

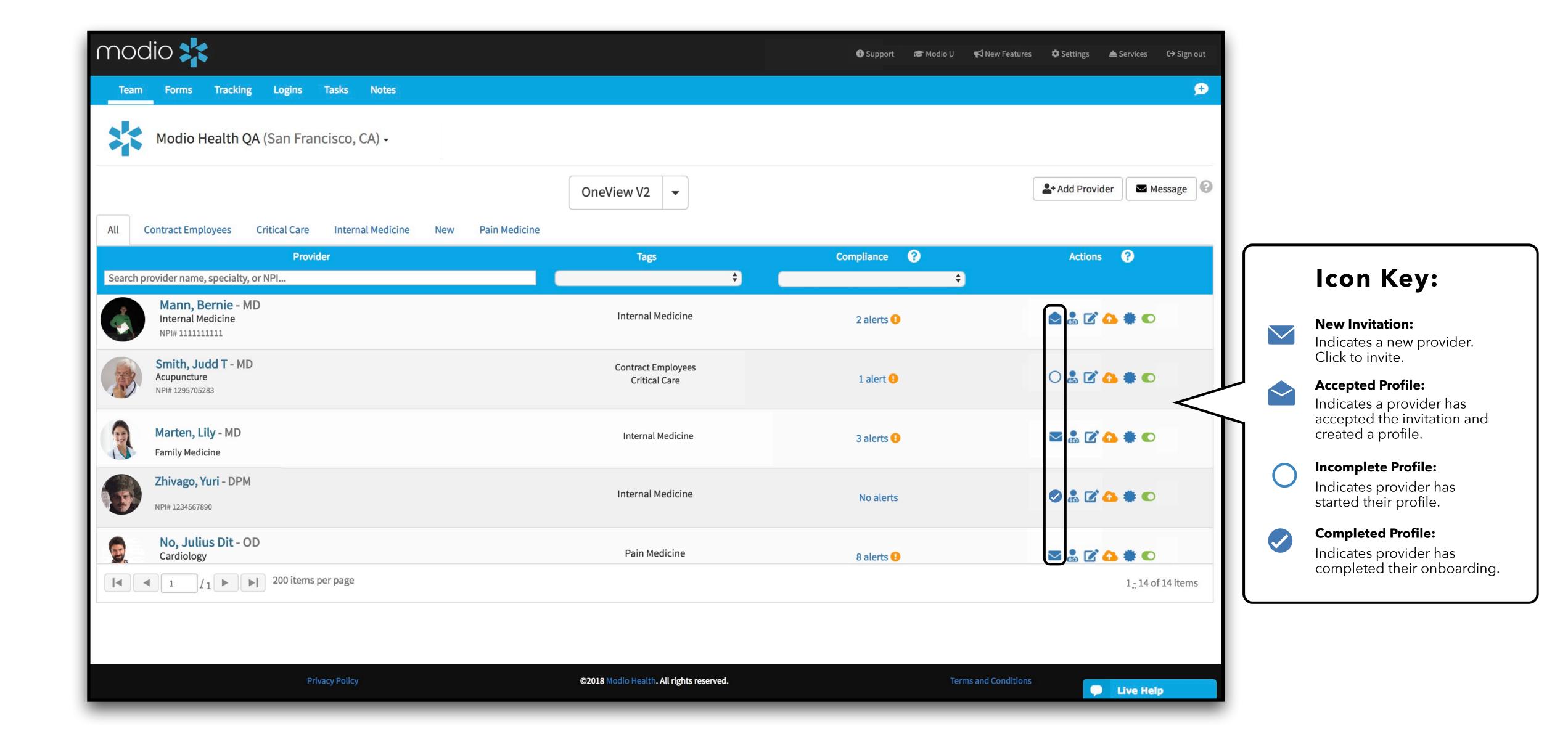


One View

Tip Guide: Provider Onboarding

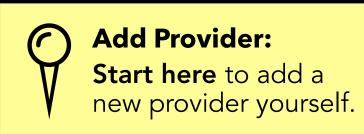


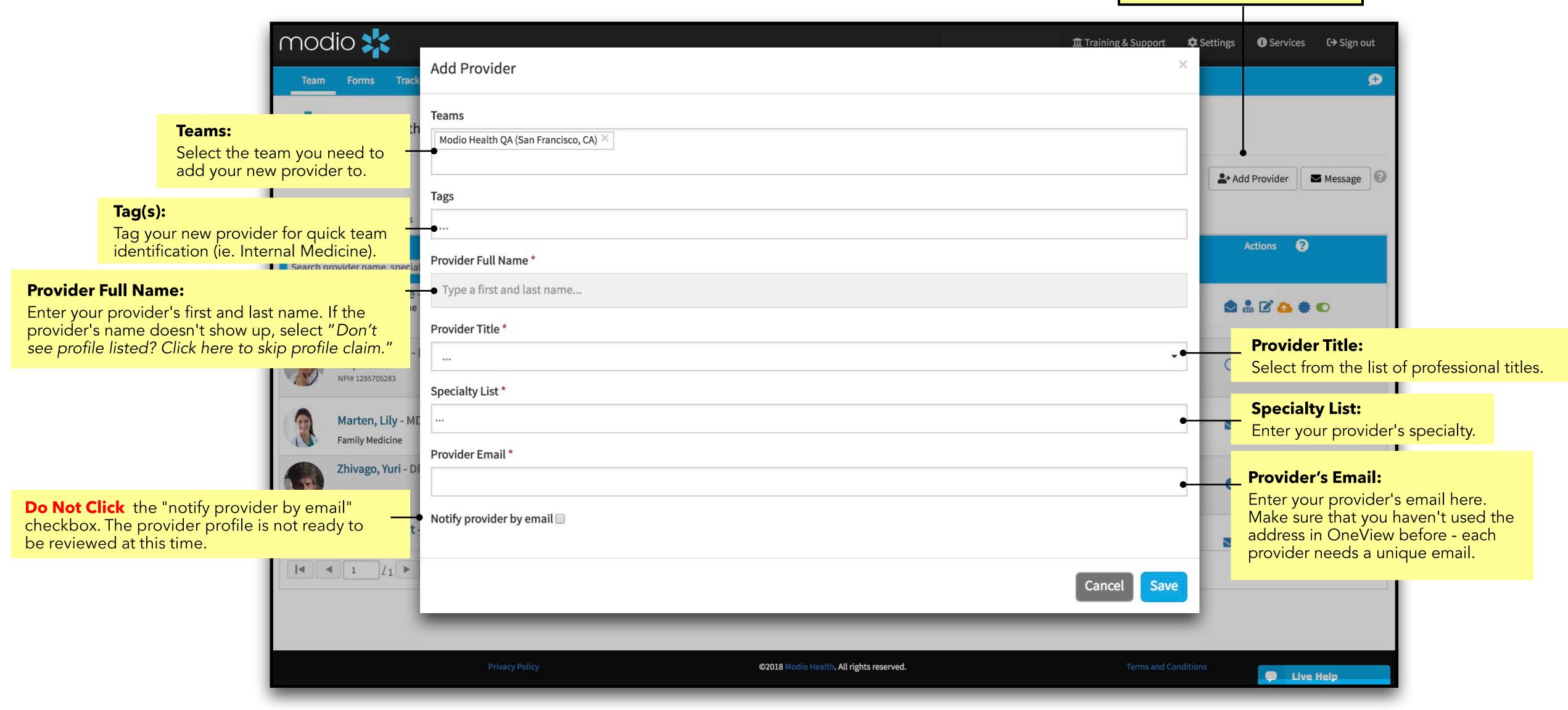
ONBOARDING: DASHBOARD





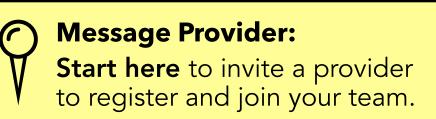
ONBOARDING: Adding Your Provider(s)

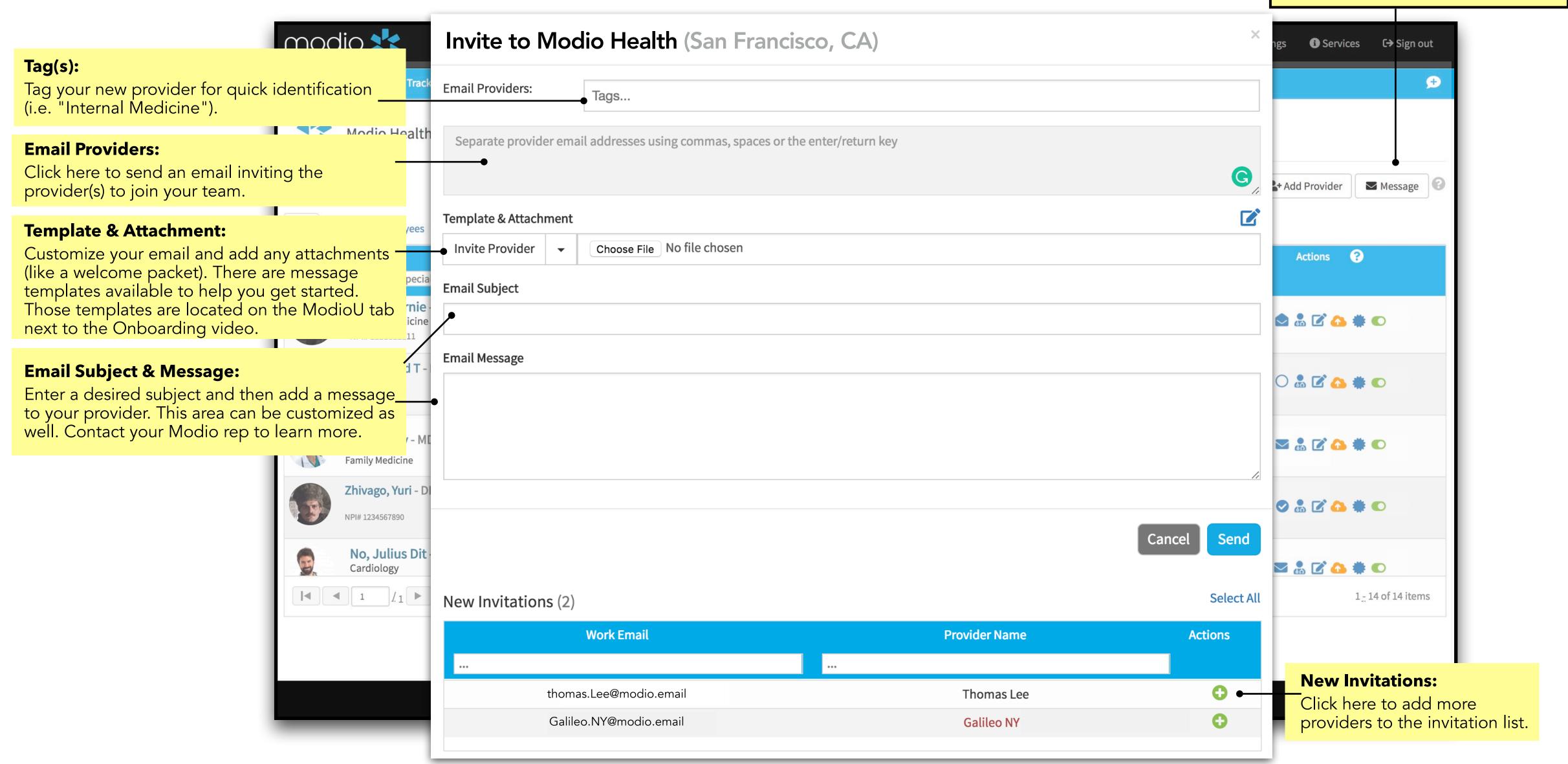






ONBOARDING: Inviting Your Provider(s)





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ONBOARDING: Next Steps

1. The provider will receive your message in their email.



| • Modio University • |

As part of the on-boarding process, we use a credentialing platform - Modio Health to assist MPP credentialing Staff with credential verifications and payor enrollment to ensure we can start getting your claims paid in a timely manner.

Please follow the link in this email to create a password to begin your onboarding with Modio as soon as possible. It is imperative that you complete your credentialing profile so we can enroll you with payors. If you cannot click on the link, please copy and paste it into your browser. You can access this request via your cell, tablet, iPad or laptop (we recommend Google Chrome browser). This process has 3 parts & should take less than 20 minutes in total if you have all your information ready.

