

Frequently Asked Questions (FAQ) when completing the MHE 10

Subject to Change

COUNTY BEHAVIORAL HEALTH EMPLOYEES ONLY

When to use the MHE 10:

- User Practitioner Employee ID#.
 - Needed to process your new hire or changing information with existing employee.
- New Hire:
 - FTE, PTE, extra-help locum tenens.
- Change of Information: When an existing employee moves to another team or division (Adult, Children, Substance Abuse.)
 - The form requires a brief explanation for the change.
- Deactivated: When an employee separates from County Behavioral Health.
 - The form requires a brief non-confidential explanation.

How do I complete the MHE 10 and where do I submit the form?

Completing the MHE 10:

1. Please make arrangements with Linda Betts if you would like her assistance on your behalf to fill-out the MHE 10. This will avoid any confusion or duplications.
2. When you open the MHE 10 read everything thoroughly even the heading. Supervisors or designee must provide an **NPI#** and **a New Hire date**, otherwise the process for a User Practitioner Employee ID# will not begin. **Please Note:** The new hire must change his/her NPI information with the NPPES website. Modifying their practice location and mailing address to the County's address. Either 1400 Emeline Ave, Santa Cruz, CA 95060 or 1080 Emeline Ave., Santa Cruz CA 95060 or 1430 Freedom Blvd, Watsonville CA 95076, whichever address they see clients.

Section 1: Drop Down Lists:

- #1 allows you to choose your Team or Division the employee is assigned. Click on Choose Team or Division and a drop-down list will appear; make your choice.
- #6 provides a drop-down list to choose what type of access you will need for computer software.
- #9 also provides a drop-down list to choose what specialty access you will need.

Section 2

Questions 1 – 17 must be answered with **Yes, No, N/A** or a **written answer**. Please do not leave any area empty.

Question 10 requires a yes or no answer. If yes complete and continue answering (Questions 11 – 17) and attach copies of all that apply. If no, skip Questions 11 – 15.

Questions 16 thru 18 must be answered with **Yes, No, N/A** or a **written answer**. Please do not leave any area empty.

As you know, the MHE 10 is a computer version that allows you to tab or click to the gray areas and fill-in the information. *If for some reason you cannot use the computer version, please handwrite your answers legibly.*

Submitting the MHE 10: Please submit the forms via email to [HSAMHCompAssist](mailto:HSAMHCompAssist@santacruzcounty.us) and copy to the QI Administrative Aide (esther.phillips@santacruzcounty.us.) The QI Admin Aide must keep licenses on file, keep all licenses updated in a database (currently Avatar) and credential new license staff. In addition, apply for County of Santa Cruz Medicare numbers for new staff with an MD, NP, DO, LCSW.

Remember:

1. **Do not email the MHE 10 to IT Support. The form is sent to HSAMHCompAssist@santacruzcounty.us with a copy to Linda Betts and Esther Phillips.**
2. Each MHE 10 requires that you attach the License/Certification/Registration Authority.
3. Please make arrangements with Linda Betts if you would like her assistance on your behalf to fill-out the MHE 10. This will avoid any confusion or duplications.
4. If you have “other questions or concerns” regarding User or User Practitioner Account Billing ID# or the like, please email HSAMHCompAssist@santacruzcounty.us or call 831-454-4657.
5. If your new hire has a License / Certification / Registration Authority, I will send the credentialing application to them and you a copy. He/she must fill out the credentialing form MHE 46 and return to me within five working days.

Suggestion for saving each form: Save it to a place on your computer or network drive. Give it a name that includes the name of the form, the first and last name of the staff member and the date. For example: MHE10 Jane-Doe 12-14-17 (never name a document using a period to separate words it confuses the computer, such as Jane.Doe.12.14.17.doc.doc) Save your document before you begin, then save a second time when you are finished.

- **Allow at least three working days for the request to be processed.**
- **Contract-Providers with County BH fill out the MHE 85 and/or the MHE 87**