
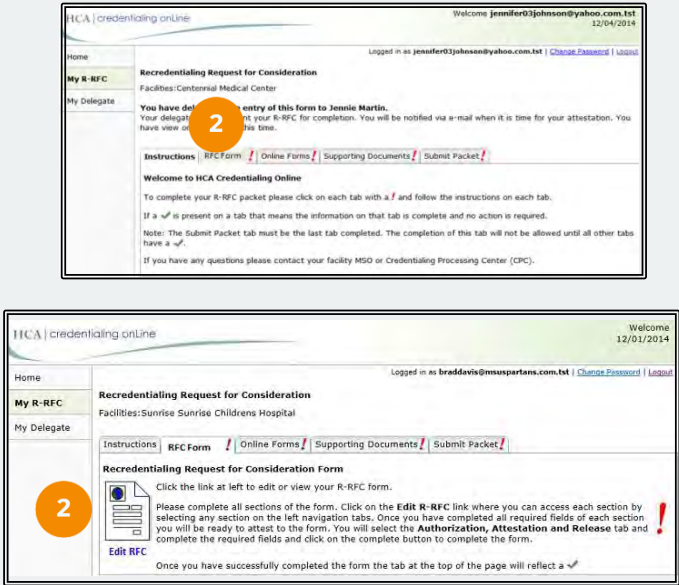
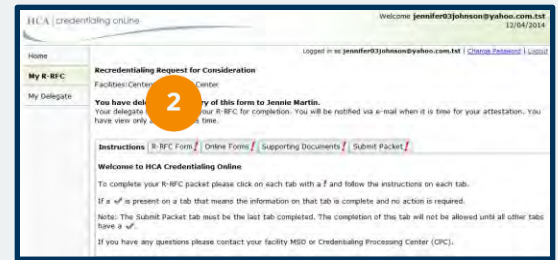
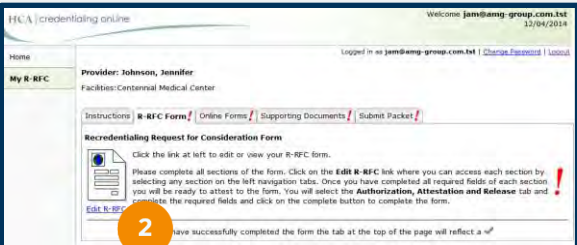
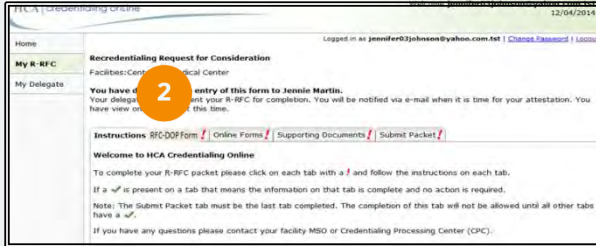



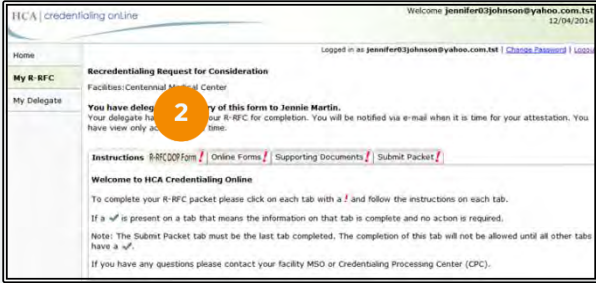
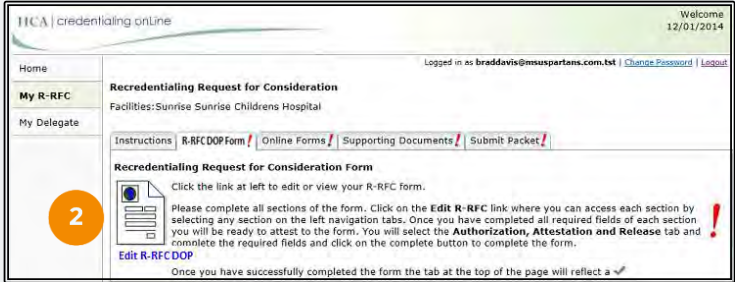
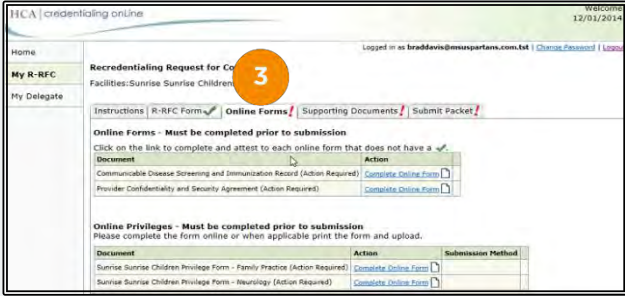
The purpose of this job aid is to provide step by step instructions for providers completing the one stop signature process without a delegate.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>1. Select Facility.</p>	<p>This allows selection of the facility.</p>	
<p>2. Click on the 2nd tab from the home screen, in this example it shows the RFC Form tab.</p> <p>2. Click the Edit RFC hyperlink.</p>	<p>When you begin the process, you will have several options. We will review each option.</p> <p><i>The available options for the packets are:</i></p> <ul style="list-style-type: none"> • RFC • R-RFC • RFC-DOP • R-RFC-DOP <p>You will progress through multiple pages and enter all required information. Once all forms on the packet are complete, you will move to the next tab which is Online Forms.</p>	

