

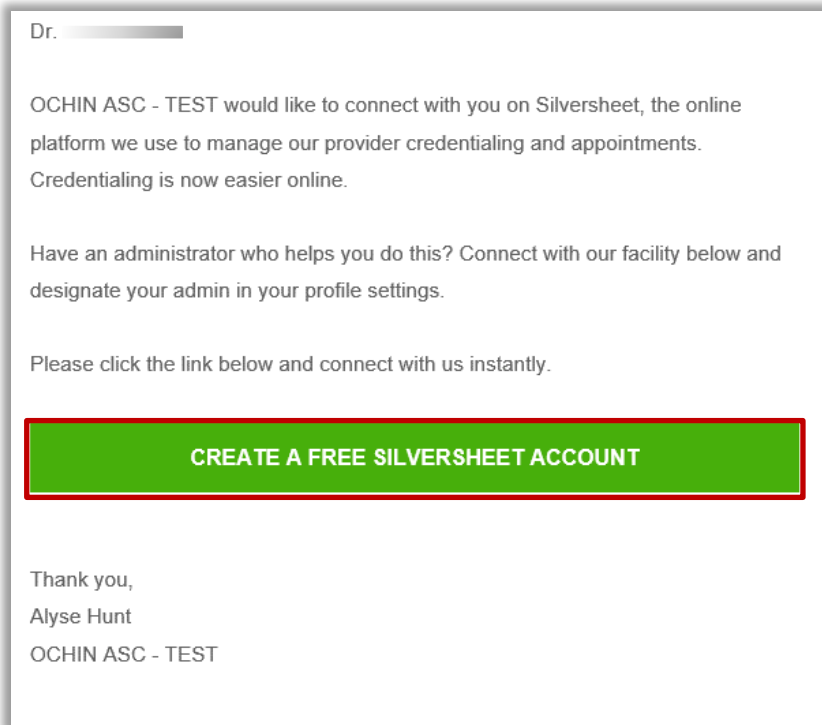
SILVERSHEET PROVIDER GUIDE

Gaining Silversheet Access	1
How to Edit Your Profile	2
Setting Notification Settings	4
Designate a Delegate	6
Your Provider Silversheet Dashboard	7
Completing the Application	8
Entering Credentials	10
The Facilities Section	12
Submitting Health Documents	13
How to Share Documents	14

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

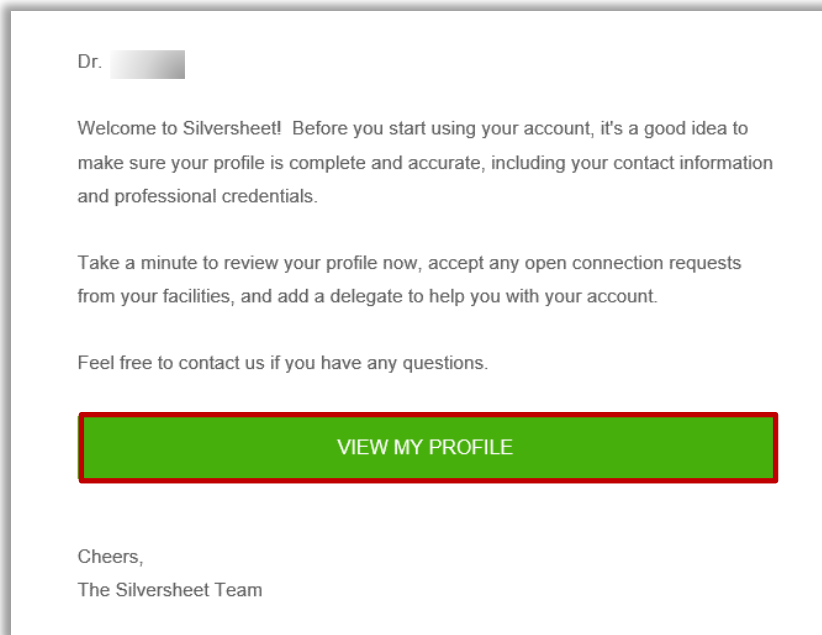
Providers will receive an email from Silversheet, this email will ask you to **Create a Free Silversheet Account** please click this button:



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.

