

# OKLAHOMA HEALTH CORPS

## PROGRAM GUIDANCE



[Provider Application](#) Deadline: Monday, February 26, 2024 at 7:00am

[Site Agreement Requests](#) are Continuous



Oklahoma  
Health Corps

The Oklahoma Health Corps is a loan repayment assistance program that supports primary care clinicians working in Oklahoma's primary care, mental, and dental health professional shortage areas. ([Oklahoma Dental Health HPSA Map](#), [Oklahoma Mental Health HPSA Map](#), [Oklahoma Primary Care HPSA Map](#)). Eligible clinicians will be awarded up to \$50,000, depending on specialty and existing student loan debt. All awards require two years of service obligation at an approved Oklahoma Health Corps Work Site. OK Health Corps has approximately \$1.3 million in funding available for awards during this application cycle.

OK Health Corps works in partnership with Oklahoma's Health Workforce Training Commission and the Oklahoma Dental Loan Repayment Program to ensure a coordinated approach to health workforce development. OK Health Corps is supported by a grant with Bureau of Health Workforce, within the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS).

## PROGRAM CONTACTS

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### **Have a Question?**

Email [OKHealthCorps@health.ok.gov](mailto:OKHealthCorps@health.ok.gov)

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## PARTICIPANT ELIGIBILITY

Providers interested in applying to the OK Health Corps should utilize the Provider Application Checklist (Appendix A) to assist their preparations for submitting an application.

The OK Health Corps will accept applications from the following disciplines:

- Certified Nurse Midwife
- Clinical Psychologist
- Licensed Alcohol and Drug Counselor
- Licensed Behavioral Practitioner
- Licensed Clinical Social Worker
- Licensed Marriage and Family Therapist
- Licensed Professional Counselor
- Nurse Practitioner
- Pharmacist (In Behavioral Health Settings)
- Physician Assistant (Urban Only)
- Psychiatrist
- Registered Nurse (In Behavioral Health Settings)

In order to be eligible to participate in OK Health Corps, all applicants:

1. Must possess an active, permanent, and valid license to practice an eligible healthcare profession in the state of Oklahoma. Provisional (Under Supervision) and temporary licensed healthcare professionals are not eligible to participate in OK Health Corps.
2. Must NOT have an outstanding contractual obligation for health professional service to the Federal Government, to a state, or another entity unless the service obligation will be completely satisfied before the OK Health Corps contract is finalized. This includes those whose employment contracts contain provisions creating a service obligation such as a recruitment bonus in return for agreement to practice at the facility for a specified period of time or return the bonus.
  - a. OK Health Corps does not consider the Public Service Loan Forgiveness (PSLF) program a service obligation, and therefore OK Health Corps participants are able to concurrently participate in the PSLF program.
  - b. Those in the Reserve Component of the U.S. Armed Forces or National Guard are eligible to participate in OK Health Corps. In the event the participant's military training and/or service, in combination with other absences from the service site, exceed 35 work days per service year, the OK Health Corps contract and service obligation will be extended to compensate for the break in service.
  - c. Those with Primary Care Loans through the Department of Health and Human Services, Health Resources and Services Administration and Bureau of Health Professions are NOT eligible to participate in OK Health Corps.
3. Must NOT have any federal judgment liens.
4. Must NOT have:

