

Becoming A Team Member

You're interested in pursuing independent nursing or nursing related practice using Appeal to Heaven LLC as your platform and broker. Here's what you need to do to get started.

Becoming an Independent Contractor

- Obtain an Employer Identification Number (EIN). This is the number that ATH will use as your tax ID on your 1099 <https://sa.www4.irs.gov/modiein/individual/index.jsp>
- Set up online account at www.irs.gov and make an estimated tax payment for the current year.
- Complete Clear Care Profile under "Application" tab
- Complete consent for background check \$25
- Review the Role Descriptions for each type of services
- Set up Mile IQ
- Sign Provider Agreement
- Set up logins: Mobile App/Admin
- Professional Liability Insurance (optional) <http://proliability.mercer.com>
- Set up Direct Deposit. (RCU and QBO)

Becoming an Independent Provider

- Obtain name tag \$10 (optional)
- Equipment and Supplies
- Order business cards: billed by quantity (optional)
- Upload current license to Clear Care Profile
- Office keys \$10

Clear Care Admin Training

- "Need Help" Screens (Clear Care University)
- Adding Client: Profile/Contacts/Tabs
- Scheduling: Client Page/Live Screens/After the fact/Schedule changes
- Clear Care Admin Fee
- Setting up/Updating Plan of Care
- Visit Billing and Payment Rates
- Adding/Removing Tasks to Visits
- Adding Mileage/Expenses to Visits: Client Page/Billing Screen
- Running Reports: Rev/Profit by billing rate/Gross Profit Summary/Aging
- Finalizing Billing/Payroll (Care Managers Only)
- Billing (Care Managers Only)

Clear Care Mobile App Training

- Clocking in and out of shifts (Mobile app & Admin profile)
- Completing tasks/Documentation
- Follow up with other team members