- The fields below are required to complete the onboarding process. You will need to enter all this information before moving forward. Then, click Save & Next to continue.
- · Personal Information
- . Education & Training
- Facility Affiliations (current and prior) Medical Directors only
- Work History
- Peer References
- State Licenses
- . DEA licenses (current or expired)- Medical Directors only
- Board & additional certifications (current and expired)
- Malpractice information (current and past)
- Next, upload the following documents:
- CV
- Diploma
- * Residency / Internship certificate (if applicable)
- State license
- DEA license (if applicable)
- State Controlled Substance Registration license (if applicable)
- · Board certificate (if applicable)
- You will receive a separate email of applications integrated with DocuSign. Please review and electronically sign these documents.

Once all the information is entered into MODIO, and you sign and submit the DocuSign documents, we will start the credentialing process and enroll you with all contracted payors for your practice.

If you need assistance with Modio, you can access Live Help via that chat window on the bottom right of the screen in Modio, or you can call (844)-696-6346; Modio staff are available to assist you from 8am-7pm EST.

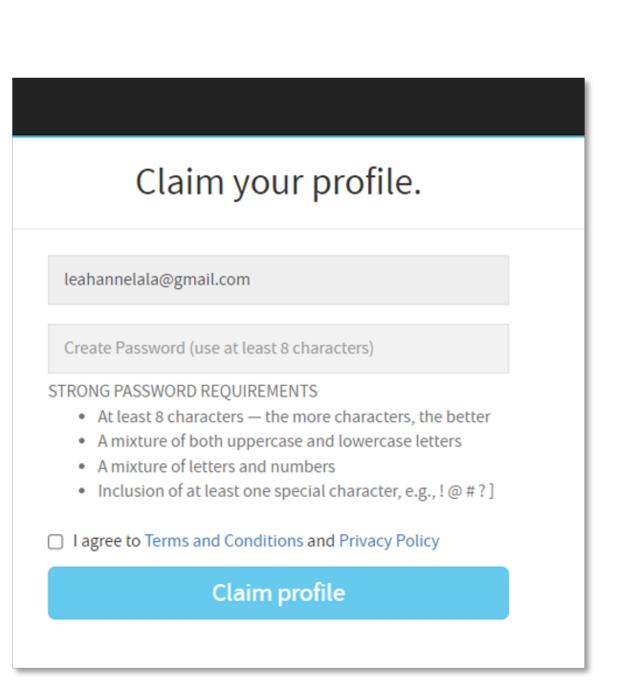
Thank you

First time visiting? Start here to create password

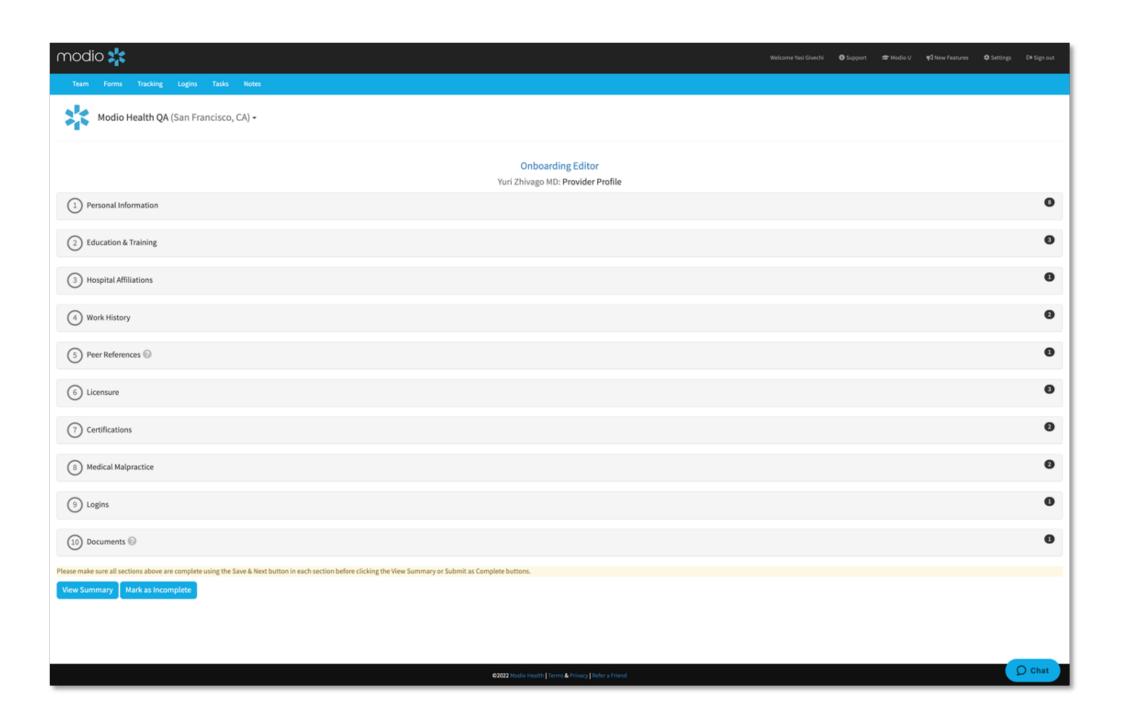
OR

Sign back in and continue onboarding

2. The provider should click the link in your message, then claim their profile to start the onboarding process. The provider must use the **same email** address at which they received the invite.



3. The provider is guided through the credentialing data sections and prompted to fill out required data. (Talk to your account rep to set up custom requirements for each field.) Any information added during onboarding is automatically copied to the provider's profile and available for viewing and editing. You can request that your provider upload a set of required or optional documents before completing onboarding (e.g. a CV or color photo).



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ONBOARDING: Step 1 - Welcome Email

Your provider will receive a welcome email in their inbox with a list of action items that require their attention in order to complete their onboarding process.

*Emails can be customized to list specific steps required in onboarding for your practice. Contact your account manager to set up a custom invitation template.

Provider will need to click the link in the email and then start their profile setup process.



