

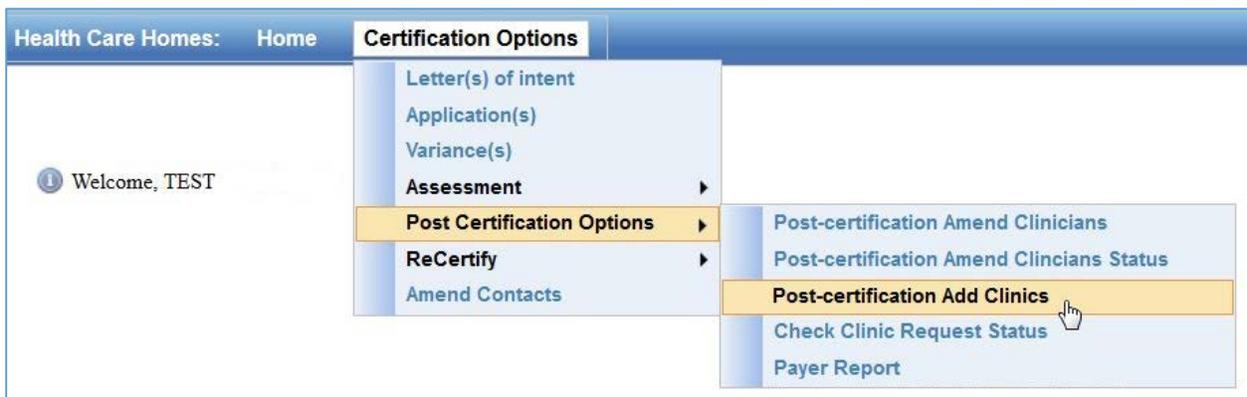
Add Clinic(s) Guide (aka “Spread”)

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Applicant Requests to Add Clinic(s)

Request HCH certification for additional clinics through the database. Access this feature by logging in and navigating to ‘Certification Options → Post Certification Options → Post-certification Add Clinics’ as shown below:



On the next screen, click on ‘Add Clinic’ in the ‘Action’ column.

Your Health Care Homes letter of intent			
Organization	Contact	Clinic(s)	Action
MN Medical Organization	Primary Contact Name	MN Medical Clinic A MN Medical Clinic B	Add Clinic Ready for Recertification site visit

Request to add a new clinic by clicking on 'Click Here to Add Additional Clinic'.

Click to show or hide full clinic and clinician information

Spread Clinic/ Clinicians to be added

Enter Clinic Information:

+ [Click Here to Add Additional Clinic](#)

Additional Clinic Information:

Add the new clinic information in the pop-up screen, clicking 'Save' once the information is completely entered.

Clinic Name * MN Medical Clinic C

Clinic Address

Address *
ABC Street

City * St. Paul MN Zip * 55101

County * Ramsey

Telephone Primary * 6512015421 (ex. 6512015421)

Telephone Secondary (ex. 6512015400)

Fax (ex. 6512158951)

Website

Mailing Address

+ [Copy Clinic Address](#)

Address *
ABC Street

City * St. Paul MN Zip * 55101

County * Ramsey

Telephone Primary * 6512015421 (ex. 6512015421)

Telephone Secondary (ex. 6512015400)

Fax (ex. 6512158951)

Website

+ [Close](#) + [Save](#)

Next, enter the Annual Visit Volume for the new clinic and then click 'Next' found at the bottom of the screen.

Additional Clinic Information:

ADDITIONAL CLINIC INFORMATION				
Clinic	Annual Visit Volume	Volume Measure as?		If Other, please explain:
MN Medical Clinic C	<input type="text"/>	<input type="radio"/> Total # of unique visits	<input type="radio"/> Total # of billable visits	<input type="radio"/> Other(explain below)
				<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p><small>Note: The text box above will accept a maximum of 200 characters.</small></p>

Enter the clinicians to be certified at the new clinic by clicking on the 'Add Clinicians' link and completing Steps 1 thru 5.

Choose your clinic:

Spread Clinic Information			
Clinic Name	Clinic Address	Mailing Address	Action
MN Medical Clinic C	ABC Street St. Paul, MN 55101 Phone: (651) 201 - 5421	ABC Street St. Paul, MN 55101 Phone: (651) 201 - 5421	 Add Clinicians

Click 'Submit' to submit the request to HCH.

