A driving force for health equity,

SILVERSHEET PROVIDER GUIDE

Your clinic has partnered with OCHIN to manage all provider credentialing in Silversheet, an online platform. With Silversheet your credentialing application only needs to be filled out once in its entirety. This guide will walk you through the process step by step of how to create a provider account, fill out the application, assign a delegate and view the status of the application.
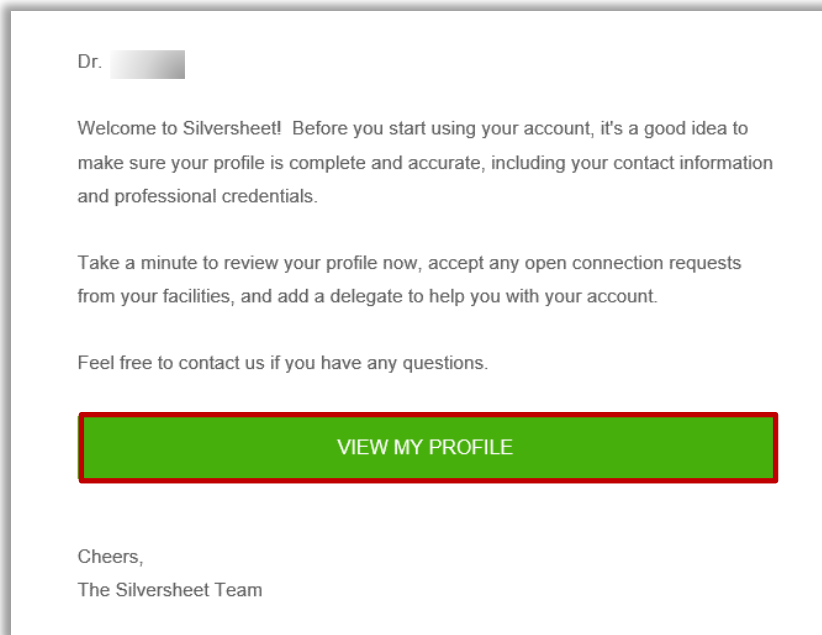
Gaining Silversheet Access

Providers will receive an email from Silversheet, this email will ask you to **Create a Free Silversheet Account** please click this button:

Dr.

OCHIN ASC - TEST would like to connect with you on Silversheet, the online platform we use to manage our provider credentialing and appointments. Credentialing is now easier online.

Have an administrator who helps you do this? Connect with our facility below and designate your admin in your profile settings.

Please click the link below and connect with us instantly.

CREATE A FREE SILVERSHEET ACCOUNT

Thank you,
Alyse Hunt
OCHIN ASC - TEST

When Silversheet opens, create your password, click **Accept** and **Confirm**.

⊗ If you do not receive the email from Silversheet, please check spam folders. The emails will come from team@silversheet.com.

Providers will receive a second email with a welcome to **Silversheet.** This email will ask you to verify the information already entered in your profile. Click the **View My Profile** button:

Dr.

Welcome to Silversheet! Before you start using your account, it's a good idea to make sure your profile is complete and accurate, including your contact information and professional credentials.

Take a minute to review your profile now, accept any open connection requests from your facilities, and add a delegate to help you with your account.

Feel free to contact us if you have any questions.

VIEW MY PROFILE

Cheers,
The Silversheet Team

How to Edit Your Profile

Silversheet will open to display the Dashboard:

1. Select the drop down to **Edit Profile**
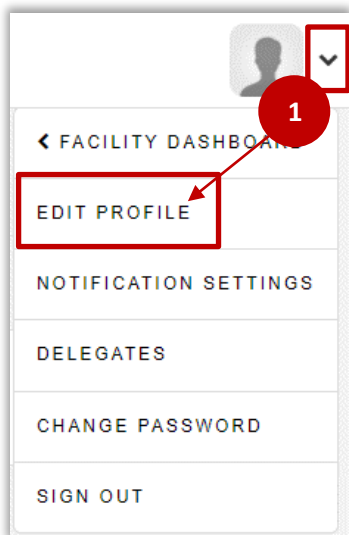
2. Confirm your Name displays correctly, enter Your Email, Phone number, and Zip Code in the corresponding boxes
3. Click **Upload** to add a Profile Pic
4. Click **Save Profile**

Setting Notification Settings

To help limit the emails you receive, an important first step is to edit the Notification Settings. OCHIN will be actively updating documents and watching documents that are about to expire. Many emails are automatically generated by this process, and you may prefer to limit this for your in box.

