



BCRS Management Information System Solution (BMISS)

*NHSC Site Administrator Portal
Submit NHSC Site Application
User Guide*

April 1, 2010



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Introduction: NHSC Site Administrator Portal User Guide

Goal: A Site Administrator (“user”) will be able to complete and submit a new NHSC site application, the first step in the application process. Users complete general information about their site and upload documents online which the State Primary Care Officer (PCO) and BCRS Regional Office will use to verify that the site is in fact eligible for the NHSC. There are two types of site applications, main and satellite, both of which are covered in this document.

NHSC Site Application Process

1. Submit Site Application Online
2. PCO Review and Recommendation
3. Regional Office Review and Final Decision

At the completion of this process a new NHSC site application is created and sent to the appropriate PCO for review and recommendation. Applications only need to be submitted for sites at which an NHSC clinician will serve some portion of their obligation. A separate application will need to be submitted for each site at which NHSC clinicians will work – the eligibility of every site is evaluated separately.

Preconditions: Before a user can complete and submit a new site application they must have registered and logged into the NHSC Site Administrator Portal (“the portal”).



Section 1: Site Application Process Diagram

DRAFT



Section 2: Starting a New NHSC Site Application

Starting a New Application

To start a new site application a user must first register for and log into the Site Administrator Portal. The first page the user will see when he logs in is the landing page. On this page the user will see any existing NHSC sites that he administers, as well as the option to apply for a new NHSC site.

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Welcome, testuser@EXAMPLE.COM | [Help](#) | [Account Settings](#) | [Log Out](#)

My Sites

NHSC APPROVED SITES

You don't have any active NHSC Sites. To apply to become part of the NSHC, please click the "Apply Now" button below.

APPLY FOR A NEW NHSC SITE

[APPLY NOW](#)

Need Assistance?

I NEED TO ...

[Update My Contact Information](#)

[+ OPEN REQUESTS](#)

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Steps:

1. Log into the portal and arrive at the landing page (shown)
2. Select [APPLY NOW](#)



Identifying as a Bureau of Primary Health Care (BPHC) Site

Before a user can select to start a new application, the user must first identify whether or not they are a Bureau of Primary Health Care (BPHC) site.

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[Home](#) > Site Application

Start NHSC Site Application

Welcome to the NHSC Online Site Application. If you are applying on behalf of a main or administrative site that provides clinical services AND satellite sites, please complete the main site application first.

Each site must have a separate application and meet the same eligibility criteria in order to be approved by the NHSC. Please note that approval of the main site does not indicate approval for the satellite sites. For a list of required documents by Site Type, please visit the [NHSC website](#).

Is your site an approved Bureau of Professional Health Care (BPHC) Site?

☐ Yes

☐ No

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Steps:

1. Select either the “Yes” or “No” radio buttons to indicate that your site is a BPHC site
2. Select “Yes” to proceed to *Section 2-3: Bureau of Primary Health Care (BPHC) Site Applications*; Select “No” to continue with a standard NHSC Site Application



Selecting the Application Type: Main Site or Satellite Site

When completing and submitting a new NHSC site application, the user must first decide whether the site being applied for is a main site or a satellite site. Main sites are the head of a network of sites. Main sites are typically headquarters or administrative locations that oversee a number of other related sites. Satellite sites are sites that are overseen by a main site in a network of sites. If a site is not part of a network of related sites, that site is classified as main site. On the “Start NHSC Application” page the user has the opportunity to identify which type of application they would like to complete.

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[Home](#) > Site Application

Start NHSC Site Application

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Each site must have a separate application and meet the same eligibility criteria in order to be approved by the NHSC. Please note that approval of the main site does not indicate approval for the satellite sites. For a list of required documents by Site Type, please visit the [NHSC website](#).

Is your site an approved Bureau of Professional Health Care (BPHC) Site?

☐ Yes
☒ No

Please select whether this application is for a primary or satellite site: [i](#)

☒ Main/Administrative Site
☐ Satellite Site

[START MY APPLICATION](#)

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Steps:

1. Select either the “Main/Administrative Site” or “Satellite Site” radio button
2. Select [START MY APPLICATION](#)
3. Proceed to either *Section 2-1: Completing a Main Site Application* or *Section 2-2: Completing a Satellite Site Application* depending on selection.