- a. A default on any federal payment obligations (e.g., Health Education Assistance Loans, Nursing Student Loans, federal income tax liabilities, Federal Housing Authority loans, etc.) even if the creditor now considers them to be in good standing.
  - b. Breached a prior service obligation to the federal/state/local government or other entity, even if the obligation was subsequently satisfied.
  - c. Had any federal or non-federal debt written off as uncollectible or received a waiver of any federal service or payment obligation.
5. Must work in a [Health Professional Shortage Area \(HPSA\)](#) (Look Up HPSA Designations by Address) designation appropriate for the applicant's discipline: primary care HPSA for primary care disciplines; dental HPSA for dentists and registered dental hygienists; and mental health HPSA for behavioral health disciplines.
- a. Must be employed and have started providing primary care, dental, or mental health services at an eligible practice site prior to applying for OK Health Corps.
  - b. Full-time service is defined at a minimum of 40 hours per week, for a minimum of 45 weeks per service year. At least 32 hours per week are spent providing face-to-face direct patient services during normally scheduled office hours. Of the minimum 32 hours spent providing direct patient care, no more than eight hours per week may be spent in a teaching capacity. The remaining eight hours per week may be spent providing patient care for patients at the approved site(s), providing patient care in an approved alternative setting (e.g., hospital, nursing home, or shelter) or performing clinical-related administrative activities (limited to eight hours per week).
    - i. If working in a HRSA-funded Teaching Health Center, teaching activities performed by participants in the Teaching Health Center Graduate Medical Education program authorized under 42 U.S.C. § 256h, shall not exceed 20 hours per week. The remaining 20 hours must be spent providing face-to-face direct patient care at the approved site(s), eight hours per week of which may be spent providing patient care in an approved alternative setting (e.g., hospital, nursing home, or shelter) or performing clinical-related administrative activities (limited to eight hours per week).
  - c. Part-time service is defined as a minimum of 20 hours per week, for a minimum of 45 weeks per service year. At least 16 hours per week are spent providing face-to-face direct patient services during normally scheduled office hours. Of the minimum 16 hours spent providing direct patient care, no more than four hours per week may be spent in a teaching capacity. The remaining four hours per week may be spent providing patient care for patients at the approved site(s), providing patient care in an approved alternative setting (e.g., hospital, nursing home, or shelter) or performing clinical-related administrative activities (limited to four hours per week).
    - i. If working in a HRSA-funded Teaching Health Center, teaching activities performed by participants in the Teaching Health Center Graduate Medical Education program authorized under 42 U.S.C. § 256h, shall not exceed 10 hours per week. The remaining 10 hours must be spent providing face-to-face direct patient care at the approved site(s), four hours per week of which may be spent providing patient care in an

approved alternative setting (e.g., hospital, nursing home, or shelter) or performing clinical-related administrative activities (limited to four hours per week).

6. Must agree to apply 100% of OK Health Corps to qualifying educational loans.
  - a. Qualifying educational loans are government and commercial loans for actual costs paid for tuition and reasonable educational and living expenses related to the participant's education.
  - b. Commercial or consolidated loans which contain non-educational debt or debt belonging to others will NOT be eligible for repayment under OK Health Corps.
  - c. Proof of payment to qualified educational loans will be a requirement under the OK Health Corps contract.
  
7. Must complete and submit the approved OK Health Corps application and all required supporting documentation during the application timeframe.
  - a. All required applications must be completed fully and correctly.
  - b. All required supporting documentation must be submitted and include the required information.
  - c. Incomplete applications, applications completed incorrectly, applications missing required documents and/or the required information on the required documents, and applications received after the application submission deadline will NOT be considered for an OK Health Corps award.

## PRACTICE SITE ELIGIBILITY

In order to be eligible to participate as a practice site in OK Health Corps, all healthcare facilities must:

1. Be approved as a National Health Service Corps (NHSC) certified site prior to any current OK Health Corps participant beginning their service commitment or be contracted with the Oklahoma Department of Mental Health and Substance Abuse Services to provide outpatient behavioral health services.
2. Be located in a federally designated Health Professional Shortage Area (HPSA) or be assigned a facility score by the Bureau of Primary Health Care.
  - a. Complete a [Site Agreement](#) (Sample Site Agreement can be found in [Appendix B](#)) with the Oklahoma State Department of Health's Office of Primary Care. Upon completion, an automated email will be sent to the POC with a Welcome Packet that includes everything the POC will need to administer their responsibilities as the practice site POC and to advertise OK Health Corps to their provider staff.
3. Practice sites contracted with ODMHSAS but not certified by National Health Service Corps (NHSC) are considered as conditionally eligibility and must be approved as a NHSC certified site prior to any current OK Health Corps Participant beginning their Service Commitment or Meet NHSC Criteria and be contracted with the Oklahoma Department of Mental health and Substance Abuse Services to provide outpatient behavioral health and/or substance abuse services.

## PARTICIPANT AWARDS

Award terms will be:

1. Psychiatrists (DO or MD) may receive up to \$50,000 in exchange for a two year service obligation. Physician assistants, nurse practitioners practicing in eligible specialties, certified nurse midwives, psychiatric nurse specialists, registered nurses, pharmacists, and eligible mental health clinicians may receive up to \$35,000 in exchange for two year service obligation.