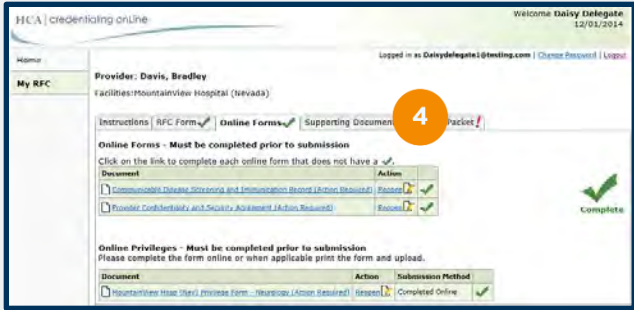
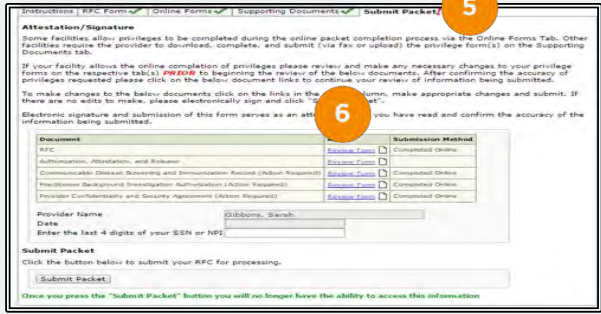

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PROCESS:	DETAILS:	SCREEN SHOT:
<p>2. Click on the 2nd tab from the home screen, in this example it shows the R-RFC Form tab.</p> <p>2. Click the Edit R-RFC hyperlink.</p>	<p>When you begin the process, you will have several options. We will review each option.</p> <p><i>The available options for packets are:</i></p> <ul style="list-style-type: none"> • RFC • R-RFC • RFC-DOP • R-RFC-DOP <p>You will progress through multiple pages and enter all required information. Once all forms on the packet are complete, you will move to the next tab which is Online Forms.</p>	 
<p>2. Click on the 2nd tab from the home screen, in this example it shows the RFC-DOP Form tab.</p> <p>2. Click the Edit RFC-DOP hyperlink.</p>	<p>When you begin the process, you will have several. We will review each option.</p> <p><i>The available options for packets are:</i></p> <ul style="list-style-type: none"> • RFC • R-RFC • RFC-DOP • R-RFC-DOP <p>You will progress through multiple pages and enter all required information. Once all forms on the packet are complete, you will move to the next tab which is Online Forms.</p>	 