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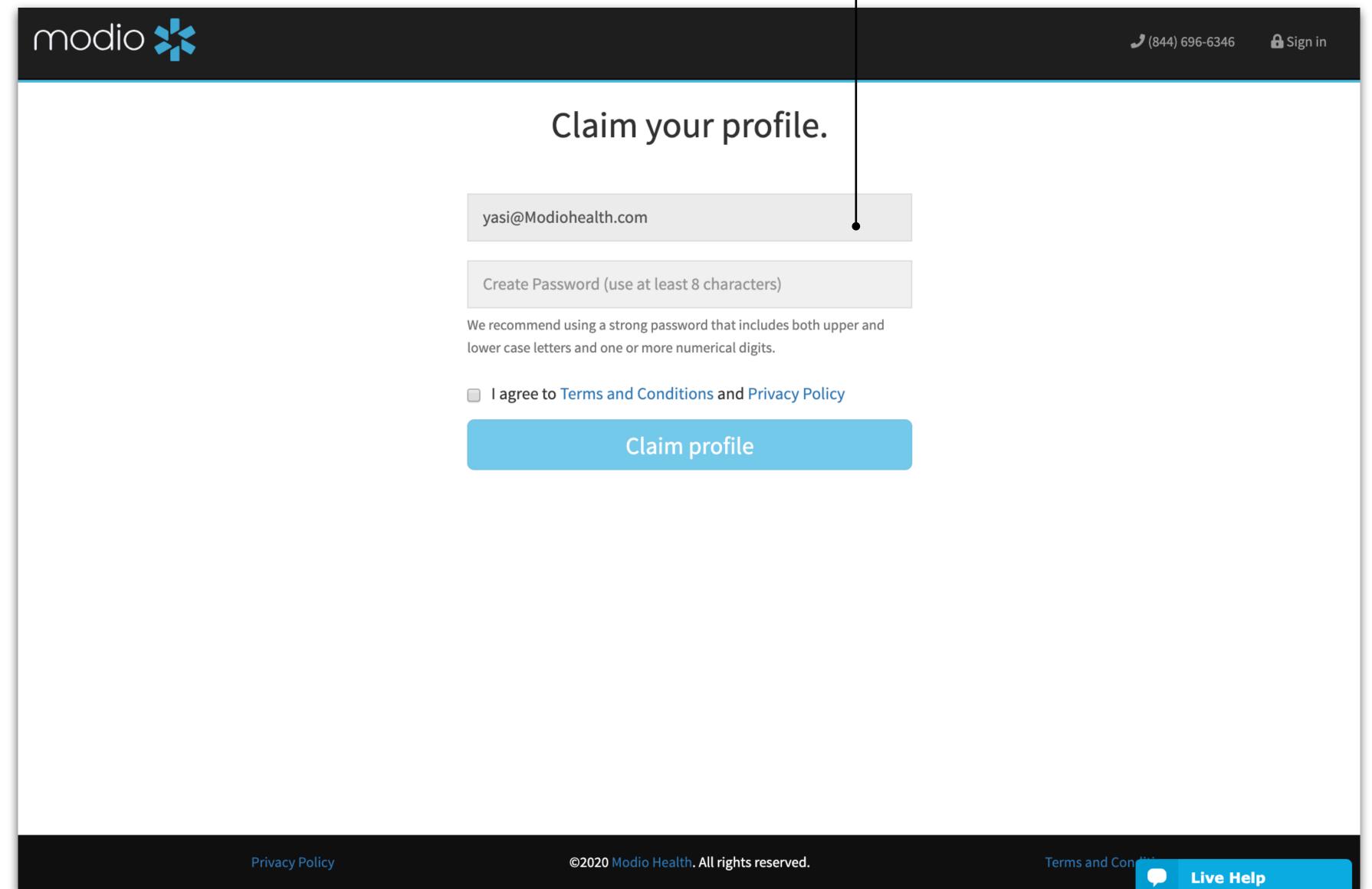
First time visiting? Start here to create password

OR

Sign back in and continue onboarding

ONBOARDING: Step 2 - Claiming Profile

Providers will next navigate onto the Modio "Claim your provider profile" page and enter their email and create a password.