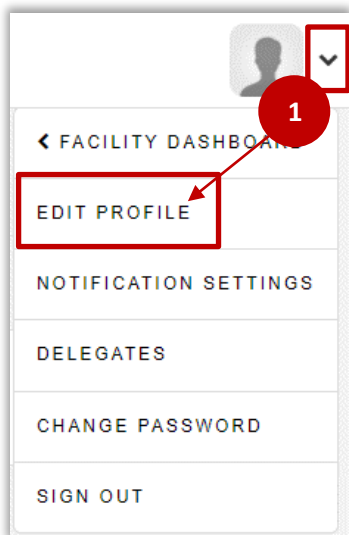
Providers will receive a second email with a welcome to **Silversheet**. This email will ask you to verify the information already entered in your profile. Click the **View My Profile** button:



How to Edit Your Profile

Silversheet will open to display the Dashboard:

1. Select the drop down to **Edit Profile**



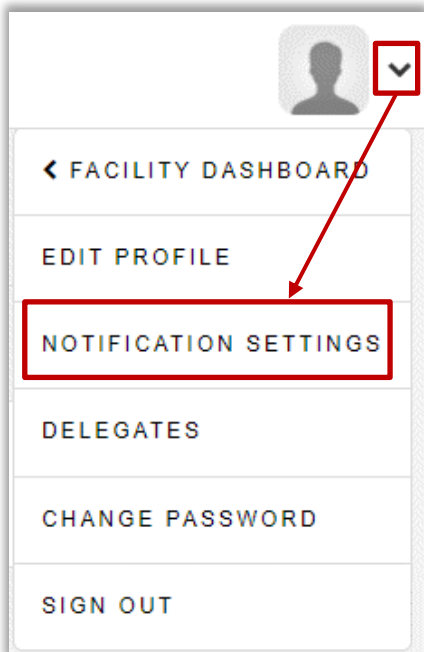
2. Confirm your Name displays correctly, enter Your Email, Phone number, and Zip Code in the corresponding boxes
3. Click **Upload** to add a Profile Pic
4. Click **Save Profile**

The image shows a web form titled "EDIT PROFILE". It contains several input fields: "First Name", "Last Name", "Your Email", "Phone number", and "Zip Code". The "First Name" and "Last Name" fields have a lock icon on the right. Below these fields is a "Profile Pic" section with an "UPLOAD" button and a placeholder image of a person's silhouette. At the bottom right of the form is a "SAVE PROFILE" button. Three red circles with numbers are overlaid on the form: circle 2 is over the "First Name" label, circle 3 is over the "UPLOAD" button, and circle 4 is over the "SAVE PROFILE" button.

Setting Notification Settings

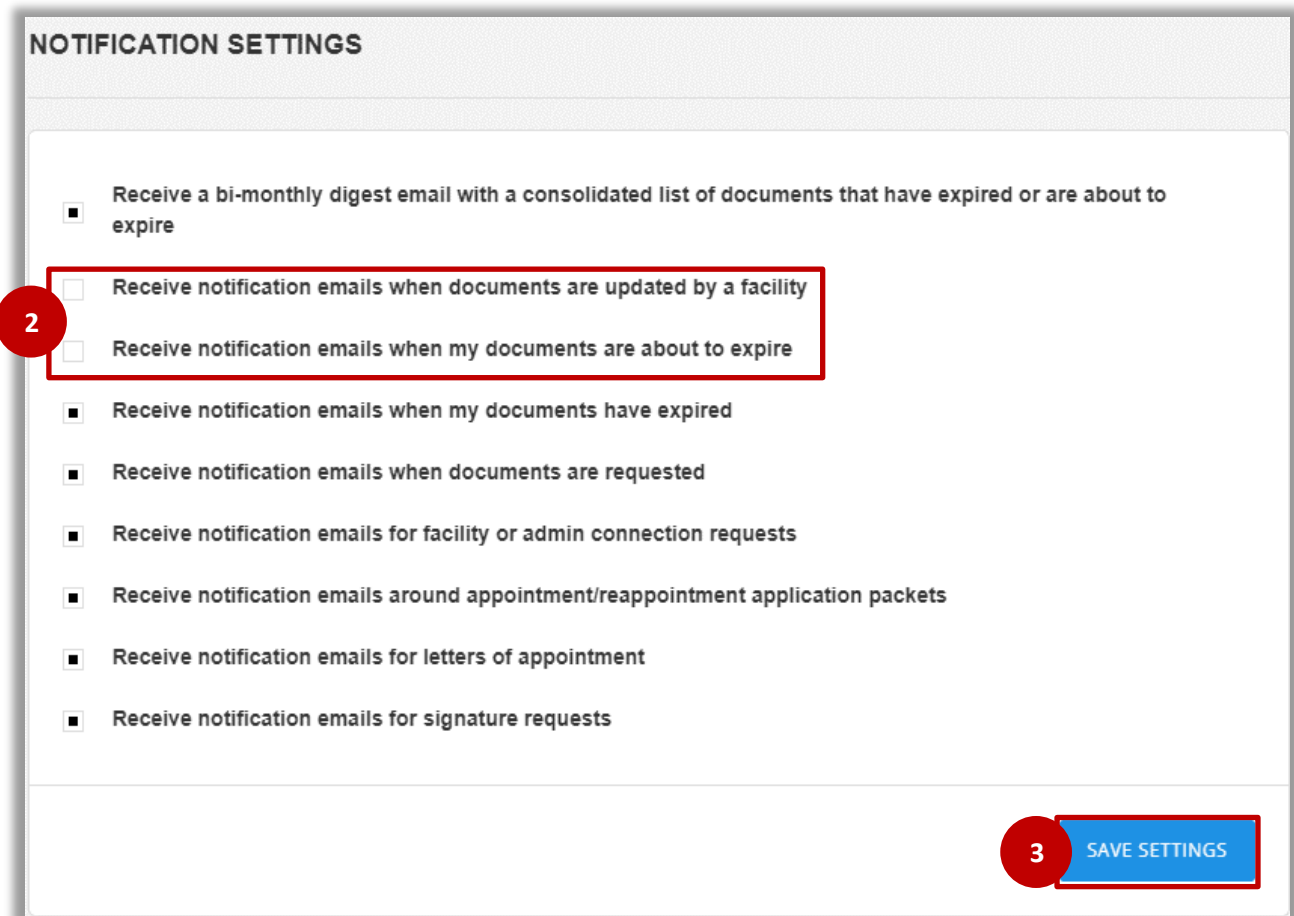
To help limit the emails you receive, an important first step is to edit the Notification Settings. OCHIN will be actively updating documents and watching documents that are about to expire. Many emails are automatically generated by this process, and you may prefer to limit this for your in box.

