



New Hire Staff Record Request

NOTE: THIS FORM MUST BE COMPLETED ELECTRONICALLY

Last Name:	First Name:	M.I.	DOB: (mm/dd/yyyy) / /
Last 4# of SSN: ____	Phone: () ____ - ____	Fax: () ____ - ____	
Organization:		Email:	
Date of Hire: (mm/dd/yyyy) / /		Job Title:	
Identification#:	State ID Driver's License	Select at least 1:(Required) SUD CMH	
NPI #: (if applicable)			

Completing the form: This form is an editable PDF to simplify completion. Enter information in the fields within the electronic form, and save a copy to your computer for your records. Once you have a completed form saved to your computer, then attach the form in an email (mhwin@dwmha.com) to the Authority. Once we receive your request we will review it, and prepare your request for processing. **We will only accept forms that have been completed electronically and emailed to the Authority for processing.** Forms that have been completed manually (hand written), Scanned, Uploaded, or faxed in will not be accepted, and you will be asked to resubmit the information.

Required Fields: Last Name, First Name, Date of Birth (DOB), Last 4 of Social Security Number (SS#), Email Address, Organization, Date of Hire, and Identification Number (Driver's License or State ID). Missing information will result in the form being returned for the required information, and this will delay your request.

NPI Number: The NPI Number is required for staff performing professional services where an NPI is required to perform those services.

SUD and CMH Selection: You MUST check at least one of these programs. Where both programs are applicable please check both boxes.

Who should fill out the form? To ensure the protection of our members, this form should be completed and submitted by one of the following provider personnel: Provider staff with Staff File Maintenance access in MHWIN who are already authorized to maintain this information, a supervisor, manager, or executive with an active ID in MHWIN, or the business owner.

Why do we need this information? There are many reasons why we need this required information, many of which relate to various state and federal guidelines that are in place to protect those we serve.

Maintenance of Records: Once the staff profile has been created, it should be reviewed by the provider's staff responsible for maintaining this information in MHWIN - the Staff File Maintenance individual(s). Additionally, they should update the Staff ID Record with all credentialing information, license information, degree information, and any and all updates related to the staff. This responsibility is contractual with established policies and guidelines.

Please email the completed form to mhwin@dwmha.com for processing