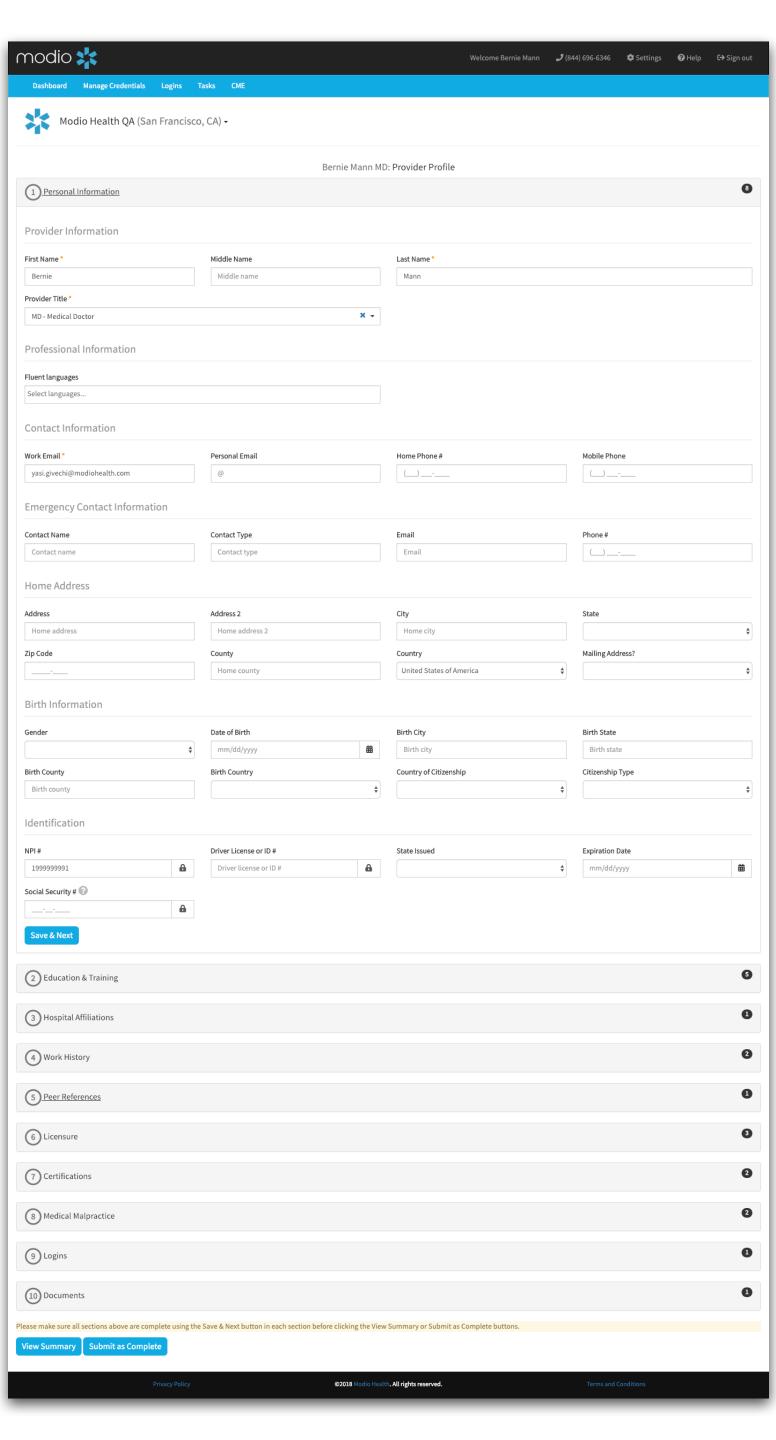
Onboarding: Tip Guide

ONBOARDING: Step 3 - Completing Onboarding Page

Finally, the provider will be directed to the onboarding page in OneView[®].

From here, they will be asked to fill in the following information (unless specified otherwise in your initial email):

- Personal Information
- Education and Training
- Hospital Affiliations
- Work History
- Peer References
- Licensure
- Certifications
- Medical Malpractice
- Logins
- Documents