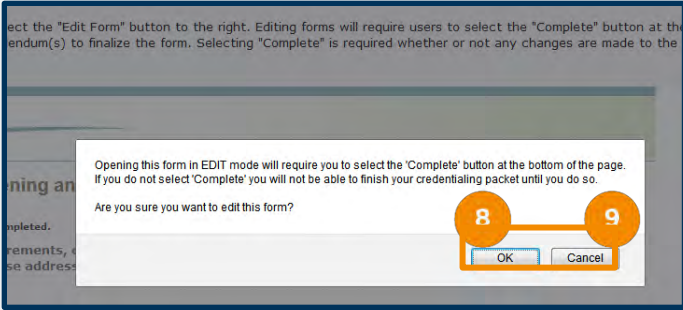
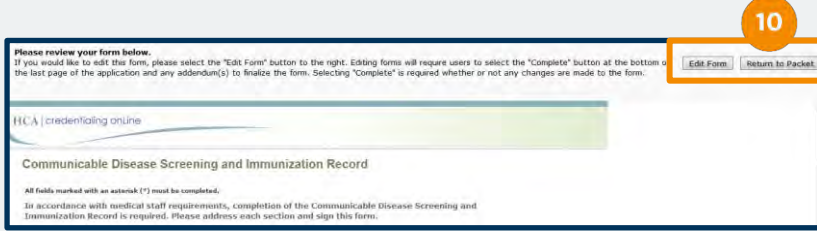
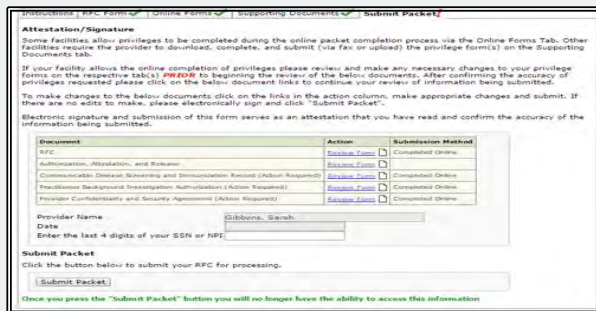
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PROCESS:	DETAILS:	SCREEN SHOT:
<p>2. Click on the 2nd tab from the home screen, in this example it shows the R-RFC-DOP Form tab.</p> <p>2. Click the Edit R-RFC-DOP hyperlink.</p>	<p>When you begin the process, you will have several options. We will review each option.</p> <p><i>The available options for packets are:</i></p> <ul style="list-style-type: none"> • RFC • R-RFC • RFC-DOP • R-RFC-DOP <p>You will progress through multiple pages and enter all required information. Once all forms on the packet are complete, you will move to the next tab which is Online Forms.</p>	 
<p>3. Click the Online Forms tab.</p>	<p>Complete all online forms</p>	

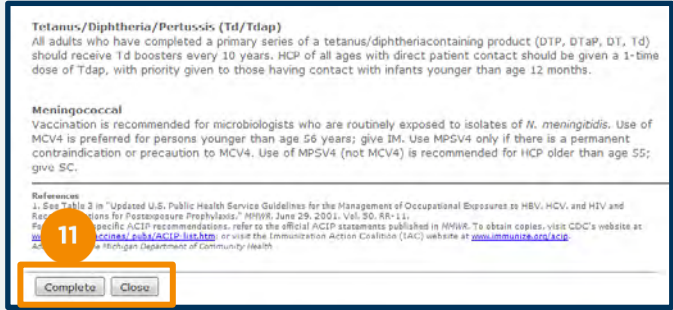
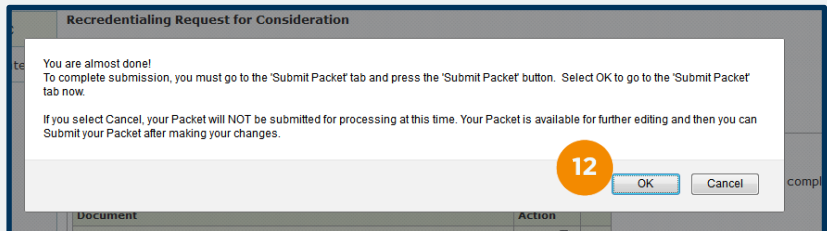
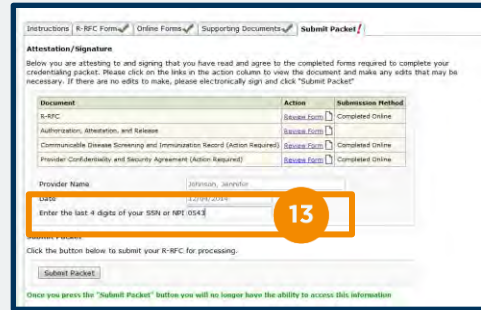
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PROCESS:	DETAILS:	SCREEN SHOT:
<p>4. Click Supporting Documents tab.</p> <p>Once all supporting documents are complete, you will see a green ✓ next to all completed tabs.</p>	<p>You are returned to the Home screen. Select and enter the appropriate supporting documents.</p>	
<p>5. Click Submit Packet tab.</p> <p>6. If you wish to review the submissions, click Review Form.</p>	<p>This allows the provider to review all entries made by selecting each form individually.</p> <p>Note: This will also be the signature tab to submit the packet at the end of this process.</p>	
<p>7. Select Edit Form or Return to Packet.</p> <p>In this example, Edit Form has been selected.</p>	<p>If you select Review Form, you have two options available either Edit Form or Return to Packet.</p>	

