DOCUMENTATION REQUIREMENTS FOR
THE PRIVATE PRACTICE OPTION

The purpose of this guidance is to identify the documentation requirements for National Health Service Corps (NHSC) clinicians (Scholars and Loan Repayors) requesting approval to satisfy their NHSC obligation through the Private Practice Option (PPO).

NOTE: All applications must be complete and in accordance with the requirements as outlined below. Applications will not be reviewed until all documentation has been received by the NHSC. Applicants must have either a "Recruitment and Retention Assistance Application (R&R)" approved by the NHSC or submit one simultaneously with this application. Organizations with more than one site (i.e., satellites) must submit an R&R Application for each clinical practice site where the NHSC obligated clinician will practice. R&R Applications must be submitted to the NHSC, Division of Site and Clinician Recruitment, Site and Community Development Branch. Additional documentation may be requested at the discretion of the NHSC.

Required documentation for all PPO Applications:

- Copy of current unencumbered State License/Certification where practicing
- Copy of current DEA#
- Documentation of Medicare/Medicaid & State Children's Health Insurance Program (SCHIP) participation (National Provider Identifier (NPI), Medicaid and Medicare numbers, State letters)
- Proof of Malpractice Coverage
- Up-to-date Curriculum Vitae (CV)
- Copy of "Sliding Fee Scale"
- Copy of the notice that will be displayed in the reception area or other appropriate area indicating that health services are provided regardless of patient's ability to pay
- Statement regarding days and hours of operations and information regarding instructions to patients when clinic is closed, (i.e., What to do in case of an Emergency)

In addition to the documents listed above, Solo practices are required to provide the following during the NHSC site visit:

- Copy of the Business Plan
- Copy of the latest Medicaid/SCHIP billing report
- Number and types of Employees and their functions
- Proof of Financial Viability (i.e., Financial Plan, Bank and Financial Statements)
- Number of patient encounters/week (or proposed number)
- Statement regarding "Start-up" funds and if a repayment commitment is attached to these funds
- Applicant's plan to fulfill "full-time clinical practice" requirement and comply throughout the service period
- Current National Practitioner Data Bank (NPDB) Report & National Health Care Integrity Protection Data Bank Report
- a PPO Application approved by the NHSC prior to Site Visit

PLEASE NOTE: Service credit will be credited towards the NHSC service obligation only after the NHSC conducts a site visit for the Solo Private Practice to determine if the practice meets NHSC service requirements. Service credit will be awarded from the date the contract is signed by the Secretary's designee or the practice comes into compliance with all NHSC requirements, whichever is later. The NHSC may at its discretion, conduct site visits for other practices under consideration for PPO approval.

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