From the drop down select **Notification Settings**:



The Notification Settings box will open:

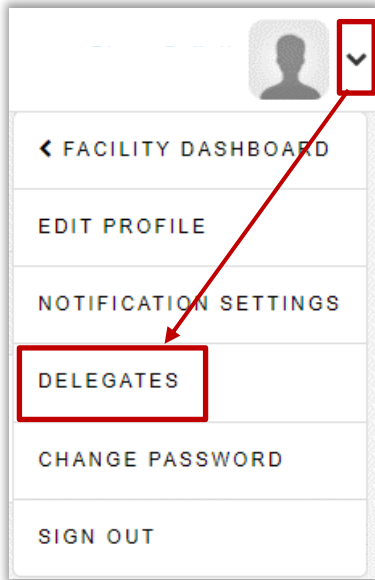
2. It is recommended, though not required, that the following boxes are unchecked
3. Click **Save Settings** when finished:



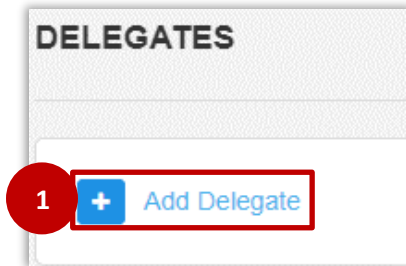
Designate a Delegate

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**

DELEGATES

Give your Delegate permission to manage your account


2

3 I agree to let my delegate have access to health documents I store on Silversheet for the purposes of credentialing

4 **GRANT PERMISSION**

[Add Delegate](#)

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

DASHBOARD

3 **APPLICATION**

✓ CREDENTIALS

📄 FACILITIES

📁 HEALTH DOCUMENTS

🔗 SHARE DOCUMENTS

DASHBOARD

Appointments in Progress

OCHIN ASC - TEST **2 FILL OUT**

Aug 02, 2022 Received application packet for initial appointment

Facility Requests

1 ACCEPT

Sep 14, 2022 Connection Request from healthcare organization.

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	<i>If applicable</i>	<i>N/A</i>
6	Board Certifications (National)	X	<i>If applicable</i>	<i>N/A</i>
7	Other Certifications (BLS, etc.)	X	<i>If applicable</i>	<i>If applicable</i>
8	Medical Licensure (DEA)	X	<i>If applicable</i>	<i>N/A</i>
9	State Professional Licenses (license to practice)	X	X	X
10	Malpractice Insurance	X	X	<i>N/A</i>
11	Claims History	X	X	<i>N/A</i>
12	Current Hospital Affiliations	X	X	<i>N/A</i>
13	Past Hospital Affiliations	X	X	<i>N/A</i>
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

OCHIN ASC - TEST

Application Packet > Application

0 of 15 complete

Please complete the page below. Once you've completed every page in this section you will be returned to the application packet.

