

APPENDIX A: NHSC Site Agreement**National Health Service Corps****SITE AGREEMENT**

National Health Service Corps (NHSC) approved sites must meet the following requirements at the time of application and must continue to meet the requirements in order to maintain status as a National Health Service Corps-approved site.

1. Is an eligible site type for NHSC approval, and is located in and treats patients from a federally designated [Health Professional Shortage Area \(HPSA\)](#).
2. Does not deny requested health care services or discriminate in the provision of services to an individual (i) because the individual is unable to pay; or (ii) because payment for those services would be made under Medicare, Medicaid, or the Children's Health Insurance Program (CHIP).
[May or may not be applicable to American Indian Health facilities, free clinics, or correctional facilities].
 - a. Uses a schedule of fees or payments for services consistent with locally prevailing rates or charges and designed to cover the site's reasonable costs of operation. *(May or may not be applicable to American Indian Health facilities, free clinics, or correctional facilities.)*
 - b. Uses a [discounted/sliding fee schedule](#) to ensure that no one who is unable to pay will be denied access to services, and the discount must be applicable to all individuals and families with annual incomes at or below 200 percent of the most current [Federal Poverty Guidelines](#) (FPG). The sliding fee schedule must also provide a full discount for individuals and families with annual incomes at or below 100 percent of the Federal Poverty Guidelines, with allowance for a nominal charge only, consistent with site's policy; Must adjust fees (partial sliding fee discount), reflecting nominal charges, based solely on family size and income and no other factors for individuals and families with incomes above 100 percent and at or below 200 percent of the Federal Poverty Guidelines. (May or may not be applicable to American Indian Health facilities, free clinics, or correctional facilities.)
 - c. Makes every reasonable effort to secure payment in accordance with the schedule of fees or schedule of discounts from the patient and/or any other third party. (May or may not be applicable to American Indian Health facilities, free clinics, or correctional facilities.)



- d. Accepts assignment for Medicare beneficiaries and has entered into an appropriate agreement with the applicable state agency for Medicaid and CHIP beneficiaries. *(May or may not be applicable to American Indian Health facilities, free clinics, or correctional facilities.)*
 - e. Prominently displays a statement in common areas and on site's official website that explicitly states that (i) no one will be denied access to services due to inability to pay; and (ii) there is a discounted/sliding fee schedule available based on family size and income. When applicable, this statement should be translated into the appropriate language/dialect. *(May or may not be applicable to free clinics, or correctional facilities.)*
- 3. Provides comprehensive primary care services (medical, oral, and/or behavioral/mental), which correspond to the designated Health Professional Shortage Area type.
- 4. Uses a credentialing process that, at a minimum, includes reference review, licensure verification, and a query of the [National Practitioner Data Bank \(NPDB\)](#) of those clinicians for whom the NPDB maintains data.
- 5. Functions as part of a system of care that either offers or ensures access to ancillary, inpatient, and specialty referrals.
- 6. Adheres to sound fiscal management policies and adopts clinician recruitment and retention policies to help the patient population, the site, and the community obtain maximum benefits.
- 7. Maintains a clinician recruitment and retention plan, keeps a current copy of the plan on-site for review, and adopts recruitment policies to maintain appropriate clinical staffing levels needed to serve the community.
- 8. Does not reduce the salary of NHSC clinicians because they receive or have received benefits under the NHSC Loan Repayment or Scholarship programs.
- 9. Allows NHSC clinicians to maintain a primary care clinical practice (full-time or half-time) as indicated in their contract with NHSC and described in part below. **The site administrator must review and know the clinician's specific NHSC service requirements.** Time spent on call will not count toward a clinician's NHSC work hours. Participants do not receive service credit hours worked over the required hours per week, and excess hours cannot be applied to any other work week. Clinicians must apply for a suspension of their service obligation if their absences per year are greater than those allowed by NHSC. If a suspension is requested and approved, the participant's service obligation end date will be extended accordingly. For a more detailed explanation of the full-time and half-time clinical practice requirements, including requirements for participants working in Critical Access Hospitals, Rural Emergency Hospitals, 638 tribal hospitals, and Indian Health Service hospitals, refer to the [NHSC website](#) and review the respective National Health Service Corps loan repayment programs (NHSC LRP, NHSC SUD Workforce LRP, NHSC Rural Community LRP), NHSC Students to Service Loan Repayment Program and/or NHSC Scholarship Program Application and Program Guidance.
- 10. Communicates to the NHSC any change in site or clinician employment status for full-time and half-time, including moving an NHSC clinician to a satellite site for any or all of their hour work week, termination, etc.
- 11. Supports clinicians with funding and arrangements, including clinical coverage, for their time away from the site to attend NHSC-sponsored meetings, webinars, and other continuing education programs.



12. Maintains and makes available for review by National Health Service Corps representatives all personnel and practice records associated with a National Health Service Corps clinician including documentation that contains such information that the Department may need to determine if the individual and/or site has complied with National Health Service Corps requirements.
13. Completes and submits [NHSC Site Data Tables](#) requires up-to-date data for the preceding six months) to NHSC at the time of the site application, recertification, and NHSC site visits. The following eligible auto-approved National Health Service Corps sites ARE NOT required to submit the NHSC Site Data Tables: 1) Federally Qualified Health Centers, and 2) Federally Qualified Health Center Look-Alikes. The standard Health Resources and Services Administration/Bureau of Primary Health Care Uniform Data System (UDS) report will be reviewed in place of the data tables. The following eligible NHSC sites must provide NHSC Site Data Tables upon request if HRSA needs them to determine NHSC site eligibility: 1) American Indian Health facilities, 2) federal prisons, 3) state prisons, and 4) Immigration and Customs Enforcement Health Service Corps sites. All other eligible NHSC site types must submit NHSC Site Data Tables at the time of site application, recertification, and NHSC Site Visit.
14. Complies with requests for a site visit from NHSC or the State Primary Care Office with adherence to all NHSC requirements.

By signing below, you hereby affirm your compliance with the NHSC Site Agreement, and that the information submitted is true and accurate. You further understand that this information is subject to verification by the NHSC.

Name of Site (Print): _____

Site Official's Name (Print): _____

Site Official's Name (Signature): _____

Site Official's Title: _____

Date: _____

