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DD Health Home Team

Contact Profile Form

Please complete this fillable PDF form and email to the Division of DD Program Manager/DD HH Enrollment Coordinator at DDHHEnrollTransferDischarge@dmh.mo.gov. This form must be completed for all new DD HH hires. Staffing changes must be reported to the Division of DD within (7) business days of a vacancy or filled position.

**Please indicate your role on the DD Health Home Team:**

**[ ]** DD HH Director [ ]  DD HH Nurse Care Manager

[ ]  DD HH Physician Consultant/APRN [ ]  DD HH Specialized Healthcare Consultant

[ ]  DD HH Facilitator [ ]  Other

*Effective Start Date*

*Name:*

*Credentials*

*Agency*

*Site/Location(s):**(if applicable)*

*Primary Work Address:*

Street

City Zip

*Email:*

*Direct Work Phone:* *ext.*

*Fax Number:*

**\* Do you need to be placed on the email list to receive hospital notification alerts?**

**[ ]** Yes [ ]  No

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Please make sure that you have a user account for the following online tools. Please contact the appropriate program representative if you need to create a user account.

**Cyber Access** Your agency CyberAccess Practice Administrator or Melissa Bishop, DMH CyberAccess Representative, Melissa.Bishop@conduent.com and Jessie Doughty, Supervisor with Delivery Government Healthcare Services Conduent Heritage LLC, Jessie.Doughty@conduent.com

.**Relias Learning** Your agency human resources or training department.

**CareManager** To create a user account, please contact your agency’s CareManager System Administrator or the Help Desk (caremanager@mobhc.org).