From the drop down select **Notification Settings**:
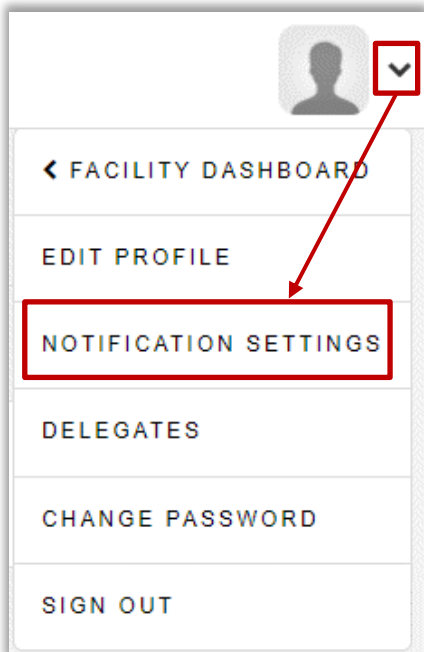
The Notification Settings box will open:

2. It is recommended, though not required, that the following boxes are unchecked
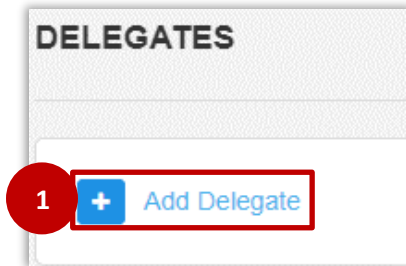
3. Click **Save Settings** when finished:
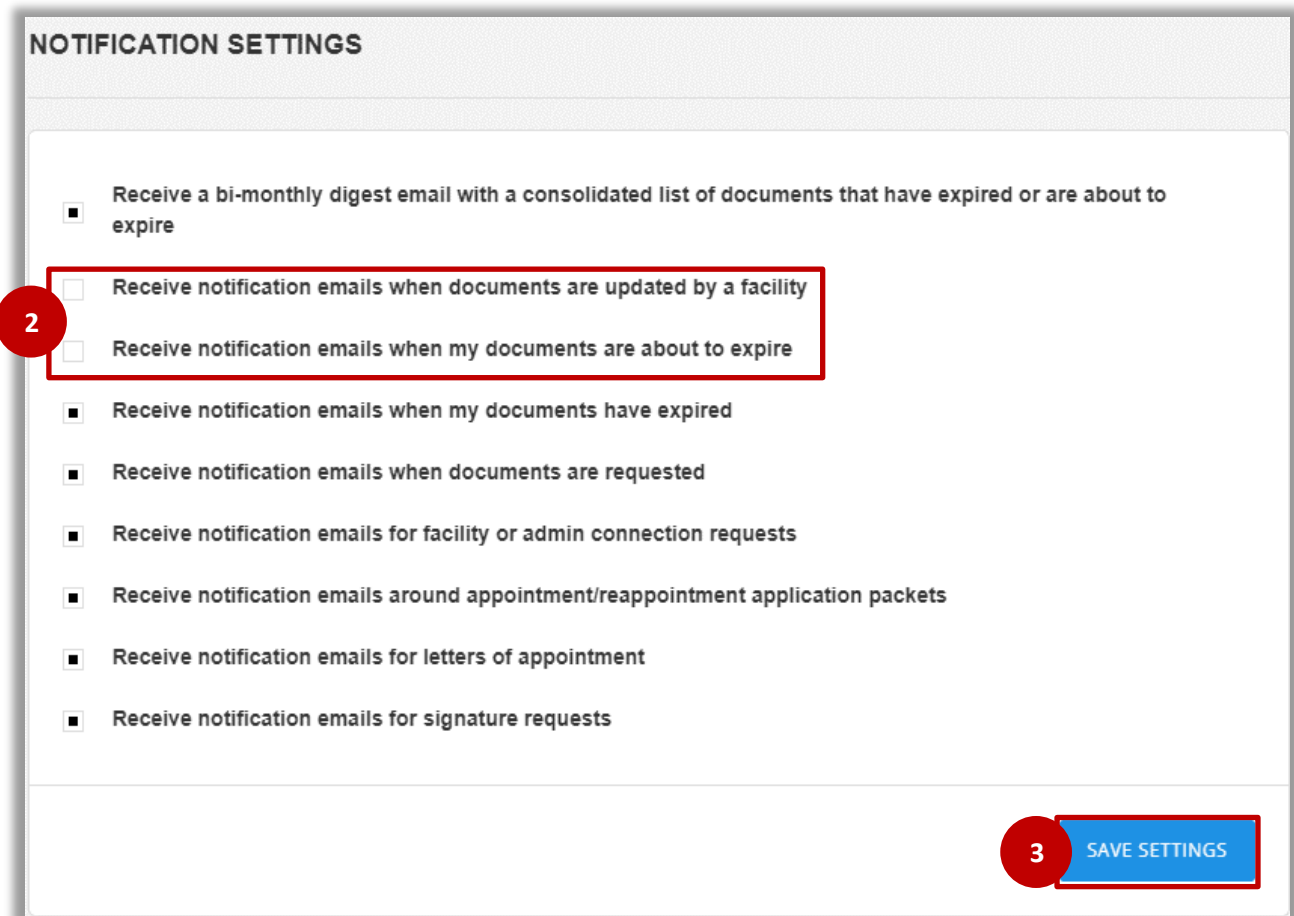
Designate a Delegate