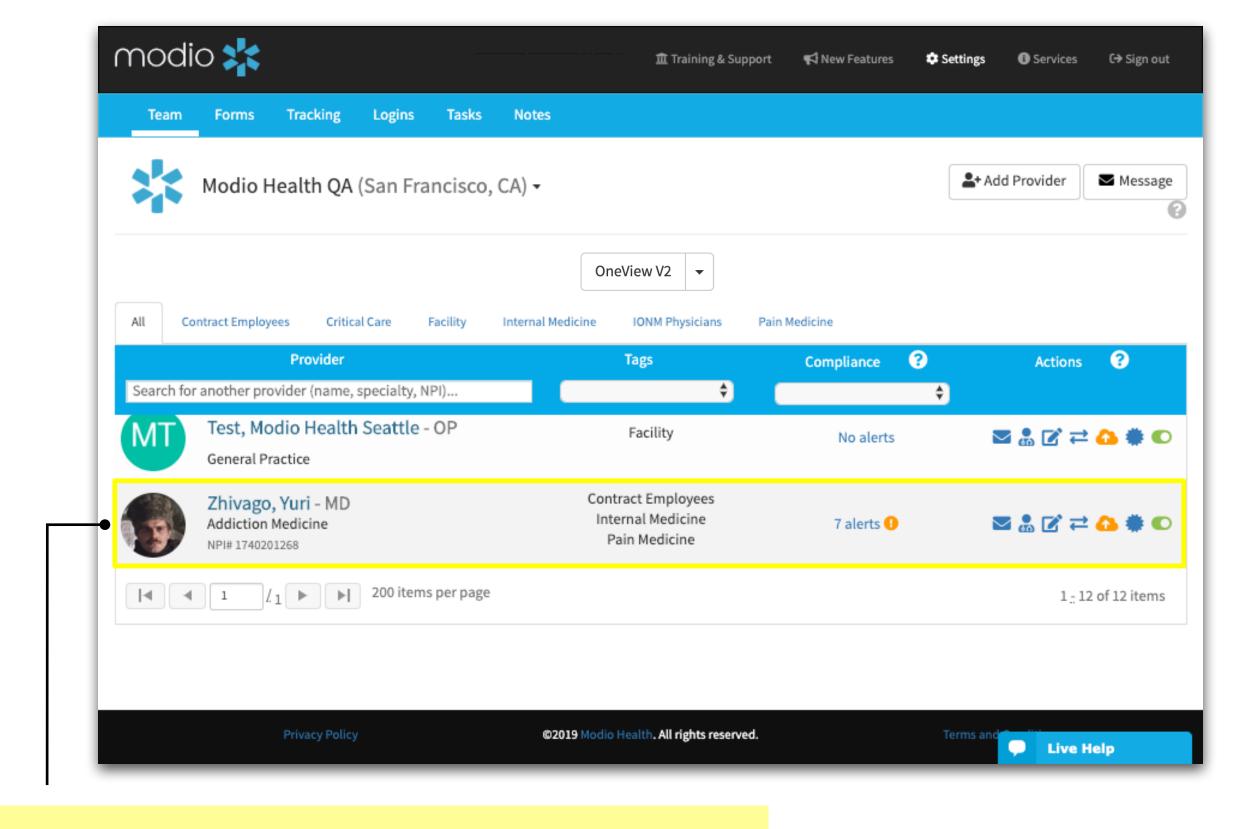




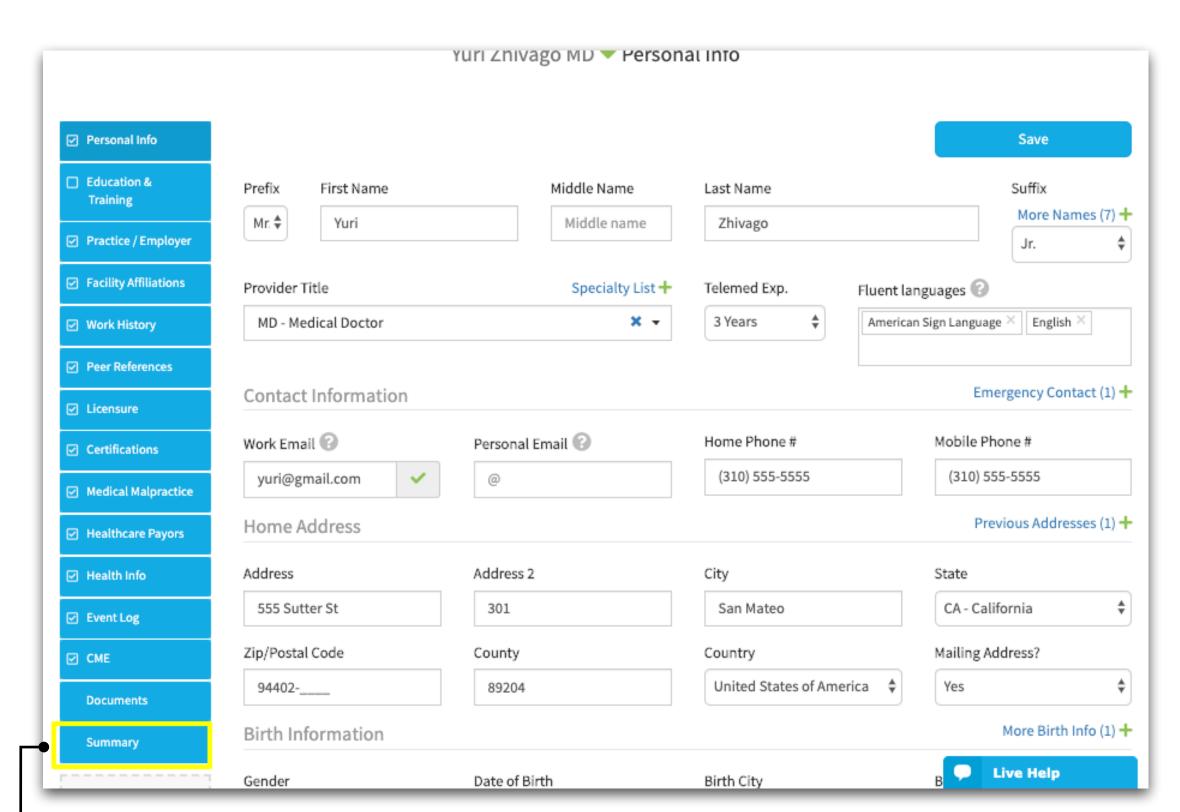




ONBOARDING: Creating Custom Onboarding Invitations



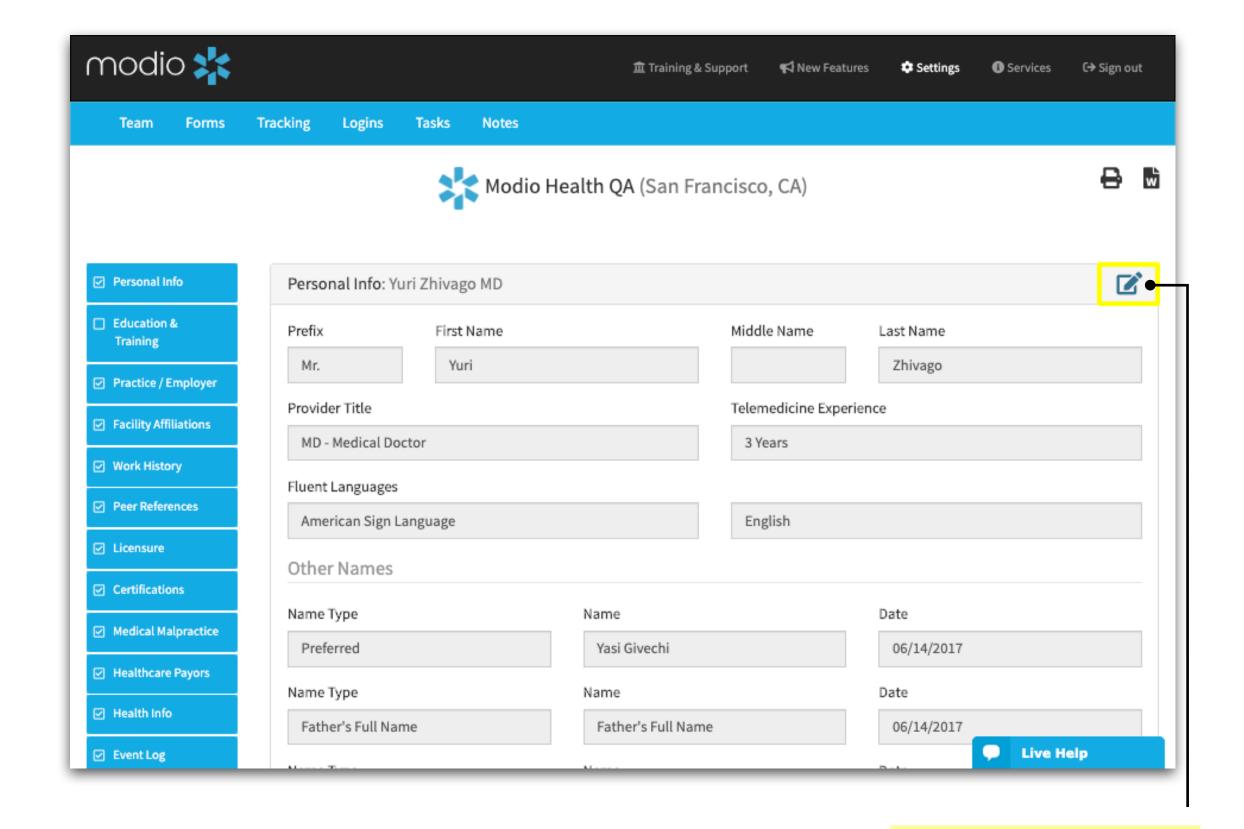
1. To create a custom onboarding application (which is attached to the invitation going out to your provider), start by clicking on any provider in your team roster. This will begin the process to create a custom invitation for your entire team.



