PASS[®] and is not available within MD-Staff.

The NAMSS website is only used after initial NAMSS PASS[®] setup for account management (e.g., purchasing letter credits, adding users, or updating settings).



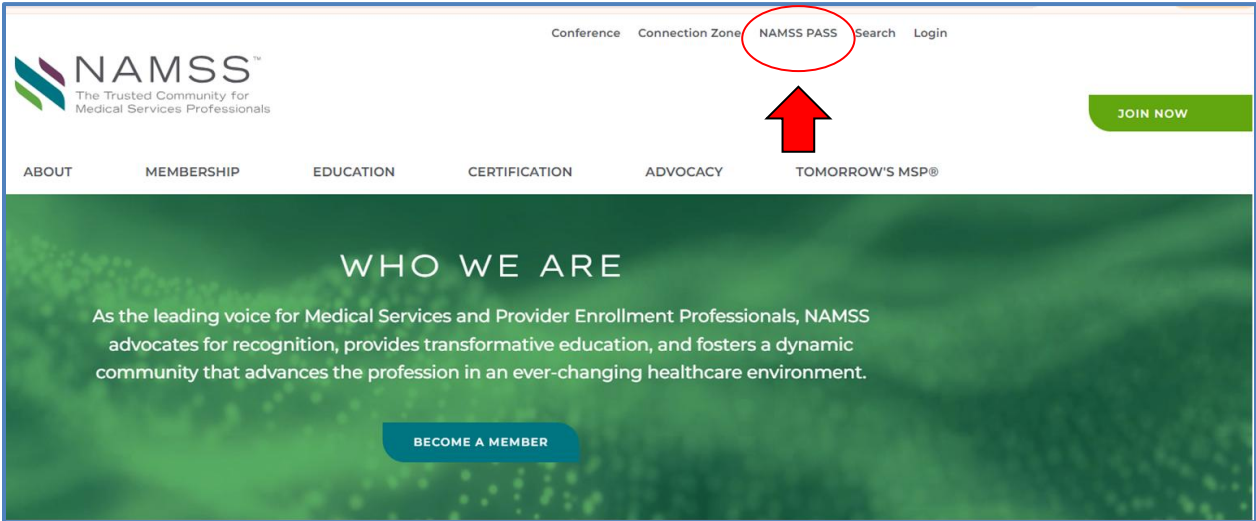
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Before You Begin

- All NAMSS PASS® users must first create and set up their account through the NAMSS.org website (www.namss.org). Once your account is established, MD Staff users can access NAMSS PASS® directly within their MD Staff workflow.
- NAMSS is a membership association that provides education, certification, and professional resources to medical services professionals (MSPs). All users must create a free NAMSS account to access NAMSS PASS®.
- NAMSS PASS® is a secure, online database of practitioner hospital affiliation history that integrates with MD-Staff.

STEP 1: Set Up or Access Your Existing NAMSS Account

- Access NAMSS PASS from the [NAMSS](#) homepage:



- Go to the [NAMSS PASS® Landing Page](#) on the [NAMSS.org](#) website
- If you have an existing NAMSS account, sign in with your username and password.
- If you do not have an existing account, select “Create an Account”



