

GETTING STARTED



To help you get started as an NHSC-approved site, there are several immediate steps you need to take to comply with NHSC requirements and to benefit from being an NHSC-approved site.

1 Display the NHSC tabletop sign in a prominent location at your site to show your patients that you are an NHSC-approved site.

2 Display the NHSC poster that demonstrates your commitment to providing care to members of the community, regardless of their ability to pay.

3 Complete the Site Profile Form, which is posted on the NHSC Recruitment Site, to give NHSC providers looking for a site an understanding of what it might be like to work at your site and live in your community. This form is available at [NHSC.hrsa.gov/downloads/profileform.pdf](https://www.nhsc.hrsa.gov/downloads/profileform.pdf).

4 Activate your NHSC Customer Service Portal account. Visit [NHSC.hrsa.gov/sites](https://www.nhsc.hrsa.gov/sites) and click on the “Customer Service Portal” button. You can use the portal to post and update job openings, update site contact information, and ask the NHSC questions. See the Customer Service Portal flyer for more information.

5 Post any job openings you may have on the NHSC Recruitment Site, which is reviewed by NHSC members regularly. You can post job opportunities and make updates through the NHSC Customer Service Portal.

Future Steps

6 Complete and submit the NHSC Annual Site Survey, if you have an NHSC provider serving at your site. You are asked to submit the Site Survey each year. You will be contacted when the survey is available.

7 Complete the NHSC Recertification process every 3 years. Visit [NHSC.hrsa.gov/currentmembers/membersites/reportingrenewal](https://www.nhsc.hrsa.gov/currentmembers/membersites/reportingrenewal) for more information. Federal sites and sites that receive funding from HRSA, such as a Federally Qualified Health Center (FQHC), are not required to recertify as long as they continue to receive Federal funding and meet NHSC requirements.

If you have any questions or concerns, please call the Customer Care Center at 1-800-221-9393 and press 7.

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