Oklahoma Health Corps Service Obligation Hours Requirements	Clinical Hours		Administrative Hours	Total Hours Per Week	Weeks Per Year	Length of Obligation
	Clinical Care	Teaching				
Full-Time (Not a HRSA-funded Teaching Health Center)	32	Up to 8 (of 32)	8	40	45	2 Years
Full-Time at a HRSA-funded Teaching Health Center	32	Up to 20 (of 32)	8	40	45	2 Years
Part-Time (Not a HRSA-funded Teaching Health Center)	16	Up to 4 (of 16)	4	20	45	2 Years
Part-Time at a HRSA-funded Teaching Health Center	16	Up to 10 (of 16)	4	20	45	2 Years



2. Award amounts will not exceed participant's outstanding qualified educational loan balances.
  - a. Upon notification of award, participants will be required to submit updated statements for qualified education loans. Statements received must be for the same loans submitted with the OK Health Corps application.
  
3. Payment Requirements:
  - a. Awards will require providers to sign a contract with the Oklahoma State Department of Health. The award will be paid to provider monthly upon submission of invoice and required documentation.
  - b. Recipients of the OK Health Corps awards will be required to participate in a pre-contract meeting and an OK Health Corps orientation prior to disbursement of funds.
  - c. Participants must submit monthly invoices by the 10th of the month for the previous month of service. OSDH will not issue a payment without an invoice.
    - i. The invoice for the first month is due on the 10th of the second month, the invoice for the second month is due on the 10th of the third month, etc.
  - d. Practice site Points of Contact must verify the service hours for participants by completing a biannual report via a Qualtrics link provided by the Primary Care Office
    - i. The first biannual report for service months one through three is due on the 10th of the fourth service month, the next biannual report for service months four through six is due on the 10th of seventh service month, etc.
    - ii. Participants are responsible for initiating reporting processes.
  - e. Payments will be issued within 45 days of receipt of invoice and, other associated required documentation as applicable, such as a biannual report, or proof of payment to qualifying educational debt of previous payment.
  
4. The two year service obligation will begin on the date the OK Health Corps award contract is finalized.
  
5. Payments will be disbursed directly to the participant as follows:
  - a. Payments will be made monthly upon receipt of invoice, proof of payment and biannual report as applicable;
  - b. Once the OK Health Corps award contract is finalized and signed by all parties; and
  - c. Once the OK Health Corps participant has begun practice at the approved site.
  - d. (a), (b), and (c) must be met prior to the first award payment being disbursed.
  - e. Participant will be required to submit proof of payment, equal to the amount received from OK Health Corps, was made to qualified educational loans. Proof of payment must be submitted within 30 days of receipt of the payment being issued by OSDH.
    - i. If the participant is unable to submit proof of payment within 30 days of a payment, no additional payments will be issued, and the participant may be in default of their OK Health Corps Contract.

6. In order to remain eligible for the program and to complete the two year service obligation, program participants will need to sign renewal contracts to begin each new state fiscal year.
7. Awards will not be issued to applicants with an outstanding contractual obligation for health professional service to the Federal Government, a state, or another entity. The obligations include but are not limited to active-duty military, other State Loan Repayment Programs, National Health Service Corps Scholarship or Loan Repayment Program, the Nurse Corps Scholarship or Loan Repayment Program, and the STAR program.
8. Awards under OK Health Corps will not be extended to provide additional loan repayment in exchange for a longer service obligation.
  - a. OK Health Corps participants may apply competitively for a new OK Health Corps award once their current OK Health Corps contract and service obligation have expired.
9. Individuals in a Reserve component of the Armed Forces, including the National Guard, are eligible to participate in OK Health Corps with the following additional terms:
  - a. Placement opportunities may be limited by OK Health Corps to minimize the impact of a deployment on the area served by the reservist.
  - b. Military training or service performed by a reservist will not satisfy the OK Health Corps service obligation.
    - i. If the OK Health Corps participant's military training and/or service combined with other absences from the service site exceed seven weeks per service year, the participant's OK Health Corps service obligation will be suspended and the OK Health Corps service contract extended to compensate for the break in service to OK Health Corps.
  - c. If the approved service site where the reservist is serving at the time of deployment is unable to reemploy the participant upon completion of the deployment, the participant will be required to seek employment at an alternative OK Health Corps site to complete the remaining service obligation.
    - i. Participants may be asked to sign an employment contract that extends beyond the OK Health Corps service obligation if a short-term assignment is not available.
  - d. If the reservist is called to active duty, which does not count towards OK Health Corps service, the participant's OK Health Corps service contract will be extended to add the length of time the participant will be on active duty to the original OK Health Corps service obligation.
10. In the event the approved site where the OK Health Corps participant is fulfilling their two year service obligation becomes no longer eligible for OK Health Corps for any reason other than loss of HPSA designation, the participant may be required to finish the remainder of the service obligation at another OK Health Corps approved service site.