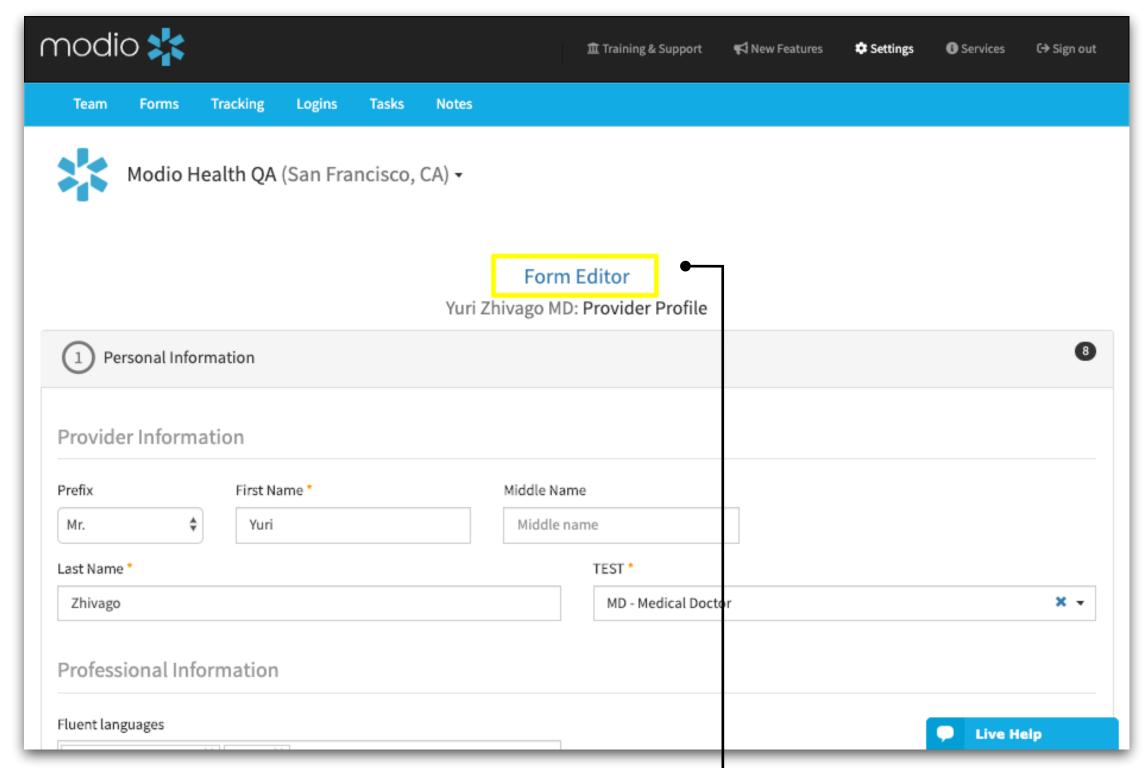
2. Click on the Summary tab.



ONBOARDING: Creating Custom Onboarding Invitations



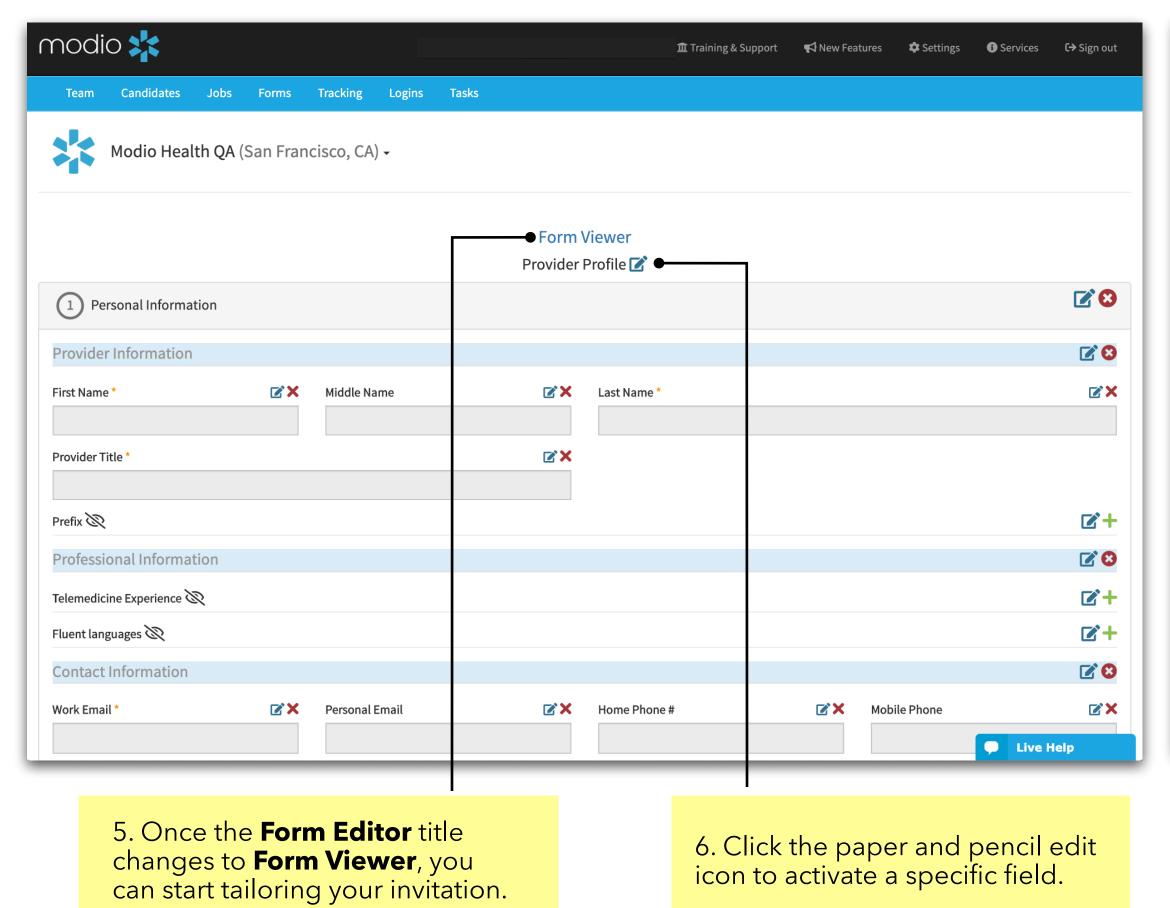
3. Click on the Pencil and Paper "Edit" icon.

