Please provide the following information for staff members who will require access to REMI. You may also identify accounts that need to be deactivated for staff members who are no longer employed or do not require REMI access. **A separate form is needed for each satellite office location (based on SA license number).** If a staff member works at more than one office for this agency, he/she must be listed for each office location. ***NOTE:*** Interns may have access to this agency’s REMI website; however, SUD services rendered must be entered under the supervising clinicians name.

REMI Multiple User Access Request

|  |  |  |  |
| --- | --- | --- | --- |
| **Program/Agency Name of Specific Site:**  **Address:**       **City:**       **Zip+4 digit:** | **SA License #:** | **Person responsible for receiving REMI Login information:** | |
| **Phone:**       **Extension:** | | **Name:** | **Email:** |

**Staff Member Information:** *use multiple forms if necessary*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New, Change, Deactivate**  *Select only one* | **Last Name** | **First Name** | **MI**  *N/A of no MI* | | **Work Email address** | **LARA License**, if applicable (LMSW, MD, DO, etc.) | **License #** | **License Issue Date** | **MCBAP Cert.** (CAADC, CADC, CCS, DP-S, DP-C, etc.) | **MCBAP Issue Date** | **National Provider Identifier (NPI #)** | **NPI Issue Date** | **Provider Taxonomy Code** | **Taxonomy Issue Date** | **Staff Member Role**  *Select Only One* | **Permission Type**  *See footnote for user type explanation* | | | **Check if Site is Primary Location for Staff** |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | Clinical Listing  Only1 | Clinical2 | Claims3 |  |
| New  Change  Deactivate |  |  |  | |  |  |  |  |  |  |  |  |  |  | Clinical  Non-Clinical  Intern |  |  |  |  |
| **Contact Type (check all that apply):** | | | | Clinical Director/Supervisor  Compliance Officer  Credentialing  Performance Indicators  Sentinel/Critical Events  Customer Services  Executive Director/Contracts  Recipient Rights Advisor  Site Review/Audit | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New  Change  Deactivate |  |  |  | |  |  |  |  |  |  |  |  |  |  | Clinical  Non-Clinical  Intern |  |  |  |  |
| **Contact Type (check all that apply):** | | | | Clinical Director/Supervisor  Compliance Officer  Credentialing  Performance Indicators  Sentinel/Critical Events  Customer Services  Executive Director/Contracts  Recipient Rights Advisor  Site Review/Audit | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New  Change  Deactivate |  |  |  | |  |  |  |  |  |  |  |  |  |  | Clinical  Non-Clinical  Intern |  |  |  |  |
| **Contact Type (check all that apply):** | | | | Clinical Director/Supervisor  Compliance Officer  Credentialing  Performance Indicators  Sentinel/Critical Events  Customer Services  Executive Director/Contracts  Recipient Rights Advisor  Site Review/Audit | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New  Change  Deactivate |  |  |  | |  |  |  |  |  |  |  |  |  |  | Clinical  Non-Clinical  Intern |  |  |  |  |
| **Contact Type (check all that apply):** | | | | Clinical Director/Supervisor  Compliance Officer  Credentialing  Performance Indicators  Sentinel/Critical Events  Customer Services  Executive Director/Contracts  Recipient Rights Advisor  Site Review/Audit | | | | | | | | | | | | | | | |

**Authorized Staff Member:** **Title:** **Date:** **Email:**

**Permission Type:**

Clinical Listing Only - the named clinical will not be granted access to REMI; however, will be added to the Clinician Listing within REMI (the Clinician Listing allows this agency to bill SUD services under this staff person’s name within the REMI system – NPI# and Credential/License is required). This person will not receive a login to your agency’s REMI website. **NOTE:** Interns may not be added to the Clinical Listing – services performed by an intern must be submitted under the supervising clinician’s name.

* Clinical Submission - the named staff member will be granted access to your agency’s REMI website; their job responsibilities may require them to access REMI to enter brief screening, level of care, and manage treatment episodes including admission, authorization requests, and discharges, edit existing client records, generate reports, etc. If this staff member is clinical, he/she will also be added to the REMI Clinician Listing within the REMI website automatically. Non-Clinical Staff and Interns will not appear on the REMI Clinical Listing.
* Claims Submission - the named staff member will be granted access to your agency’s REMI website; their job rkyesponsibilities may require them to access REMI to submit claims. If this staff member is clinical, he/she will also be added to the REMI Clinician Listing within the REMI website automatically. Non-Clinical Staff and Interns will not appear on the REMI Clinical Listing.

**Contact Type:**

* Clinical Director – This individual is the point of contact for matters related to clinical practices.
* Compliance Officer - This individual is the point of contact for compliance related matters.
* Credentialing – This individual is the point of contact for matters related to provider credentialing and recredentialing, verifications of license, certifications, accreditation, etc.
* Performance Indicators - This individual is the point of contact for performance indicator related matters and required reporting.
* Sentinel/Critical Events - This individual is the point of contact for sentinel and/or critical events related matters and required reporting.
* Customer Services – This individual is a point of contract for matters related to consumer grievances and appeals or other customer service matters.
* Executive Director/Contracts – This individual is the point of contact for contract related matters including, contract negotiation, contract execution, contract amendments, contract non-compliance, and disclosures of ownership of controlling interest.
* Recipient Rights Advisor - This individual is a point of contract for matters related to recipient rights matters.
* Site Review/Audit – This individual is the point of contact for coordination of routine site reviews/audits conducted by MSHNs Quality Assurance and Performance Improvement staff.