Section 2-1: Completing a Main Site Application

The screenshot shows the 'Site Information' section of the NHSC Site Application form. The form is titled 'NATIONAL HEALTH SERVICE CORPS' and includes a navigation bar with 'Home', 'Site Application', 'Site Information', 'POC Information', 'Supporting Documents', and 'Agreement'. The 'Site Information' section contains a heading 'PRACTICE SITE NAME AND LOCATION: (Where the NHSC clinician will serve their obligation)'. Below this heading are several required fields marked with an asterisk (*): 'Site Name', 'Address Line 1', 'Address Line 2', 'State/Province/Region' (a dropdown menu), 'City', 'Zip/Postal Code', 'Site Phone Number', 'Site Fax Number', 'Site E-mail Address', and 'Site Web Address'. There are also radio buttons for 'Site Location' (Frontier, Urban, Rural) and a dropdown for 'Site Classification'. Below these are dropdowns for 'Type of Site' and 'Site SubType'. A question 'Is there an NHSC applicant waiting for this site to be approved?' has 'Yes' and 'No' radio buttons. At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'CONTINUE'. The footer of the page includes 'Help', 'Account Settings', 'Log Out', and 'Privacy Policy | Version 5.0-SNAPSHOT'.

Completing Main Site Information

The first page of the application captures the basic site information for the main site. Site information is required to help State Primary Care Officers and the NHSC determine eligibility. Required fields are denoted with an asterix (*).

Steps:

1. Complete the fields under the “Site Name and Location” heading
2. If the mailing address of the site is the same as the Practice Site Name and Location, select the check box to indicate this. If the mailing address is different, leave the box unchecked and complete the mailing address fields.
3. Select **CONTINUE**

Save for Later:

At any time while completing the application, select **SAVE FOR LATER** to save the application progress and return to the landing page.



Adding Main Site Points of Contact

See section 2-3: Point of Contact Management



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Welcome, testuser@EXAMPLE.COM | [Help](#) | [Account Settings](#) | [Log Out](#)

[Home](#) > [Site Application](#)

[Site Information](#) | [POC Information](#) | **[Supporting Documents](#)** | [Agreement](#)

Supporting Documents

Please upload the required documents listed below. If you do not have an electronic copy of these documents, you may elect to fax your documents to your respective state Primary Care Office. For a complete listing of all State Primary Care Offices and their respective contact information, please visit the [NHSC Primary Care Office page](#). Faxed documentation must be submitted within 2 days of submission.

UPLOAD DOCUMENT

- Select the type of document you are uploading.
- Browse for the file on your computer using the dialog box below.
- Select the Upload Document button. The document will then appear on the table below. Repeat these steps for each document you wish to upload to your application.

SELECT DOCUMENT TYPE(S):

More information about required documents, including samples or templates can be found on the [NHSC Sites and Communities Page](#).

- ☐ Sliding Discount Fee Schedule
- ☐ Proof of Practice (commercial lease agreement, state facilities license, articles of incorporation, or business license)
- ☐ Recruitment and Retention Plan (if available)
- ☐ Proof of appropriate referral for ancillary, specialty, and inpatient care (MOU, letter from specialty care facility/provider, proof of admitting privileges, etc.)
- ☐ Other Documentation Requested by NHSC or State Recommendation Authority
- ☐ Site Visit Report

Comment (Required if Other documentation selected)

[Choose File](#) No file chosen **UPLOAD DOCUMENT**

UPLOADED DOCUMENTS

No documents have been uploaded for this request

MISSING DOCUMENTS?

☐ I will send some or all of the required documents by fax, mail or electronically at a later time

SAVE FOR LATER **CONTINUE**

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Uploading Supporting Documents

Sites applying to the NHSC are required to provide documentation proving their compliance to the NHSC eligibility criteria. The list of supporting documents required varies depending on the type of site applying to the NHSC. This page shows the required documents proving site eligibility – only “Other Documentation Required by NHSC or State Recommendation Authority” is optional. *(Note: The list of documents shown is for a Federally Qualified Health Center (FQHC), the list of documents changes depending on the Site Type chosen on the Site Information page.)*

Steps:

- Select at least one document type to upload under the “Select Document Type(s)” heading. A single document may have multiple document types.
- Select **Choose File** to search your computer for a file to upload
- Select **UPLOAD DOCUMENT** to attach the file to the application
- The uploaded file will appear under the heading “Uploaded Documents” along with its selected Document Types

UPLOADED DOCUMENTS

File Name	Document Types	Comments	Action
Sample Supporting Document.doc	<ul style="list-style-type: none"> Sliding Discount Fee Schedule Recruitment and Retention Plan (if available) 		Delete

- Repeat steps 1-4 for each document to be uploaded
- When finished uploading documents, select **CONTINUE**



Uploading Supporting Documents (cont.)