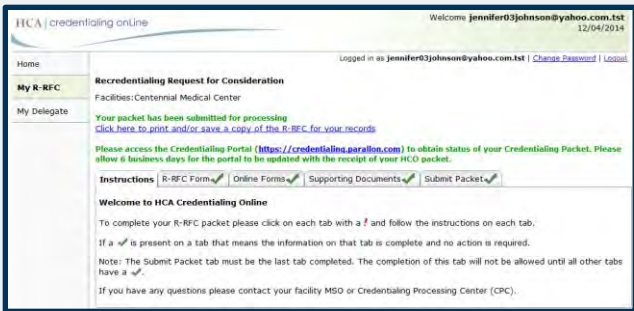
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PROCESS:	DETAILS:	SCREEN SHOT:																		
<p>8. Click Ok to continue with edits.</p> <p>9. Click Cancel to return to previous page.</p>	<p>If you select Edit Form, a pop-up appears advising that you will have to click Complete again.</p>																			
<p>10. If you do not wish to make any edits, click Return to Packet.</p>	<p>This allows you to exit without making edits.</p>																			
<p>The Submit Packet screen reappears.</p>	<p>This returns you to the Submit Packet tab to continue processing.</p>	 <table border="1" data-bbox="1110 1120 1593 1199"> <thead> <tr> <th>Document</th> <th>Action</th> <th>Submission Method</th> </tr> </thead> <tbody> <tr> <td>HRP</td> <td>Review Form</td> <td>Completed Online</td> </tr> <tr> <td>Authentication, Abandonment, and Release</td> <td>Review Form</td> <td>Completed Online</td> </tr> <tr> <td>Communicable Disease Screening and Immunization Record (Adult Request)</td> <td>Review Form</td> <td>Completed Online</td> </tr> <tr> <td>Provider Background Investigation Authorization (Adult Request)</td> <td>Review Form</td> <td>Completed Online</td> </tr> <tr> <td>Provider Competency and Security Assessment (Adult Request)</td> <td>Review Form</td> <td>Completed Online</td> </tr> </tbody> </table>	Document	Action	Submission Method	HRP	Review Form	Completed Online	Authentication, Abandonment, and Release	Review Form	Completed Online	Communicable Disease Screening and Immunization Record (Adult Request)	Review Form	Completed Online	Provider Background Investigation Authorization (Adult Request)	Review Form	Completed Online	Provider Competency and Security Assessment (Adult Request)	Review Form	Completed Online
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PROCESS:	DETAILS:	SCREEN SHOT:
<p>11. Click Complete.</p>	<p>This will finalize the packet, allowing you to electronically sign.</p> <p>Note: If you choose Close after selecting Edit, the form will not be completed and the green checkmark will be removed from the tab. You will not be able to sign on the Submit Packet tab.</p>	
<p>12. Click Ok.</p>	<p>This pop-up advises you that the process is almost complete.</p>	
<p>13. Enter the last 4 digits of your SSN or NPI.</p>	<p>This is the final signature on the packet.</p> <p>Note: Full SSN will no longer be allowed for signature.</p>	

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PROCESS:	DETAILS:	SCREEN SHOT:
<p><i>Confirmation page appears.</i></p>	<p>The message reads: Your packet has been submitted for processing.</p>	
<p>14. Click Ok.</p>	<p>If you enter the incorrect SSN, a message will appear that reads: The last 4 digits of the SSN or NPI did not match the user's data. Please try again.</p>	