
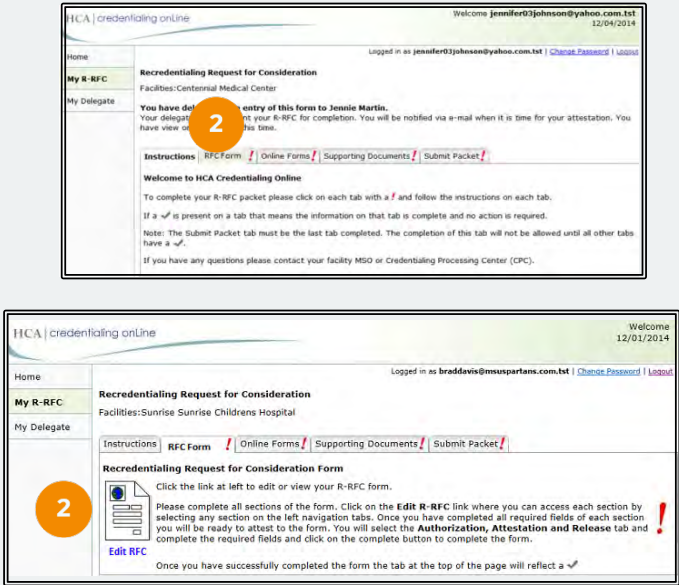

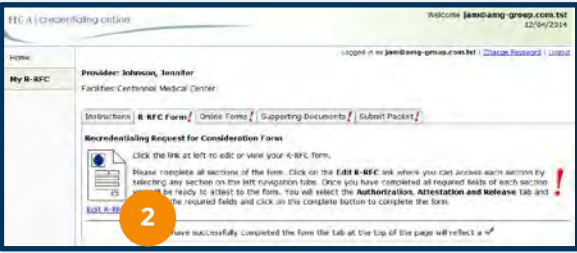
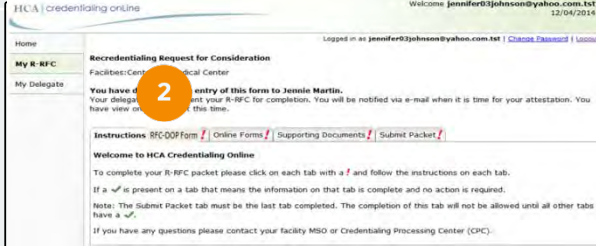



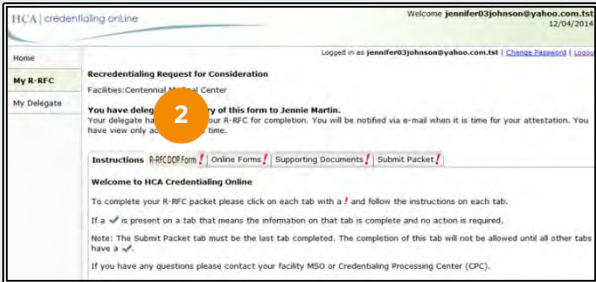
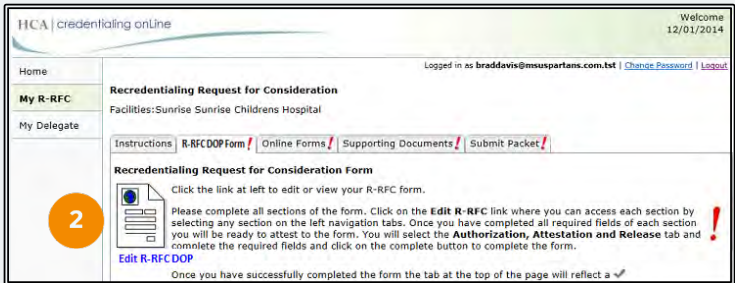
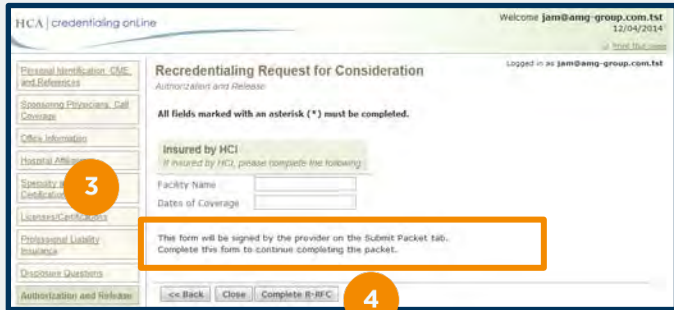
The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>1. Select Facility.</p>	<p>This allows you to select the appropriate facility.</p>	
<p>2. Click the 2nd tab from the home screen. This example 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>	