Removing an Uploaded Document:

To remove an uploaded document from the application, select next to the document in the “Uploaded Documents” section. The document will be removed from the “Uploaded Documents” section.

Faxing Missing Documents:

To indicate that remaining documents will be faxed to the Primary Care Officer, check the box under the “Missing Documents?” heading. Fax the documents to your State Primary Care Office within two (2) days of the submittal of the application.



Agreeing to NHSC Terms and Submitting the Application

On this page the user agrees to the terms of the NHSC Agreement and submits the site application. The system utilizes an e-signature system to verify and authenticate the user.

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Welcome, testuser@EXAMPLE.COM | [Help](#) | [Account Settings](#) | [Log Out](#)

[Home](#) > [Site Application](#)

1 Site Information 2 POC Information 3 Supporting Documents 4 Agreement

Agreement For All Participating NHSC Sites

This is to certify that the sites named in this application currently meet all NHSC requirements as outlined below, and I am authorized to provide such certification for these sites. (If you have questions regarding any of the following requirements, please see the application instructions or contact the NHSC at 1-800-221-9393 for clarification.) Any false statement(s) herein may be punished as a felony under U.S. Code, Title 18, Section 1001 and subject you to civil penalties under the Program Fraud Civil Remedies Act of 1986 (45 CFR 79). Sites must meet all requirements at the time of application and must continue to meet requirements in order to maintain status as an approved NHSC clinical practice site.

I certify that the site(s) named in this application:

- Does not discriminate in the provision of services to an individual (i) because the individual is unable to pay or because payment for those services would be made under Medicare, Medicaid or the State Children's Health Insurance Program or (ii) based upon the individual's race, color, sex, national origin, disability, or religion.
 - Uses a schedule of fees or payments for the site's services that is consistent with locally prevailing rates or charges and is designed to cover the site's reasonable cost of operation.
 - Provides health care services at no charge, or at a nominal charge, to patients whose incomes are at or below 200% of the federal

☐ I certify that the information given in this request is accurate and complete to the best of my knowledge and belief. I understand that it may be investigated and that any false statement herein may be punished as a felony under U.S. Code, Title 18, Section 21001 and subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986 (45 CFR 79). I understand that submitting my request does not guarantee its approval, and that it requires review for compliance with my obligation and program policies.

PLEASE ENTER YOUR LOG-IN PASSWORD TO CONFIRM YOUR AGREEMENT:

Sign with your password *

[SUBMIT](#)

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Steps:

1. Read the NHSC Agreement
2. Check the box indicating that the information provided is accurate and complete
3. Enter your password
4. Select [SUBMIT](#)

Once the user selects "Submit", the application is submitted and transmitted to the appropriate State Primary Care Officer for review and recommendation. No further changes can be made to the application at this time.



Section 2-2: Completing a Satellite Site Application

Selecting a Main/Administrative Site

After selecting to begin a satellite site application, the first screen prompts the user to identify a main/administrative site. A satellite site must be connected to a main/administrative site. The main site does not have to be an NHSC approved site. There are three ways to choose a main site when completing a satellite site application.

The screenshot displays the 'National Health Service Corps' portal. The top navigation bar includes the logo, a welcome message 'Welcome, testuser@EXAMPLE.COM', and links for 'Help', 'Account Settings', and 'Log Out'. Below the navigation bar, a breadcrumb trail shows 'Home' and 'Site Application'. A progress indicator consists of four numbered steps: 1. Site Information (active), 2. POC Information, 3. Supporting Documents, and 4. Agreement. The main content area is titled 'Site Information' and contains a text box with the instruction: 'As a satellite site, you need to identify your main/administrative site for our records. Please select one of the following options to identify your main/administrative site.' Below this text are three radio button options: 'Choose from My Sites', 'Search the NHSC database of existing approved sites', and 'I will provide information on the main site'. An orange 'CONTINUE' button is located at the bottom right of the form. The footer of the page includes links for 'Help', 'Account Settings', and 'Log Out', along with a 'Privacy Policy' link and the text 'Version 5.0-SNAPSHOT'.