Back

Cancel

Submit

Confirmation screen for adding clinic/clinicians

Your request to amend clinicians was successfully submitted to MDH

Thank you for submitting your request. A Health Care Homes Program staff will review and process your request. An email will be sent to your contact person when the request is complete or if we have additional questions.

If you have any questions, you may contact Health Care Homes by email: health.healthcarehomes@state.mn.us or by phone: 651-201-5421.

Thank you for your interest in Health Care Homes.

MDH
Health Care Homes Team
health.healthcarehomes@state.mn.us

Confirmation email for adding clinic/clinicians

Your request to amend clinicians was successfully submitted to MDH

Thank you for submitting your request. A Health Care Homes Program staff will review and process your request. An update of the status of your request will be sent via email to the Primary Contact person.

For more information about Certification, please reference the [Certification Guide](#), or connect to the Health Care Homes Certification website, at: <http://www.health.state.mn.us/healthreform/homes/certification>

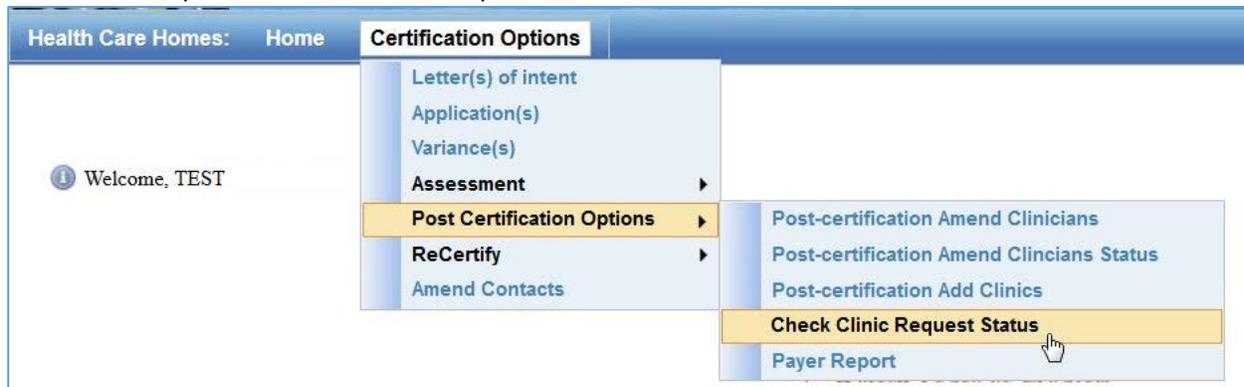
If you have any questions, you may contact Health Care Homes by email: health.healthcarehomes@state.mn.us or by phone: 651-201-5421.

Thank you for your interest in Health Care Homes.

MDH and DHS
Health Care Homes Team
health.healthcarehomes@state.mn.us

Check Request Status

You can check on the status of your request by logging in and navigating to 'Certification Options → Post Certification Options → Check Clinic Request Status' as shown below:



Click 'Review' in the 'Action' column on the 'Applications Needing Processing' screen.

Applications Needing Processing		
Organization	Clinic Name	Action
MN Medical Organization	MN Medical Clinic C	Review

The 'Status of Spread Request' will be: Approved, Pending, or Declined.

HCH Processes Request to Add Clinic/Clinicians

HCH notifies the Primary Contact via an email that the 'Add Clinic(s)' request has been processed.

Applicant completes Application for the new clinic(s)

Once notified by HCH that the 'Add Clinic' request has been processed, Login to the HCH portal and under "Certification Options" – select "Application(s)" and then click "Edit" next to the clinic name.

As noted in "III. Clinic's Patient Panel" of the online Application, "Please only enter number/digits in [this section], as the system will not allow for punctuation or letters." Also, when using % the Totals must equal 100%; otherwise the totals must match in each subsection of "III. Clinic's Patient Panel".

You must complete the entire application for each clinic in one session in order to "save" the information.

Once the information is complete, click the "Save and Complete" button to submit to HCH.

Important: Once the Application has been submitted, please email HCH. Applications must be submitted for each clinic before clinicians can be certified.

HCH reviews Application(s)

HCH certifies clinician(s) in the new Clinic(s)

HCH mails the organization's Primary Contact a letter which formally designates the clinician(s) as (a) certified Health Care Home provider(s).