## Integration Checklist for

## Licensed Staff and Case Workers who are Independently Contracted

### Quality Care Management (QCM)

To start the credentialing process, the following documents must be completed and submitted to QCM by contracting agency or designated ADMHS staff:

- ☐ Service Provider ID Request Form
- ☐ NPI and Taxonomy code - application available online
- ☐ A copy of all professional licenses
- ☐ A copy of the resume or employment application, which must contain:  i) highest level of education achieved; ii) type of degree and year graduated; iii) work experience to include volunteer work; iv) work/volunteer experience, to include length of time.

In addition Doctors and Psychiatrists will need to attach:

- ☐ DEA Registration/Verification.

Once all requested documents are received, QCM runs the following background Checks:

- ☐ SAMS Check
- ☐ OIG Check
- ☐ Medi-Cal Suspended List Check
- ☐ National Provider Data Bank Check for all MD's.

After all credentialing checks are completed/cleared; QCM will set up the Service Provider ID in the system, and then will proceed with the Medi-Cal Application.

- ☐ Service Provider ID Set Up
- ☐ Medicare Application to be filled out by new clinician
  Note: Emily Gularte can assist in filling out to ensure accuracy and avoid delay of processing)

### Management Information Systems (MIS)

Once QCM has completed the credentialing process, the service provider ID created for the new staff will be e-mailed Abraham Robles in MIS. MIS will use that information to establish the clinician in the electronic system.  To complete this task, MIS requires the following:

- ☐ Access Permission to the System:  Clinic, Clinicians Gateway, Share Care
- ☐ RxNT License (as applicable) (form to be requested from Curtis Goble)
- ☐ Facility/Program Authorization (Obtain from Supervisor and send the list to QCM)
- ☐ Phone line; extension number assigned and voicemail set up (IT)
- ☐  Computer login and e-mail account (IT)
- ☐ Dragon set up (as applicable) (Pat Kinoshita)
- ☐ County cell phone request (if applicable)

## Clinic Supervisor

- ☐ ID Badge and Keys (coordinate with Ernest Thomas)
- ☐ Identify office space and desk and make it welcoming (coordinate with Ernest Thomas)
- ☐ Motor Pool Access (Email Motor Pool Manager, Mitch Guenthart with the request to issue a motor pool pin, include full name of new staff))
- ☐ Rx Pads (request order from Admin)
- ☐ Business Cards (request order from Admin)
- ☐ Are they to be added to on-call schedule (if so, inform Admin)

## Training Divison (coordinated by Dalila Brown once IT has all necessary forms turned in)

- ☐ New Employee Orientation Training set for  __/__/2014
- ☐ HIPAA Training set for __/__/2014 (Facilitator: Yvonia Newby))
- ☐ Medical Records Orientation set for __/__/2014 (Facilitator: Christine Cole)
- ☐ Documentation Training set for __/__/2014 (Facilitator: Christine Cole)
- ☐ Clinicians Gateway Training set for __/__/2014 (Facilitator: Pat Kinoshita)
- ☐ RxNT Training set for __/__/2014 (Facilitator: Pat Kinoshita)
- ☐ Short Computer Orientation  set for __/__/2014 (Facilitator: Pat Kinoshita)