Main Site Selection Methods:

1. *Choose from “My Sites”* – this method allows the user to select a main site from other sites they administer in the system
2. *Search the NHSC Database* – this method allows the user to search for and select any existing active main site in the NHSC network
3. *Provide Information* – this method allows the user to enter new main site information



Choosing a Main Site from “My Sites”:

1. Select the “Choose from My Sites” radio button
2. In the selection box that appears, select a site from the list
3. Select **CONTINUE**

The screenshot shows a web form titled "Site Information". Below the title is a paragraph: "As a satellite site, you need to identify your main/administrative site for our records. Please select one of the following options to identify your main/administrative site." Below this is a section header "MY SITES". Under "MY SITES" is a dropdown menu with the text "Please select..." and a downward arrow. Below the dropdown are three radio button options: "Choose from My Sites" (which is selected), "Search the NHSC database of existing approved sites", and "I will provide information on the main site". In the bottom right corner of the form is an orange button labeled "CONTINUE".


Searching the NHSC Database for an Existing Approved Main Site:

1. Select the “Search the NHSC database of existing approved sites” radio button
2. Select the state of the site you are searching for
3. Select the city of the site you are looking for
4. Select the site from the site list – the list is filtered by the state and city selected
5. Select **CONTINUE**

The screenshot shows a web form titled "Site Information". Below the title is a paragraph: "As a satellite site, you need to identify your main/administrative site for our records. Please select one of the following options to identify your main/administrative site." Below this is a section header "SEARCH FOR YOUR SITE IN THE DATABASE". Under this header are three dropdown menus labeled "State:", "City:", and "Site:", each with the text "Please select..." and a downward arrow. Below the dropdowns are three radio button options: "Choose from My Sites", "Search the NHSC database of existing approved sites" (which is selected), and "I will provide information on the main site". In the bottom right corner of the form is an orange button labeled "CONTINUE".



Providing the Information for the Main Site:

1. Select the “I will provide information on the main site” radio button
2. Enter the main site information in the fields provided. Required fields are marked with an asterisk (*).
3. Select 

Site Information

As a satellite site, you need to identify your main/administrative site for our records. Please select one of the following options to identify your main/administrative site.

* Required Fields

Please enter your main site's information:

Site Name:*

Address Line 1:*

Address Line 2:

State/Province/Region:*

City:*

Zip/Postal Code:*

Site Phone Number:

Site Fax Number:


Site E-mail Address:

Site Web Address:

☐ Choose from My Sites

☐ Search the NHSC database of existing approved sites

☒ I will provide information on the main site





Completing Satellite Site Information

The first page of the application captures the basic site information for the main site. Site information is required to help State Primary Care Officers and the NHSC determine eligibility. Required fields are denoted with an asterix (*). On the satellite site application the information for the main site selected is shown in as read-only information.

Site Information

This information pertains to only the clinical service site where the NHSC clinician(s) will serve. Organizations with more than one site (i.e. satellites) must submit a NHSC application for each clinical service site where the NHSC obligated clinician will practice.

* Required Fields

MAIN SITE INFORMATION:

Site Name: Main Site
Address Line 1: 123 Main Street
Address Line 2:
State/Province/Region: Maryland
City: Anytown
Zip/Postal Code: 22222
Site Phone Number: 1111111111
Site Fax Number:
Site E-mail Address:
Site Web Address:

PRACTICE SITE NAME AND LOCATION: (Where the NHSC clinician will serve their obligation)

Site Name: *
Address Line 1: *
Address Line 2:
State/Province/Region: * Please Select...
City: *
Zip/Postal Code: *
Site Phone Number: *
Site Fax Number:
Site E-mail Address:
Site Web Address:
Site Location: *
☐ Frontier
☐ Urban
☐ Rural
Site Classification: * Please Select...
Type of Site: * Please Select...
Site SubType: * Please Select...
Is there an NHSC applicant waiting for this site to be approved? ☐ Yes ☐ No
DUNS #:
☒ Mailing Address is Same as Practice Site Name and Location

SAVE FOR LATER CONTINUE

Steps:

1. Complete the fields under the “Practice Site Name and Location” heading
2. If the mailing address of the site is the same as the Practice Site Name and Location, select the check box to indicate this. If the mailing address is different, leave the box unchecked and complete the mailing address fields.
3. Select **CONTINUE**

Save for Later:

At any time while completing the application, select **SAVE FOR LATER** to save the application progress and return to the landing page.