It is possible to assign a delegate to pre-fill applications and upload documents on your behalf into Silversheet. Delegates are not able to sign applications or privilege forms on behalf of the provider.

From the drop down select **Delegates**:
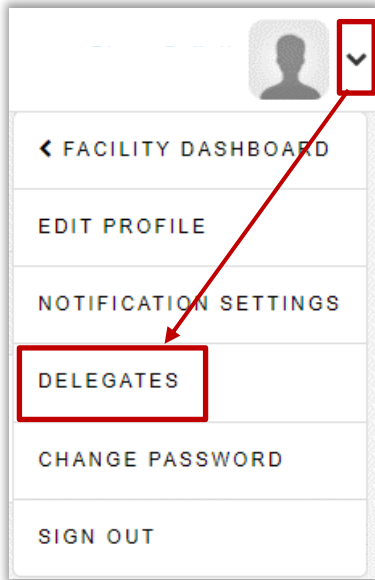
1. Click **Add Delegate**

2. Enter your Delegate's email address: credentialing@vgmhc.org
3. Select the box to agree to the access
4. Click **Grant Permission**

An email invitation will be sent to the **Delegate** from team@silversheet.com.

> There is no limit to how many delegates a provider may have. At any time, the provider may add or remove delegates.

Your Provider Silversheet Dashboard

Your Dashboard provides an easy way to stay organized with pending tasks and expirations, **Facility Requests** and/or **Appointments in Progress** will display.

To begin log into Silversheet:
1. Click **Accept** the Facility Request
2. From the Appointments in Progress, click **Fill Out** to begin completing your application
3. To jump to a specific area, select the section

Completing the Application

You can fill out your standard credentialing application once, and only need to update current credentials and documents for all subsequent appointments in Silversheet. There are 15 sections of the Application, they may not all be applicable for your role in the clinic. Please view the chart below for the required application information sections for each type of provider.

Required Information by Provider Type:

No.	Application Section	Doctor	Allied Health	RN
1	Identifying Information	X	X	X
2	Current Practice Information	X	X	X
3	Education	X	X	X
4	Professional Education (training req'd for practice)	X	X	X
5	Postgraduate Trainings	X	*If applicable*	*N/A*
6	Board Certifications (National)	X	*If applicable*	*N/A*
7	Other Certifications (BLS, etc.)	X	*If applicable*	*If applicable*
8	Medical Licensure (DEA)	X	*If applicable*	*N/A*
9	State Professional Licenses (license to practice)	X	X	X
10	Malpractice Insurance	X	X	*N/A*
11	Claims History	X	X	*N/A*
12	Current Hospital Affiliations	X	X	*N/A*
13	Past Hospital Affiliations	X	X	*N/A*
14	Work History	X	X	X
15	Employment Gaps	X	X	X

The **Application** Section:

1. Click a selected section to open
2. When a section is complete a green ✔ will display.
3. The countdown displays your progress.
4. When the application is filled out in entirety, and the provider has reviewed all documents to verify they are accurate, click the **Sign and Submit Application Packet**.

Application Packet

Fill out each of the application items below to complete the entire application. A completed item is marked with a green checkmark

Application   ③ 0 of 15 complete ⌄

② ✔ Identifying Information
   ✔ Current Practice Information ①
   ✔ Education
   ✔ Professional Education
   ✔ Postgraduate Trainings
   ✔ Board Certifications
   ✔ Other Certifications
   ✔ Medical Licensure
   ✔ State Professional Licenses
   ✔ Malpractice Insurance
   ✔ Claims History
   ✔ Current Hospital Affiliations
   ✔ Past Hospital Affiliations
   ✔ Work History
   ✔ Employment Gaps

OCHIN ASC - TEST   0 of 4 complete ⌄

   ✔ Peer References
   ✔ Attestations and Disclosures
   ✔ Authorization and Release Form
   ✔ OCHIN Immunization History_Fitness for Duty

④ SIGN & SUBMIT APPLICATION PACKET

5. Within each section there are required fields indicated by the *

6. At any time click the ⌄ drop down to jump to another section

7. To Save your work and return later, click **SAVE**

8. Click **SAVE & NEXT** when you have completed the section

9. If a section of the Application is not applicable for you, click the box
10. Click **SAVE**

Entering Credentials

The Credential Documents section provides an efficient way to enter required credentials add any attachments.

