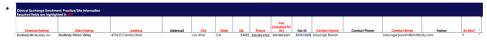
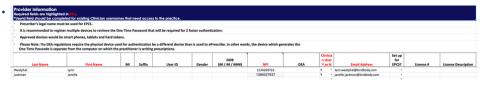
Change Healthcare: New Clinic Intake Form

- Once receiving a "New Clinic Launch" ticket in the Tech Op Jira Board, create a new intake form using the Clinic Intake Form Template
- In the "Clients" Tab , enter the following:
 - o Channel Partner = Kindbody KBI Services, Inc.
 - Client Name = Kindbody (Location Name)
 - o Clinic address
 - o Clinic Phone and Fax #'s
 - o Contact Name & Email = Whoever is submitting the intake form can be the point of contact
 - Rx Site? = Y or N



Refer to Sign in to access Google Drive Spreadsheet for overall information on current and future clinics

- In the "Providers" Tab, enter the following
 - o Providers Last & First Name
 - o Provider's NPI and Email Address
 - Clinician User = Y or N



Refer to Sign in to access Google Drive Spreadsheet to find which providers will be for this clinic's location

- In the "Users" Tab, enter the following
 - Last Name and First Name
 - Permission
 - Use Sign in to access Google Drive Spreadsheet for reference on setting up user's permissions



- In the "Lab Information Tab", enter the following
 - Lab Name and it's Account #



If the account number for the vendor is not found in the Sign in to access Google Drive Spreadsheet, hold off on submitting the Intake Form until further notice from the vendor.

- If a Provider for the new clinic cannot be found in the 🙆 Sign in to access Google Drive Spreadsheet , hold off on submitting the Intake Form until further notice
- Add a new tab to your intake form and user the Sign in to access Google Drive Spreadsheet as a generic list of payers. Simply change the name of the state and submit.

▲ Sign in to access Google Drive Spreadsheet	-Clinic Intake Form Template
▲ Sign in to access Google Drive Spreadsheet	- contains Provider information for Clinics
▲ Sign in to access Google Drive Spreadsheet	- contains vendor's account #'s for all Kindbody clinics
Sign in to access Google Drive Spreadsheet	-contains permission info for specific users
Sign in to access Google Drive Spreadsheet	- Payer file used for every location
▲ Sign in to access Google Drive Spreadsheet	- all KB & KBV locations and future clinic openings
☐ Change Healthcare: Creating a Project for	or Clinic Launch ARCHIVED