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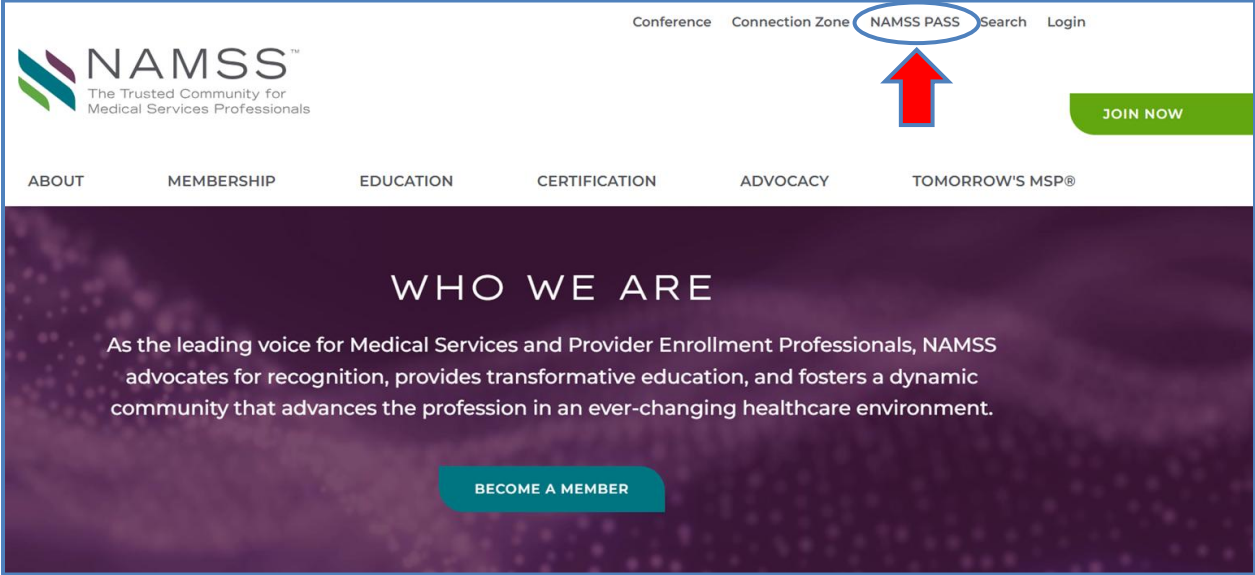
- To create a NAMSS account, enter the information below and select “Continue:”

- Once submitted, you will receive an activation email from NAMSS Support. Open the email and click the verification link.

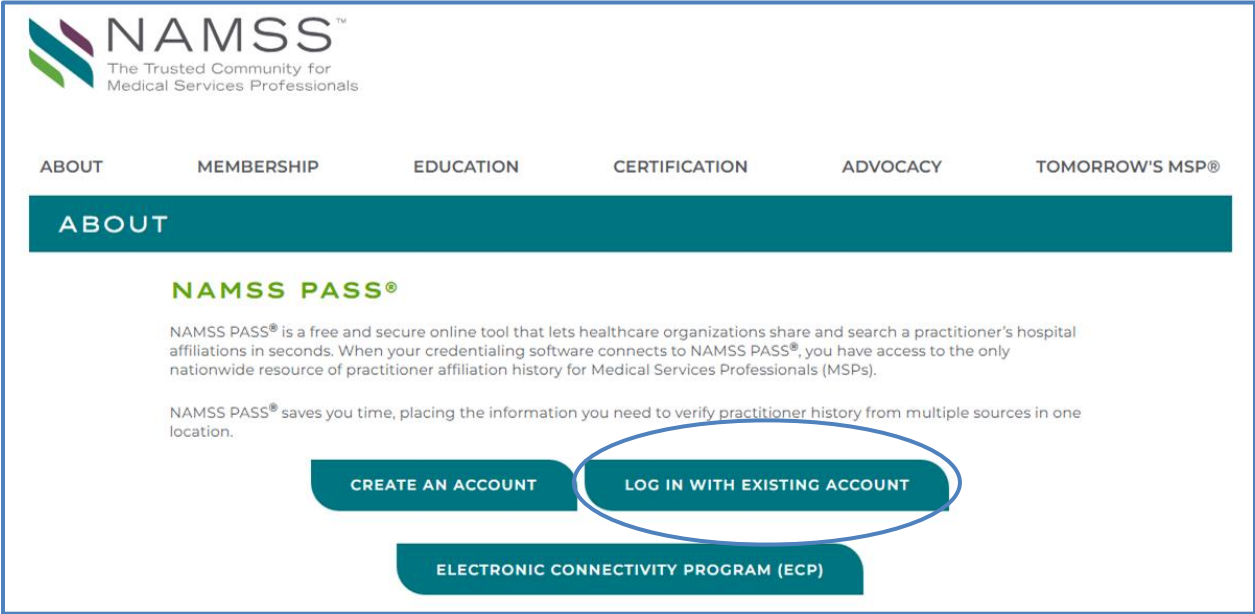


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- This will redirect you back to the NAMSS website, where you can directly access NAMSS PASS®:



- Now that you created a NAMSS account, select “Log In with Existing Account” and enter the username and password you just created:





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- Once logged in to your NAMSS account, click the green “Access NAMSS PASS” button:

NAMSS
The Trusted Community for Medical Services Professionals

ABOUT MEMBERSHIP EDUCATION CERTIFICATION ADVOCACY TOMORROW'S MSP®

ABOUT

NAMSS PASS®

NAMSS PASS® is a free and secure online tool that lets healthcare organizations share and search a practitioner's hospital affiliations in seconds. When your credentialing software connects to NAMSS PASS®, you have access to the only nationwide resource of practitioner affiliation history for Medical Services Professionals (MSPs).

NAMSS PASS® saves you time, placing the information you need to verify practitioner history from multiple sources in one location.

Access NAMSS PASS

Is Your Software Vendor Connected?

NAMSS PASS® does not compete with credentialing software vendors. Instead, it works alongside them as a tool to centralize hospital affiliation history. The more vendors that connect and contribute practitioner data through their

- You will be directed to the secure NAMSS PASS® portal shown below:

NAMSS PASS® GSN Mode Active

Home Search Query History Account Your Data ECP Billing Support Feedback

Your organization does not receive the special NAMSS Discount, consider joining. Click here for more information.

Start Searching Practitioners

Search by NPI or Name

Premium Services

NAMSS PASS offers instant confirmation of healthcare affiliation with the on-line affiliation letter service.

More Here →



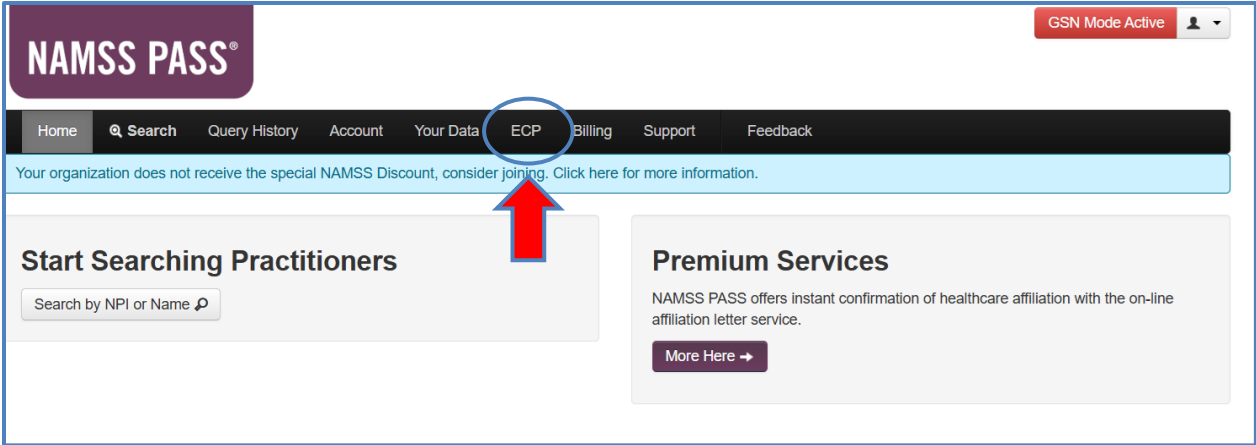
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STEP 2: Obtain Your Client API Key from NAMSS PASS

Why This Step Matters

The MD-Staff-NAMSS PASS integration is a two-way connection. The Client API Key securely connects your NAMSS PASS account to MD-Staff. The NAMSS PASS API Key is the same as MD-Staff’s “Client Key.” Without this key, MD-Staff cannot connect to, or exchange data with, NAMSS PASS.

- From the NAMSS PASS home portal page, select the “ECP” tab



- Locate your automatically generated Client API Key and copy and paste it into your MD-Staff account’s “Client Key” field:



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NAMSS PASS

Home Search Query History Account Your Data **ECP** Billing Support Feedback

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Electronic Connectivity Program (ECP)

Learn About ECP

ECP is NAMSS PASS's secure integration framework that allows credentialing software vendors to automatically transmit and retrieve primary-source affiliation data directly within their workflow - eliminating manual letter requests and reducing turnaround time.