1. Click **Log Document** to open that credential and enter the information

CREDENTIAL DOCUMENTS   ADD DOCUMENT

CDS License   1   LOG DOCUMENT

Driver's License   LOG DOCUMENT

Malpractice -   LOG DOCUMENT

Curriculum Vitae   LOG DOCUMENT

DEA License   LOG DOCUMENT

Professional Education   LOG DOCUMENT

Postgraduate Training   LOG DOCUMENT
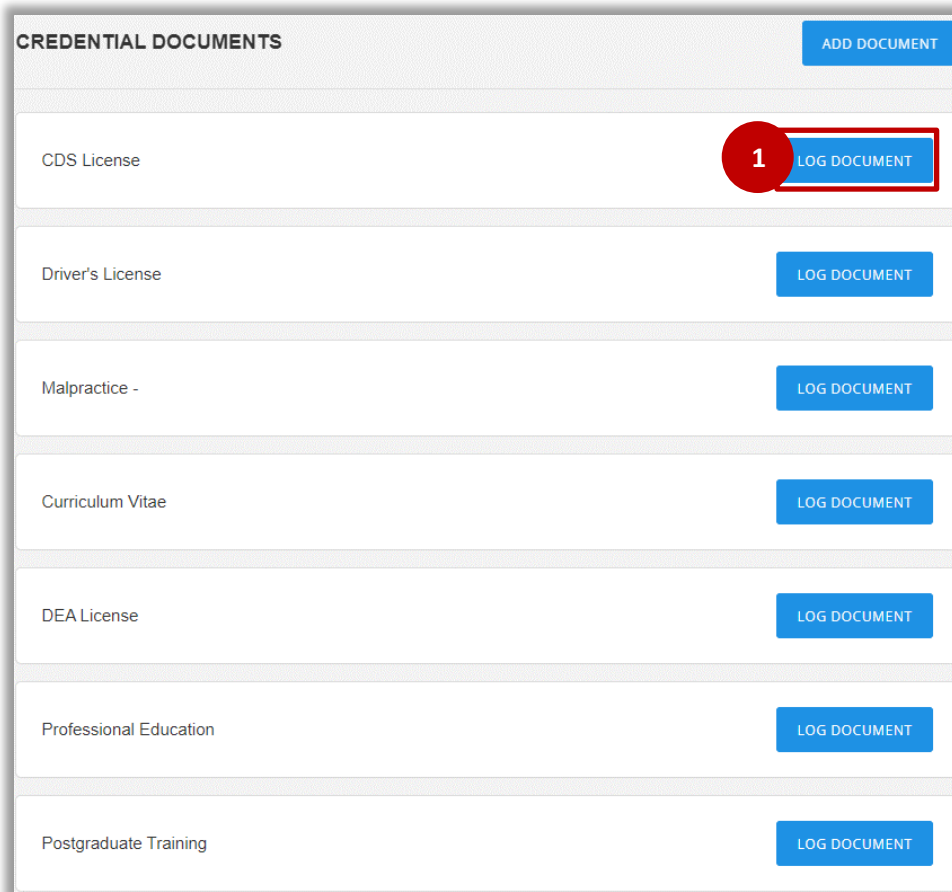
2. After selecting Log Document that section opens to upload an attachment, include an expiration date, license number, etc.
3. When finished adding the documentation requested, click **Log Credential**

4. If you have a credential to add that is not listed, click **Add Document**
5. Select from the drop down list which Credential Document to add

The Facilities Section

In this section, all connected facilities and any **Pending Tasks** or **Completed Tasks** will display.

Submitting Health Documents

In this section, you can log all your updated health documents, including the COVID-19 Vaccine, Flu Vaccine, and others as required by your health facility.

> **Health Documents** may not be required by your clinic. Please verify with your Credentialing Specialist prior to filling out.

1. Click Log Document to open that vaccine section and enter the required information

How to Share Documents

With this feature, you can easily share Credential Documents and Application data in Silversheet to any recipient outside of Silversheet.

1. Check the boxes for what you want to send, either **Credential Documents** and/or **Application**
2. Enter the **Email Address** of the Recipient
3. Select **Share Documents**
4. In the **Share History** section, all previous shares will display

For questions regarding this document, or to request updates to this document, please open a Credentialing JIRA. Last update: 10/14/2022.