Adding Satellite Site Points of Contact

See section 2-3: Point of Contact Management



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[Home](#) > [Site Application](#)

[Site Information](#) | [POC Information](#) | **[Supporting Documents](#)** | [Agreement](#)

Supporting Documents

Please upload the required documents listed below. If you do not have an electronic copy of these documents, you may elect to fax your documents to your respective state Primary Care Office. For a complete listing of all State Primary Care Offices and their respective contact information, please visit the [NHSC Primary Care Office page](#). Faxed documentation must be submitted within 2 days of submission.

UPLOAD DOCUMENT

- Select the type of document you are uploading.
- Browse for the file on your computer using the dialog box below.
- Select the Upload Document button. The document will then appear on the table below. Repeat these steps for each document you wish to upload to your application.

SELECT DOCUMENT TYPE(S):

More information about required documents, including samples or templates can be found on the [NHSC Sites and Communities Page](#).

- ☐ Sliding Discount Fee Schedule
- ☐ Proof of Practice (commercial lease agreement, state facilities license, articles of incorporation, or business license)
- ☐ Recruitment and Retention Plan (if available)
- ☐ Proof of appropriate referral for ancillary, specialty, and inpatient care (MOU, letter from specialty care facility/provider, proof of admitting privileges, etc.)
- ☐ Other Documentation Requested by NHSC or State Recommendation Authority
- ☐ Site Visit Report

Comment (Required if Other documentation selected)

[Choose File](#) No file chosen [UPLOAD DOCUMENT](#)

UPLOADED DOCUMENTS

No documents have been uploaded for this request

MISSING DOCUMENTS?

☐ I will send some or all of the required documents by fax, mail or electronically at a later time

[SAVE FOR LATER](#) [CONTINUE](#)

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Uploading Supporting Documents

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Steps:

1. Select at least one document type to upload under the “Select Document Type(s)” heading. A single document may have multiple document types.
2. Select [Choose File](#) to search your computer for a file to upload
3. Select [UPLOAD DOCUMENT](#) to attach the file to the application
4. The uploaded file will appear under the heading “Uploaded Documents” along with its selected Document Types

UPLOADED DOCUMENTS

File Name	Document Types	Comments	Action
Sample Supporting Document.doc	<ul style="list-style-type: none"> Sliding Discount Fee Schedule Recruitment and Retention Plan (if available) 		Delete

5. Repeat steps 1-4 for each document to be uploaded
6. When finished uploading documents, select [CONTINUE](#)



Uploading Supporting Documents (cont.)

Removing an Uploaded Document:

To remove an uploaded document from the application, select next to the document in the “Uploaded Documents” section. The document will be removed from the “Uploaded Documents” section.

Faxing Missing Documents:

To indicate that remaining documents will be faxed to the Primary Care Officer, check the box under the “Missing Documents?” heading. Fax the documents to your State Primary Care Office within two (2) days of the submittal of the application.



Agreeing to NHSC Terms and Submitting the Application

On this page the user agrees to the terms of the NHSC Agreement and submits the site application. The system utilizes an e-signature system to verify and authenticate the user.

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Welcome, testuser@EXAMPLE.COM | [Help](#) | [Account Settings](#) | [Log Out](#)

[Home](#) > [Site Application](#)

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I certify that the site(s) named in this application:

- Does not discriminate in the provision of services to an individual (i) because the individual is unable to pay or because payment for those services would be made under Medicare, Medicaid or the State Children's Health Insurance Program or (ii) based upon the individual's race, color, sex, national origin, disability, or religion.
 - Uses a schedule of fees or payments for the site's services that is consistent with locally prevailing rates or charges and is designed to cover the site's reasonable cost of operation.
 - Provides health care services at no charge, or at a nominal charge, to patients whose incomes are at or below 200% of the federal

☐ I certify that the information given in this request is accurate and complete to the best of my knowledge and belief. I understand that it may be investigated and that any false statement herein may be punished as a felony under U.S. Code, Title 18, Section 21001 and subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986 (45 CFR 79). I understand that submitting my request does not guarantee its approval, and that it requires review for compliance with my obligation and program policies.