Your User/Client API Key

dm3r0r17e6i18j8u0ujm5na26d13279 Copy

ECP Powered Affiliation Letters + Add ECP Connection

Facility Name	Letter ID	Status	LetterKey	Actions

Step 3: Enable ECP Status in NAMSS PASS[®]

Why This Step Matters

To connect your MD-Staff account to NAMSS PASS[®], you need to activate the ECP within your NAMSS PASS[®] account. This signals that your facility is authorized to share affiliation data through the MD-Staff-NAMSS PASS[®] integration.

- From the “ECP” tab page on the NAMSS PASS[®] portal, select the “+Add ECP Connection” button:



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NAMSS PASS GSN Mode Active

Home Search Query History Account Your Data **ECP** Billing Support Feedback

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Your User/Client API Key

dm3r0n17e6i18j8u0ujm5na26d13279 Copy

ECP Powered Affiliation Letters + Add ECP Connection

Enter your facility and contact information and select “Create ECP Connection:”

NAMSS PASS GSN Mode Active

Home Search Query History Account Your Data ECP Billing Support Feedback

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Add your facility and contact information

Facility Name:

Contact Phone:

Contact Fax:

Default City:

Default State:

Create ECP Connection



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- To confirm your connection request, select “Continue:”

The screenshot shows the NAMSS PASS interface within the MD-Staff system. At the top, there is a navigation bar with links for Home, Search, Query History, Account, Your Data, ECP, Billing, Support, and Feedback. Below the navigation bar is a message: "Thank you for being a contributing entity. Your organization does receive the special discount." The main heading is "Electronic Connectivity Program (ECP)". There are two main sections: "Learn About ECP" and "Your User/Client API Key". The "Learn About ECP" section explains that ECP is a secure integration framework for credentialing software vendors. The "Your User/Client API Key" section displays the key "57ks8m0sjg1q98tki5gff7k6t741769" with a "Copy" button. Below these sections is a section for "ECP Powered Affiliation Letters" with a "+ Add ECP Connection" button. A table lists the affiliation letters:

Facility Name	Letter ID	Status	LetterKey	Actions
NAMSS PASS Letter	4547	ECP Powered	45473nca9jv0c5dnkqp782q7pnqo1o	Copy, Manage Affiliation Data / Edit this Letter

A red arrow points to the "ECP Powered" status in the table.

- You will see a Green “ECP Powered” status, confirming the active connection between MD-Staff and NAMSS PASS®:
- If you need any assistance during setup in MD-Staff, the NAMSS PASS® support team is happy to help — just contact Support@namsspass.com.

What to Expect After Setup (Returning Users)

Once the one-time connection between MD-Staff and NAMSS PASS® is complete, your team’s day-to-day workflow will remain within MD-Staff.

- Access verification data directly in MD-Staff:** Users can retrieve affiliation verification summaries and letters from NAMSS PASS® without leaving MD-Staff.
- Verification letters require NAMSS PASS® letter credits:** Letter credits are purchased and used as usual in your NAMSS PASS account; the MD-Staff integration does not change the standard letter credit process.



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- **Use NAMSS PASS[®] only for account management:** After setup, NAMSS PASS[®] is accessed via the NAMSS website only for account management (e.g., adding a new admin user).

Why Connect Your MD-Staff Account With NAMSS PASS[®]?

Connecting MD-Staff with NAMSS PASS[®] provides several advantages for MSPs and credentialing teams:

- **Expanded affiliation verification resources.** In addition to MD-Query primary source verification, MD-Staff users can access over a million affiliation history summaries and verification letters through the NAMSS PASS[®] network.
- **Integrated credentialing workflow.** MD-Staff users can retrieve affiliation summaries and verification letters from NAMSS PASS[®] directly within MD-Staff, reducing the need to search separate systems during credentialing reviews.
- **Automated affiliation data sharing.** When connected, your organization's active provider affiliation data is securely shared with the NAMSS PASS[®] network automatically through MD-Staff, which reduces manual verification requests between hospitals.
- **Stronger verification network.** As more organizations contribute data, the NAMSS PASS[®] network becomes a more comprehensive source of affiliation verification across the healthcare community.