## SERVICE OBLIGATION REQUIREMENTS

Funded Applicants will sign contracts with the OK State Department of Health committing to:

1. Serving a two year service obligation at an approved OK Health Corps facility or alternative site approved by the facility.
2. Payment of the full amount of OK Health Corps award toward qualified and approved student loans.
3. Submitting monthly invoices with required documentation to OSDH/Office of Primary Care.
4. Cooperate with PCO's monitoring and audit of program compliance.
5. Maintain clinical licensure during the service obligation. If a participant's license is impacted or suspended for any reason, the provider must notify OSDH Office of Primary Care in writing within 10 days.
6. In the event a provider is terminated from current employment, provider must notify PCO within 10 days of the termination. Termination does not remove the service obligation; Provider will be required to seek suitable employment and fulfill remaining service obligation and a site approved by OK Health Corps.

\* In the event a participant needs to take a leave of absence for extended medical leave (Family Medical Leave Act (FMLA), or paternity/maternity leave, etc.), participants in this situation need to contact their worksite Point of Contact and the Primary Care Office. Proof of approved FMLA will be required.

Oklahoma Health Corps Service Obligation Hours Requirements	Clinical Hours		Administrative Hours	Total Hours Per Week	Weeks Per Year	Length of Obligation
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Part-Time at a HRSA-funded Teaching Health Center	16	Up to 10 (of 16)	4	20	45	2 Years

The following definitions apply to both full-time and part-time clinical practice:

1. Clinical Hours
  - a. Direct services to patients.
  - b. Clinical Service provided by OK Health Corps participants while a student/resident observes should be counted as patient care as the OK Health Corps participant is treating the patient.
  
2. Clinical Teaching Hours
  - a. Only for HRSA-supported teaching health centers.
  - b. To qualify as clinical practice, OK Health Corps participants engaged in teaching activities must provide clinical education to students and residents in their area of expertise. All teaching must be conducted as directed by the OK Health Corps approved service site, subject to the OK Health Corps limits on the number of hours per week allowed for teaching. The clinical education may:
    - i. Be conducted as part of an accredited clinical training program.
    - ii. Include mentoring that is conducted as part of the Health Careers Opportunity Program, or the Centers of Excellence Program.
    - iii. Include mentoring that is conducted as part of the Health Careers Opportunity Program, or the Centers of Excellence Program.
  
3. Administrative Hours
  - a. Charting, administrative care coordination activities, training, laboratory follow-up, patient correspondence, attending staff meetings, activities related to maintaining professional licensure and other non-treatment related activities pertaining to the participant's approved OK Health Corps service obligation
  - b. Any time spent in an employee-supervisor-management role is also considered to be an administrative activity.
  
4. Telehealth Services
  - a. OK Health Corps considers telehealth services as clinical care when all of the following are true:
  - b. Utilizing an interactive telecommunications system, defined as multimedia communications equipment that includes, at a minimum, HIPAA (Health Information Protection and Accountability Act) and 42 C.F.R. compliant audio and video equipment permitting two-way, real time interactive communication between the patient at the originating site and the OK Health Corps participant at the distant site. Phone calls, Facetime, and electronic mail systems do not meet the definition of an interactive telecommunications system.
  - c. The distant site (location of the OK Health Corps participant) is located in the OK Health Corps approved practice sites, and/or in compliance with and facility's telehealth policies.
  - d. All telehealth services must be performed in accordance with applicable licensure standards and billing protocols.