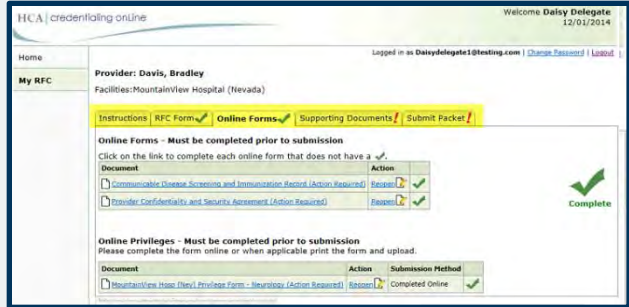

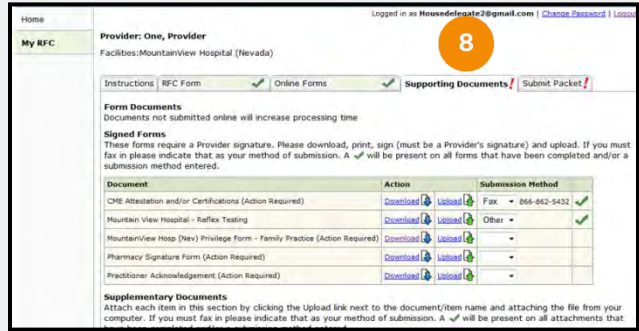
The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>2. Click the 2nd tab from the home screen. This example 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>The available options for the packets are:</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 the 2nd tab from the home screen. This example 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 options. We will review each option.</p> <p>The available options for the packets are:</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>	 

The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>2. Click on the 2nd tab from the home screen. This example 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 see 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 needed. Once all forms on the packet are complete, you will move to the next tab which is Online Forms.</p>	 
<p>3. Progress through each page entering all the required information. When you arrive on the last page, you will see the Authorization and Release tab.</p> <p>4. Click Complete R-RFC.</p>	<p>Submit the appropriate packet and move to the next tab.</p> <p>Note: The message reads: This form will be signed by the provider on the Submit Packet tab. Complete this form to continue completing the packet.</p>	

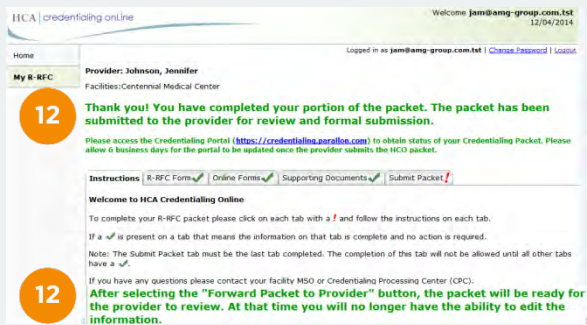
The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>5. Click the Online Forms tab.</p>	<p>Complete online forms.</p>	
<p>6. Complete all required fields.</p> <p>7. Click Complete.</p>	<p>This allows you to complete the forms.</p> <p>Note: The message reads: This form will be signed by the provider on the Submit Packet tab. Complete this form to continue completing the packet.</p>	
<p>8. Click Supporting Documents tab.</p> <p>Once all supporting documents are completed, 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>	

The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>9. Click Submit Packet.</p>	<p>This is the final step to submit the packet for processing.</p>	
<p>10. Click Ok.</p>	<p>A pop-up will appear with the message: "You are almost done!"</p>	
<p>11. Click Forward Packet to Provider.</p>	<p>You have completed the delegate portion and the packet is ready for the provider's review and signature.</p>	

The purpose of this job aid is to provide step by step instructions for delegates completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>12. Review the messages on the screen.</p>	<p>These messages provide next steps for packet completion.</p> <p>Note: Once you have clicked Forward to Provider, you are no longer able to access this screen.</p>	 <p>The screenshot shows the HCO One Stop Signature portal interface. At the top, it says 'HCA credentialing online' and 'Welcome jam@amg-group.com.tst 12/04/2014'. Below that, it indicates the user is logged in as 'jam@amg-group.com.tst' with links for 'Change Password' and 'Logout'. The main content area features a green message box with a '12' icon: 'Thank you! You have completed your portion of the packet. The packet has been submitted to the provider for review and formal submission. Please access the Credentialing Portal (https://credentialing.parallon.com) to obtain status of your Credentialing Packet. Please allow 6 business days for the portal to be updated once the provider submits the HCO packet.' Below the message are navigation tabs: 'Instructions', 'R-RFC Form' (with a checkmark), 'Online Forms' (with a checkmark), 'Supporting Documents' (with a checkmark), and 'Submit Packet' (with a red exclamation mark). A second '12' icon highlights the 'Submit Packet' tab with the text: 'After selecting the "Forward Packet to Provider" button, the packet will be ready for the provider to review. At that time you will no longer have the ability to edit the information.'</p>