PLEASE ENTER YOUR LOG-IN PASSWORD TO CONFIRM YOUR AGREEMENT:

Sign with your password *

SUBMIT

[Help](#) | [Account Settings](#) | [Log Out](#) | [Privacy Policy](#) | Version 5.0-SNAPSHOT

Steps:

1. Read the NHSC Agreement
2. Check the box indicating that the information provided is accurate and complete
3. Enter your password
4. Select **SUBMIT**

Once the user selects "Submit", the application is submitted and transmitted to the appropriate State Primary Care Officer for review and recommendation. No further changes can be made to the application at this time.



Section 2-3: Point of Contact Management

Site points of contact can be managed from both the Site Information page on the Site Administrator Portal as well as on NHSC Site Applications. Point of contact management is same process through both the Site Application and the Site Information Page.

To view a site's points of contact, navigate to a site's information page by selecting the name of a site on the landing page and scroll down the page to view point of contact information. Selecting "Manage Points of Contact" will take you to that site's Point of Contact Management Page.

Viewing Site Points of Contact

Points of Contact (POC) Information

This information pertains to only the clinical service site where the NHSC clinician(s) will serve. Organizations with more than one site (i.e. satellites) must submit a NHSC application for each clinical service site where the NHSC obligated clinician will practice. Please note, each clinical service site must obtain written approval from the NHSC in order for NHSC obligated clinicians to receive service credit for time spent at any clinical service site location.

Please note: You may only edit information for POCs after they have confirmed their association with your site. There must be at least one Recruitment Contact for each site.

Name	Type of Contact	Address	Phone	Email	
John Doe ▶	Recruitment Contact ▼	123 Main Street Rockville, MD 22222	2222222222	jdoe@EXAMPLE.COM	Remove Email ▶
Robert Smith ▶	NHSC Point of Contact ▼	123 Main Street Rockville, MD 22222	5555555555	rsmith2@EXAMPLE.COM	Remove ▶ Email ▶

Add Another Site POC

Site points of contact are viewed in a table like the one shown on the left. The table shows the contact name, the contact type for that site, the POC's address, phone number and email address. In this table, the user can edit the type of contact for a POC.

From this screen, the user can add a new POC, edit a POC's information and remove a POC from the site.



Editing a POC

1. Select a POC name in the site POC table
2. The system will load the POCs information to edit
3. Edit the information as required
4. Select “Save”

If a POC’s name is gray, the system is awaiting confirmation that this POC is associated with this site. Once confirmation is complete, the POC will be editable from this table.

Removing a POC

1. Select the “Remove” link in the row of the POC you wish to remove
2. Confirm removal of POC in pop-up box

If the “Remove” link is disabled it may be because the POC is the only remaining POC, or has been designated as a “Recruitment Contact” for the site. A user may not remove themselves as a POC from a site.

A site must always have at least one “Recruitment Contact” for the site. If a site only has one POC, he/she will automatically be designated as a “Recruitment Contact”.



Adding a New POC

When adding a new POC to a site, the user has several options presented in the following order:

1. Adding a POC from “In-Network”
2. Searching the NHSC Database for a POC
3. Entering a New POC

Adding a POC from “In Network”

Adding a POC from “In Network” saves time by allowing the user to skip manual data entry and prevents duplicate records from being created in the system.

1. Select the “Add Another Site POC” button below the site POC table
2. The system displays a dropdown menu of “In Network” POCs
 - a. *“In Network” POCs are individuals who are NHSC points of contact at sites under the same primary/parent organization*
3. Select a name in the drop down menu and select “Add” – the POC is added to the site POC table

ADD POC FROM SITE NETWORK

Please search for your Point Of Contact within your current site network.