IDENTIFYING INFORMATION

6

- Identifying Information
- Current Practice Information
- 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

7

SAVE

SAVE & NEXT

8

5

Practicing in the State of Oregon? *

Middle Name Last Name Suffix

Other names you have been known as:

Last Name Suffix From To

Are you currently practicing in any other states? *

Social Security Number

Citizenship

If Not American, Visa Number Visa Expiration

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

10. Click **SAVE**

APPLICATION

15 of 15 complete

CURRENT PRACTICE INFORMATION

10

SAVE

SAVE & FINISH



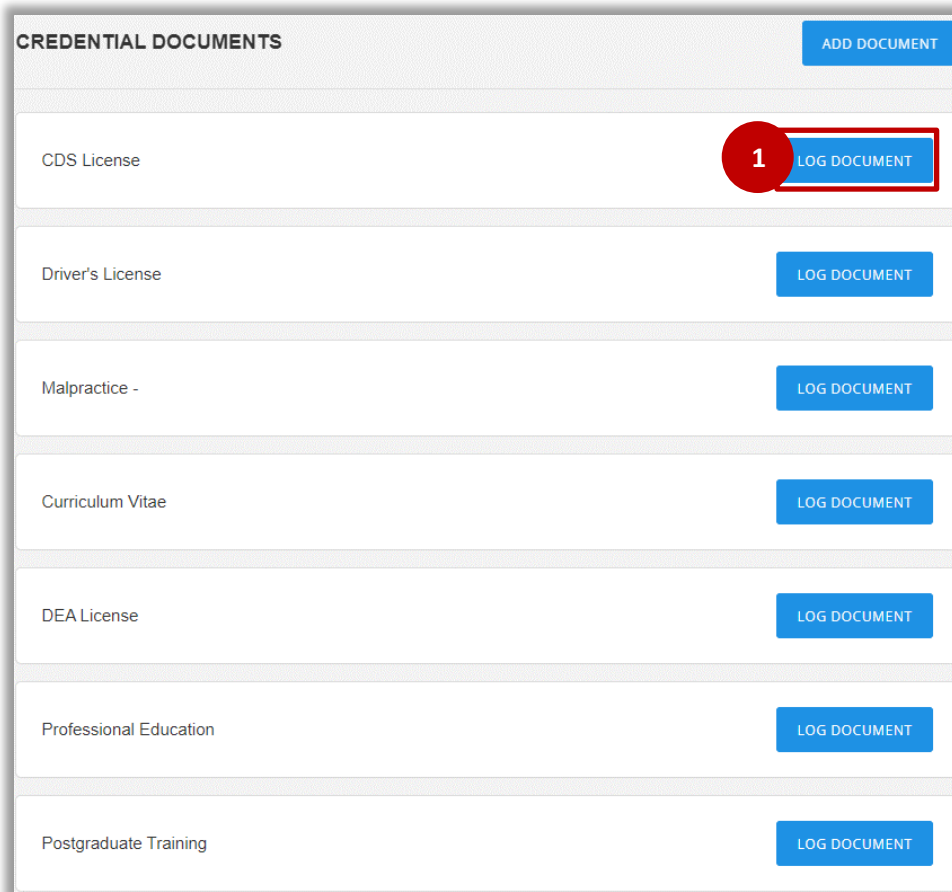
9

Check this to mark the entire section as not applicable. Then press 'Save & Next' to skip this step.

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



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**

Driver's License LOG DOCUMENT

State 2

Select...

Issue Date

mm/dd/yyyy

Expiration Date ⓘ

mm/dd/yyyy

Attachments *

+ CLICK TO ADD, OR DROP ATTACHMENT HERE

ARCHIVE DOCUMENT

3
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

CREDENTIAL DOCUMENTS 4 ADD DOCUMENT

Add Document	Select a Credential Document Type	
CDS License	<div style="border: 1px solid #ccc; padding: 2px;"> 5 Select a Credential Document Type </div> <ul style="list-style-type: none"> Select a Credential Document Type Board Certification CCS Panel CDS License DEA License Professional Education State Professional License Malpractice Insurance Fellowship Internship Preceptorship Research Fellowship Residency Internship & Residency Faculty Position ACLS Certification BLS Certification Fluoroscopy Certification PALS Certification Regulatory Education 	LOG DOCUMENT
Driver's License		LOG DOCUMENT
Malpractice -		LOG DOCUMENT

The Facilities Section

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

FACILITIES

OCHIN ASC - TEST
 1881 SW Naito Parkway
 Portland, OR 97201

Pending Tasks Completed Tasks

OCHIN ASC - TEST PROCESSING

Aug 25, 2021 Received application packet for initial appointment

OCHIN ASC - TEST PROCESSING

Aug 09, 2021 Received application packet for temporary appointment

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

HEALTH DOCUMENTS	
COVID-19 Vaccine	1 LOG DOCUMENT
Flu Vaccine	LOG DOCUMENT
Hepatitis B Vaccine	LOG DOCUMENT
MMR Vaccine	LOG DOCUMENT
Meningococcal Vaccine	LOG DOCUMENT
Mumps Vaccine	LOG DOCUMENT
Rubella Vaccine	LOG DOCUMENT

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

SHARE DOCUMENTS

Select Your Documents to Share

- Credential Documents
- Application (please complete before sharing)

Recipient

Enter an email below to share your documents. We'll send them a link to view and download your documents.

Email address

SHARE DOCUMENTS

Share History

4

You have not shared your credentials.

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