## ELIGIBILITY OF EDUCATIONAL DEBTS

Eligible educational debts include:

1. Qualifying loans include outstanding government (federal, state, or local) and commercial (i.e., private) student loans for undergraduate or graduate education obtained by the applicant for school tuition, other reasonable educational expenses, and reasonable living expenses. The educational loans must be obtained prior to the date the applicant submits an application to the OK Health Corps.
2. Consolidated or refinanced loans may be considered for repayment, if they are from a government (federal, state, or local) or private student loan lender and include only qualifying educational loans of the applicant. If an otherwise eligible educational loan is consolidated/refinanced with ineligible (non-qualifying) debt of the applicant, no portion of the consolidated/refinanced loan will be eligible for loan repayment. For loans to remain eligible, applicants must keep their eligible educational loans segregated from all other debts. Eligible educational loans consolidated with loans owed by any other person, such as a spouse or child, are ineligible for repayment.

Loans that do not qualify for loan repayment include, but are not limited to, the following:

1. Loans for which the applicant incurred a service obligation which will not be fulfilled before the deadline for submission of the OK Health Corps Provider Application.
2. Loans for which the associated documentation cannot identify that the loan was solely applicable to the undergraduate or graduate education of the applicant.
3. Loans not obtained from a government entity or private student loan lending institution. Most loans made by private foundations to individuals are not eligible for repayment.
4. Loans that have been repaid in full.
5. Primary Care Loans.
6. Parent PLUS Loans (made to parents).
7. Personal Lines of credit.
8. Loans subject to cancellation.
9. Residency and Relocation loans.
10. Credit card debt.
11. If a loan is in forbearance, a clinician must fill out any paperwork required by the state to verify the status of the loan at the time of application. They must also include a recent copy of the corresponding lender statements.
12. Loans that are currently in default are not eligible for OK Health Corps.

**NOTE:** Documentation of loans will be required. Applicants must provide documentation that proves their educational loans were contemporaneous with the education received. Loan documentation will be verified by contacting lenders.

## BREACH OF SERVICE OBLIGATION

In the event a participant fails to complete the required service obligation, or fails to comply with any or all requirements of their OK Health Corps contract, the participant will be determined to be in default and required to repay the total of the following:

1. The amount paid by OK Health Corps to the participant for any period not served;
2. The number of months not served, multiplied by \$7,500; and
3. Interest on (1) and (2) at the maximum legal prevailing rate as determined by the Treasurer of the United States.
  - a. In the event the resulting amount is less than \$31,000, the participant will owe \$31,000.

Upon determination of default, OK Health Corps will notify the participant via certified mail. This notification will include:

1. Date of default and reason for determination;
2. Total amount to be repaid broken out by the formula;
3. Options for repayment (e.g., lump-sum payment and date; or monthly, quarterly, or semi-annual payments and dates to be paid);
4. A request for acknowledgement of default and indication of repayment method within 30 days; and
5. The result of inaction by the participant.
  - a. In the event participant does not respond, does not notify OK Health Corps of the selected repayment option, does not comply with selected repayment option, or fails to repay all monies due within 12 months, the case will be forwarded to the Oklahoma Attorney General's office to begin legal collection proceedings.

Waiver of Repayment:

1. In accordance with the OSDH/OK Health Corps contract and 42 U.S.C. § 254(o)(d)(2), a full or partial waiver of the service obligation and/or repayment may be granted if the participant cannot complete the obligation due to serious illness or other compelling personal circumstance where enforcement would be impossible, or unconscionable, or would create an extreme hardship.
  - a. OSDH Legal staff will review all written requests for waiver and approve or deny the request for waiver, in full or in part, based upon the information and supporting documentation provided, according to federal guidelines and definitions.
  - b. OSDH may instead suspend a participant's obligation for a period of up to one year if the participant's compliance is temporarily, rather than permanently, impossible or an extreme hardship.
    - i. A temporary suspension will result in an extension of the term of the service obligation and contract for the amount of time the suspension is granted.