Please Select 

Add

☐ I do not see my POC listed

Search NHSC Database

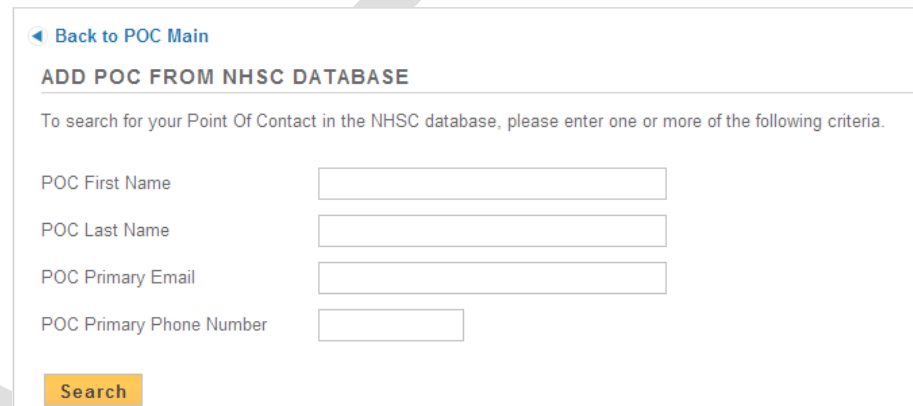
4. If the desired name does not appear, select the check box next to “I do not see my POC listed” and select the ‘Search NHSC Database’ button
5. The system will load the form to search the NHSC Database for a POC



Searching the NHSC Database

Searching the NHSC Database for existing POC records saves time by allowing the user to skip manual data entry and prevents duplicate records from being created in the system.

1. Enter any known information about the individual you wish to add as a POC in the search form fields and select “Search”
2. The system will return a table of search results based on the entries
3. Select “Add” in the row of the individual you wish to add
 - a. If the individual is not in the table, select the checkbox next to “No, my POC is not listed in these matches” and select “Enter New POC”
 - b. Alternately, new search criteria can be entered to search again



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ADD POC FROM NHSC DATABASE

To search for your Point Of Contact in the NHSC database, please enter one or more of the following criteria.

POC First Name

POC Last Name

POC Primary Email

POC Primary Phone Number

When a POC is added to a site through a search of the NHSC database, the POC is sent an email asking them to confirm their association with the site. Until the POC confirms their association, the new POC is uneditable in the site POC table, but may be removed.



Entering a New POC

1. Complete is the information in the form – all fields with a ‘*’ are required.
2. Select “Save”
3. The new POC is added to the sites POC table

When entering a new POC, a unique email address must be used. On information save, the system checks the provided email address against the existing email addresses to ensure that it is unique. If the email is already in use, the user will see an error.

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ENTER NEW POC INFORMATION

Please enter the following information to add to your new Point Of Contact.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Personal Title	<input type="text" value="Please Select..."/>
Type of Contact *	<input type="text" value="Recruitment Contact"/>
Daytime Phone *	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Work Email *	<input type="text"/>
Work Address Line 1 *	<input type="text"/>
Work Address Line 2	<input type="text"/>
City *	<input type="text"/>
State/Province/Region *	<input type="text" value="Please Select..."/>
Zip/Postal Code *	<input type="text"/>

Save



Section 2-4: Bureau of Primary Health Care (BPHC) Site Application

Beginning an Application for a BPHC Site

Sites that have previously been approved for and are a part of the Bureau of Primary Health Care (BPHC) are “pre-approved” for the NHSC. A site will be verified as a BPHC approved site by matching their unique BPHC ID Number against the system. If a match is found and the site is not already part of the NHSC, the user will be allowed to complete a new application.

Start NHSC Site Application

Welcome to the NHSC Online Site Application. If you are applying on behalf of a main or administrative site that provides clinical services AND satellite sites, please complete the main site application first.

Each site must have a separate application and meet the same eligibility criteria in order to be approved by the NHSC. Please note that approval of the main site does not indicate approval for the satellite sites. For a list of required documents by Site Type, please visit the [NHSC website](#).

Is your site an approved Bureau of Professional Health Care (BPHC) Site?

- ☒ Yes
☐ No

If your site has been approved by the Bureau of Primary Health Care (BPHC), then you are pre-approved for the NHSC.

Please enter your BPHC ID:

VERIFY BPHC ID

Steps:

1. Enter the BPHC ID Number in the field provided
2. Select [Verify]
3. Verify that the site information is correct
4. Select whether the site is a grantee (primary) or satellite
5. Select

START MY APPLICATION

NOTE: If the system determines that the site is already part of the NHSC, the user will not be allowed to submit a new application. The user must submit a renewal application.

NOTE: If the system cannot verify the identity of the site as a BPHC approved site, the user will need to complete a new application as either a main site or a satellite site.



Completing a BPHC Site Application

Whether a BPHC site is a primary or satellite site, the application process is the mostly the same. Follow the instructions for completing a site application for either a primary or satellite site with the following exceptions:

1. Site information will be pre-populated from the database
2. Supporting documents are not required

On the supporting documents page, there will be no option to upload documents – none are required for a BPHC site.

