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 (Obtained 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 Division (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)