Transfer of Service Site:

1. In the event a participant is unable to fulfill the service obligation at the approved site, the participant may request to transfer to another approved site to complete their obligation.
  - a. All requests for transfer must be submitted in writing to OSDH Primary Care Office staff with a detailed description of the situation. The PCO is only likely to approve these requests if the participant is experiencing extenuating circumstances.
  - b. All transfers must be to a NHSC-approved site in Oklahoma and must be approved by OSDH Primary Care Office/Oklahoma Health Corps program staff.
  - c. If a lapse in service will occur due to the transfer, the participant's service obligation and contract will be extended to accommodate the lapse in service.
    - i. Any lapse in service may not exceed 90 days.
    - ii. Any lapse which exceeds 90 days may result in a default determination.

## Submission and Deadline

All OK Health Corps applications and required supporting documents must be submitted by 7:00 am on Monday, February 26, 2024. Applications or required supporting documentation will not be accepted late for any reason.

[Click here to access the OK Health Corps Provider Application.](#) The application can also be accessed from the [Primary Care Office website](#). It is strongly suggested providers review the Application Checklist prior to beginning the application. For further assistance, please contact [OKHealthCorps@health.ok.gov](mailto:OKHealthCorps@health.ok.gov).

**It is the applicant's responsibility to verify receipt of all required application documents by the OSDH Primary Care Office by the deadline stated above.**



## Other Loan Repayment Program (LRP) Options

Oklahoma Health Corps is a new program designed to complement and coordinate with other loan repayment assistance programs available to healthcare providers in Oklahoma. Providers who do not meet all of the eligibility requirements of OK Health Corps may meet those of one of these other programs:

### [National Health Service Corps](#)

[NHSC LRP](#)

[NHSC Substance Use Disorder Workforce LRP](#)

[NHSC Rural Community LRP](#)

### [Nurse Corps](#)

[Nurse Corps Loan Repayment Program \(hrsa.gov\)](#)

### [Bureau of Health Workforce](#)

[Substance Use Disorder Treatment and Recovery \(STAR\) LRP](#)

[Pediatric Specialty LRP](#)

### [Oklahoma State Health Department Dental Services](#)

[Oklahoma Dental Loan Repayment Program](#)

### [Oklahoma Health Care Workforce Training Commission](#)

[Physician Assistance Programs](#)

[Nursing Assistance Programs](#)

## Helpful Links for Site POCs and Providers

[Bureau of Health Workforce \(BHW\) Customer Service Portal](#)

[Federal Student Aid](#)

[Health Professional Shortage Area \(HPSA\) Address Find](#)

[Health Professions Student Loans \(HPSL\)](#)

[Health Resources and Services Administration](#)

[Health Workforce Connector](#)

[Virtual Job Fair](#)

[How to Hire the Best Clinicians](#)

[How to Recruit Clinicians](#)

[How to Retain Clinicians](#)

[HRSA Workforce Programs for Oral Health Providers](#)

[Loans for Disadvantaged Students \(LDS\)](#)

[National Practitioner Data Bank](#)

[NHSC and Nurse Corps Scholarship Comparison](#)

[NHSC Scholars](#)

[NHSC Students to Service Loan Repayment Program Overview](#)

[Nurse Corps Scholarship Program](#)

[Nursing Student Loans \(NSL\)](#)

[Oklahoma Dental Health HPSA Map](#)

[Oklahoma Mental Health HPSA Map](#)

[Oklahoma Primary Care HPSA Map](#)

[Oklahoma State Department of Health \(OSDH\) Primary Care Office \(PCO\)](#)

[Primary Care Loans \(PCL\)](#)

[Public Service Loan Forgiveness](#)

[Income-Driven Repayment \(IDR\) Plan](#)

[Scholarships for Disadvantaged Students \(SDS\)](#)

# OKLAHOMA HEALTH CORPS APPLICATION CHECKLIST

Thank you for your interest in Oklahoma Health Corps! We recommend gathering all required documentation prior to beginning the application and allowing at least one hour to complete the application. The application must be completed in one setting. As outlined below, the application requires information about you and your organization, your education and educational debt, personal statements, and optional feedback.

**APPLICATION DEADLINE** - Monday, February 26, 2024, at 7:00 a.m.

**APPLY AT** - [https://osdhcdc.az1.qualtrics.com/jfe/form/SV\\_8rbYUQc60uXFhxy](https://osdhcdc.az1.qualtrics.com/jfe/form/SV_8rbYUQc60uXFhxy)

## INFORMATION NEEDED:

### You and Your Organization

Personal contact and demographic information, license type and number, and NPI number.

