Changes to Individual Provider Application Process
Objectives

At the end of this training, you will be able to identify how NCTracks will capture and store:

• Work history
  – Including work history gaps
• Education history
• Current malpractice insurance information

In addition, NCTracks will:
• Request Individual providers submit ALL board certification data
Work History
What Is Required?

- Work history as a health professional for past 5 years
- Documentation required for gaps of more than 6 months
Education History
What Is Required?

- Submission of highest level of education
- Education information verified
- Submission of supporting documentation
Malpractice Insurance
What Is Required?

• Submission of malpractice insurance information
Let’s See It
Public Providers Page

Providers
Learn more about NCTracks. Check these opportunities:

- Formal training:
  - Computer Based Training (can be taken any time)
  - Instructor Led Training (scheduled periodically)

Register for formal training in SkillPort, on the secure provider portal.

NCTracks Secure Portal
Access the secure NCTracks Portal

Password Help
NCTracks Login Page

The NCTracks Web Portal contains information that is private and confidential. If you are not an authorized individual, this private and confidential information is not intended for you. If you are not authorized to access this content, please click 'Cancel'.

By continuing, you are agreeing that you are authorized to access confidential eligibility, enrollment and other health insurance coverage information. Please read more in our Legal and Privacy Policy pages.

**Your Account**
- All users are required to have an NCID to log in to secure areas.
- Passwords are case-sensitive. Please ensure your Caps Lock key is off.

1. **User ID (NCID):** [Input Field]
2. **Password:** [Input Field]
3. **Log In**
Provider Portal Home Page
Status and Management Page
Accreditation Page

Certifications

Taxonomy 364SP0810X - Psychiatric/Mental Health, Child & Family requires the following Certification Type:
- Advanced Practice Psychiatric Clinical Nurse Specialist (CNS) By American Psychiatric Nurses Association (APNA), OR
- Advanced Practice Psychiatric Clinical Nurse Specialist (CNS) By American Nurse Credentialing Center (ANCC)

Add Certification

In addition to certifications required for a taxonomy code, enter all additional board certifications. Select a certification type from the drop down list and provide the certifying entity and certification number.

- Certification Type: [Dropdown]
- Certifying Entity: [Dropdown]
- State: [Dropdown - NORTH CAROLINA]
- Certification #: [Field]
- Effective Date: [Field - mm/dd/yyyy]
- Expiration Date: [Field - mm/dd/yyyy]

Add Clear
Provider Supplemental Information Page
Medical providers should carry professional liability coverage, often called malpractice insurance. This insurance covers your exposure to liability arising from your profession, including allegations of malpractice. Liability insurance offers essential financial protection because a malpractice suit can be brought against you at any time after you have seen a patient.

Enter your current malpractice insurance coverage.

- **Do you have malpractice insurance or are you covered under a federal tort?**
  - Yes
  - No

**Add Malpractice**
- **Malpractice type:** -- Select One --
- **Effective Date:** mm/dd/yyyy
- **Expiration Date:** mm/dd/yyyy

[Add button]
Provider Supplemental Information Page (cont.)
Upload Documents Page

Upload Documents

Electronic Attachments

Only one file can be uploaded at a time. Maximum 20 files can be uploaded per application. A file cannot be more than 25 MB.

The following file types may be attached: MS-Word, MS-Excel, WordPerfect, MS-Write, Open Office, text, Power Point, Zip, PageMaker, Adobe PDF, Image(TIFF, JPEG, GIF, PNG).

To upload a file:
- Click the Browse button.
- Locate the file and add. Note: The file name will display to the right of the Browse button.
- Click the Upload Document button to submit the file to NCTracks.
- When upload is successful, a message will be displayed with the file name. If you wish to print a record of submitted attachments, click the printer icon located at the right hand corner of the screen.

For each question you answered yes on the Exclusion Sanction Page, you must attach or submit a complete copy of applicable criminal complaint or disciplinary action, Consent Order, documentation regarding recoupment/repayment settlement action, and/or final disposition clearly indicating the final resolution. Submitting a written explanation in lieu of supporting documentation may result in the denial of this application.

Uploaded Documents

Uploaded File(s)

General Enrollment Additions

Upload general enrollment documents related to the application here. Do not upload fingerprinting documents here. Maximum 20 files can be uploaded per application.

Fingerprint Evidence Documents

Upload a copy (copies) of your completed fingerprinting evidence form(s) here. Maximum 20 files can be uploaded per application.
Summary/Wrap Up

Now you are able to identify how NCTracks will capture and store:

- Work history
  - Including work history gaps
- Education history
- Current malpractice insurance information

In addition, NCTracks will:

- Request Individual providers submit ALL board certification data