

Western Panhandle Early Steps New Provider Process

As part of an established Recruitment Plan for our four county network of contracted providers, the Western Panhandle Early Steps Program requires a formal screening and interview process for all interested provider candidates. Please note that candidate interest and/or inquiry does not guarantee credentialing and Early Steps approval as a contracted provider. The contact person for candidate inquiries is Kelly Todd, Provider Relations Liaison. The following includes a detailed description of the program's recruitment and vetting process:

- 1) Candidate Inquiry:
 - Phone Screening: To schedule a formal phone screening, please email Kelly Todd at kelly.todd@ascension.org
 - Following a phone screening, the candidate will submit an application and resume, as well as schedule a virtual interview.
- 2) Candidate Interview & Notification of Determination to Proceed
- 3) Attestation Checklist Submission (candidates who receive determination of acceptance)
 - Candidate completes credentialing requirements and submits Attestation Checklist documentation
- 4) Provider Credentialing & Early Steps Approval Notification
- 5) Three Hour Early Steps Orientation
- 6) Submission of Provider Agreement to Early Steps & Sacred Heart Health System
- 7) New Provider Medicaid and/or Third Party Insurance Enrollment (Provider's Responsibility)
 - Florida Medicaid Enrollment (Therapy Providers)
 - Early Intervention Medicaid Enrollment (All providers)
 - Managed Care Medicaid Plan Enrollment (All providers)
 - Third Party Insurance Enrollment (Therapy Providers)
- 8) Unpaid In-Field Training (Estimated 2-4 weeks)
- 9) Two Hour Early Steps Billing Training & Vendor Application
- 10) Provider to begin receiving referrals from Early Steps

Interview, onboarding, and training process is non-reimbursable