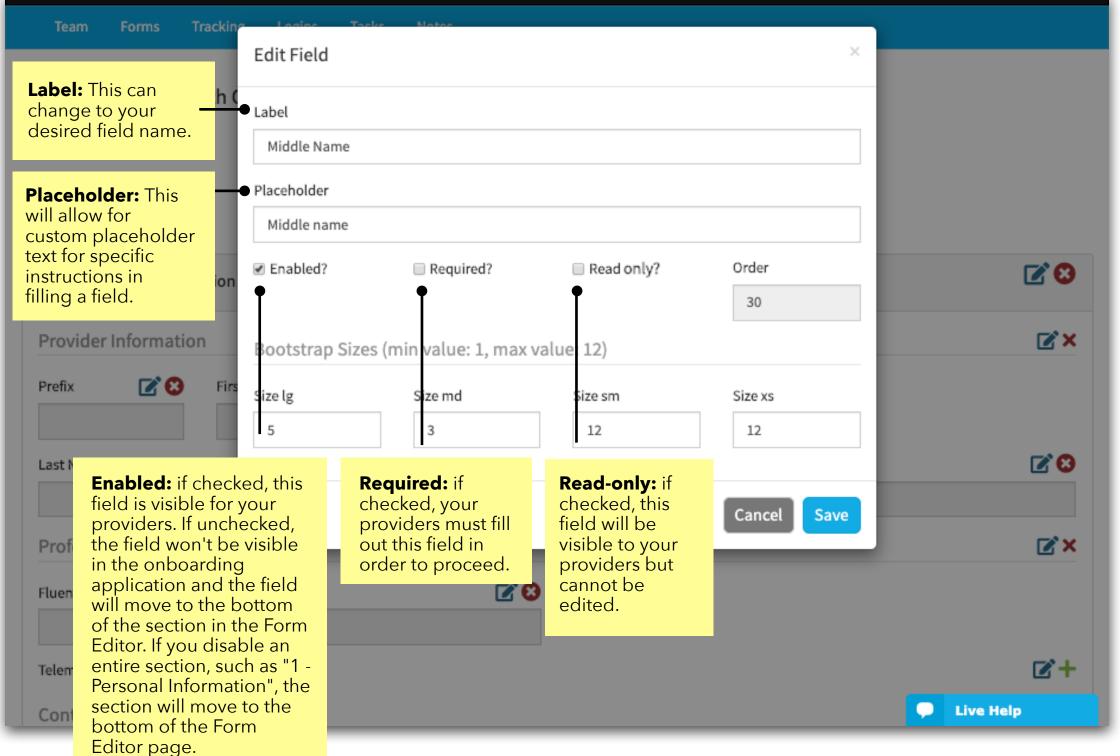


4. The **"Form Editor"** link will now appear on the top of the screen. From here, you can tailor your onboarding invitation fields or keep them as is with the default values.



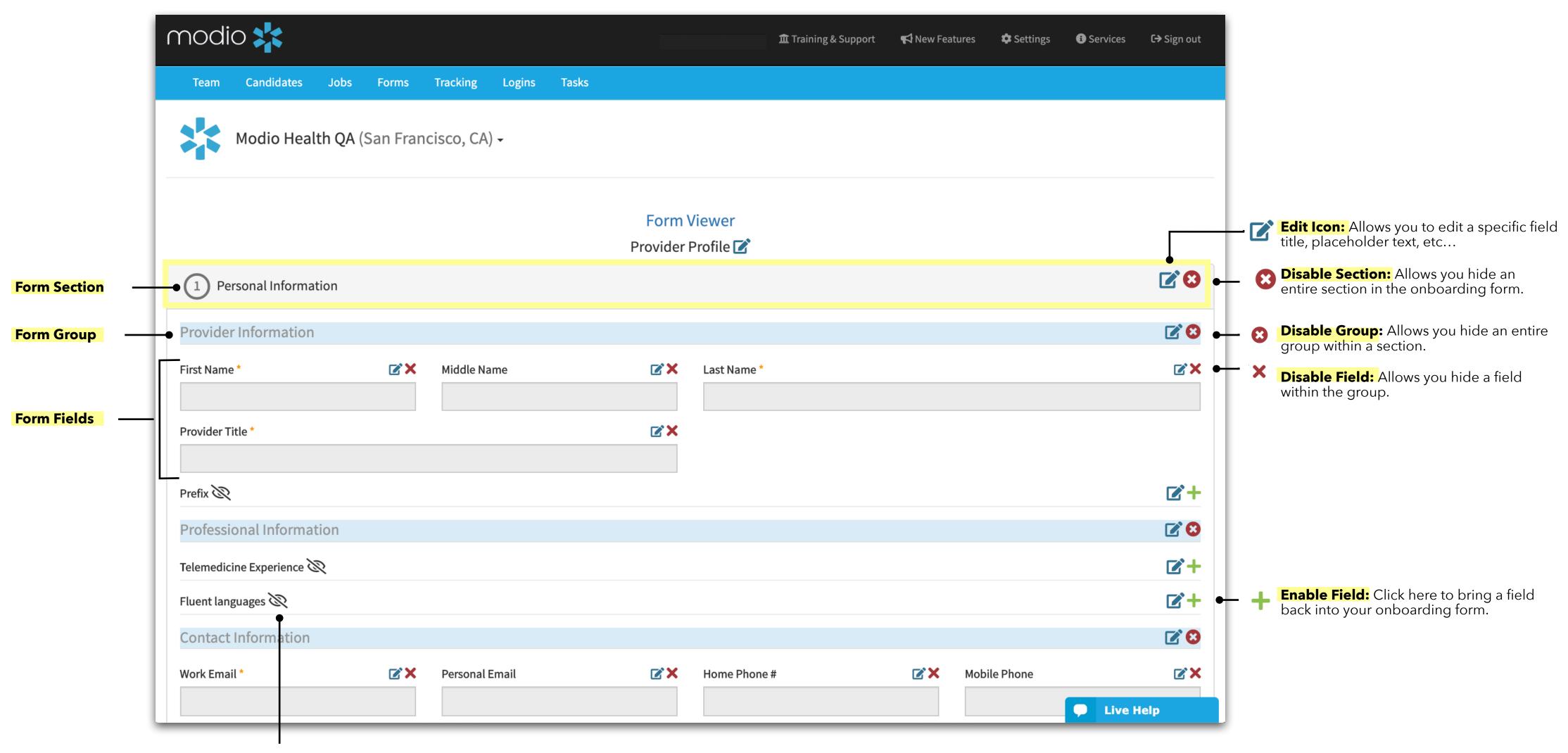
ONBOARDING: Creating Custom Onboarding Invitations







ONBOARDING: Form Viewer Icon Key



Hidden Field: This indicates a hidden item (not visible to providers).

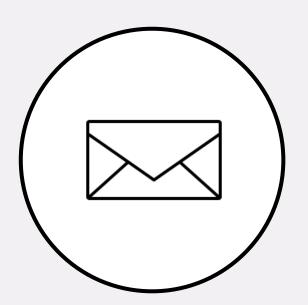


For additional questions or further training, contact the Modio Team via:



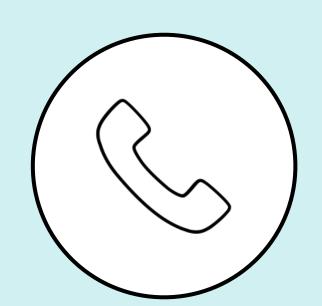
Online:

Live Chat Support



Email:

Support@modiohealth.com



Phone:

844.696.6346