Facility name, physical address, and parent company (if applicable).

Facility's National Health Service Corps and/or Oklahoma Health Corps Point of Contacts name, email address, and title.

### Your Education and Educational Loans

Information about your degree and professional training and where you went to college.

Names of each lender, a count of loans with each lender, and the total amount owed to each lender.

Statement from each lender that clearly displays the applicant's name and address, lender's name and remittance address, the outstanding loan balance, and the loan payment status listed as "paid current".

- Documents must be in PDF format and titled in the following way **LASTNAME\_LENDER.pdf**. For example: Jones\_Nelnet.pdf, Jones\_OSLA.pdf.
- Do not upload reports from the National Student Loan Data System or a personal credit report.
- To verify eligibility of educational debts, review the [OK Health Corps Program Guidance](#) on our [website](#).

## Personal Statements

You are allowed 1,500 characters per question to respond to the following prompts:

- Regarding social determinants of health and behavior, how do you work within your organization to reduce obstacles to care for clients in your community?
- Regarding social determinants of health and behavior, what would you identify as the greatest needs of the community you currently serve? How does your facility and/or community address those needs?
- Within the next three to five years, what do you aim to accomplish as an individual provider to better serve your clients and community?
- Has there ever been a circumstance in your life that gave you experiential knowledge or more deeply connected you to the people and populations you now serve? Please explain.
- What do you enjoy about your current role and why? Do you see yourself in this same role in three to five years? Why or why not?

## Optional Feedback

There are four multiple choice questions and one comment box for feedback. This is the first application cycle for OK Health Corps, please assist the program development process by offering candid feedback.

This document does not include comprehensive program standards and guidelines. If you are unable to answer a question with the enclosed information, please review the [OK Health Corps Website](#) or contact the Primary Care Office at [OKHealthCorps@Health.ok.gov](mailto:OKHealthCorps@Health.ok.gov).

## OKLAHOMA HEALTH CORPS

# SITE AGREEMENT

1. Practice site will ensure professional (provider fees) charges for provided services will be set at the typical and customary rates in the practice site's area unless all services are free.
2. Practice site will be Certified by National Health Services Corps (NHSC) and maintain certification throughout the OK Health Corps lifetime or will have an active and open contract with the Oklahoma Department of Mental Health and Substance Use Services (ODMHSAS) to provide outpatient behavioral health services. Those sites contracted with ODMHSAS, must pursue certification from the NHSC.
3. Practice site will not reduce the salary of OK Health Corps providers because they receive or have received benefits under OKHC.
4. Practice site will communicate, within ten business days, to the Primary Care Office any change in practice site or provider employment status, including being assigned to practice at a NHSC Certified satellite practice location for any of their regular scheduled work hours. Practice site will consult with the Primary Care Office before allocating clinician hours to a non-OK Health Corps certified clinical site.
5. Practice site will comply with requests for a site visit from the Primary Care Office with adherence to all program requirements.
6. Practice site will submit biannual reports.
7. Practice site will conduct health care professional background checks by using health care professional credentialing processes including reference review, licensure verification, and a query of the National Practitioner Data Bank. OK Health Corps does not conduct professional background checks for the purpose of participant employment; this remains the duty of the participating employer.
8. Practice site will maintain and make available for review by Primary Care Office staff all personnel and practice records associated with OK Health Corps.
9. Practice site will maintain at least two current practice site employees as site administrator(s) for all NHSC certified clinic sites and report any changes in the site administrator(s) to the Primary Care Office.
10. Practice site POCs must be knowledgeable of:
  - a. Site application timeline for recertification.
  - b. Which sites are OK Health Corps certified and report any new sites that should be added and certified to the PCO.
  - c. Only clinicians from OK Health Corps eligible sites can apply during open provider application cycles.
  - d. Providers who are awarded OK Health Corps and where they are in their service obligation.
  - e. Conditions of participation for OK Health Corps providers and certified sites.
11. Practice site will ensure all services provided will be performed within the billing standards, policy, rules, standards, etc. associated with each providers individual credentials, specifically as they relate to telehealth services and services provided in the community including patients' homes.



**OKLAHOMA**  
State Department of Health

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## Oklahoma Health Corps

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