

GETTING STARTED



To help you get started as an NHSC-approved site, there are several immediate steps you need to take to comply with NHSC requirements and to benefit from being an NHSC-approved site.

If you have any questions or concerns, please call the Customer Care Center at 1-800-221-9393 and press 7.

1 Create your NHSC Customer Service Portal account. Visit [NHSC.hrsa.gov/sites](https://nhsc.hrsa.gov/sites) and click on the “Customer Service Portal” button at the bottom of the page. You can use the portal to post and update job openings, update site contact information, create an NHSC Jobs Center site profile, and ask the NHSC questions. See the Customer Service Portal flyer for more information.

2 Complete an NHSC site profile on the NHSC Jobs Center. Your site profile gives NHSC providers looking for job opportunities an understanding of what it’s like to work at your NHSC-approved site and live in your community. As of January 1, 2013, all NHSC-approved sites are required to have a site profile to list job opportunities. Visit [NHSC.hrsa.gov/sites/siteprofile](https://nhsc.hrsa.gov/sites/siteprofile) to watch a video with tips on how to complete your site profile.

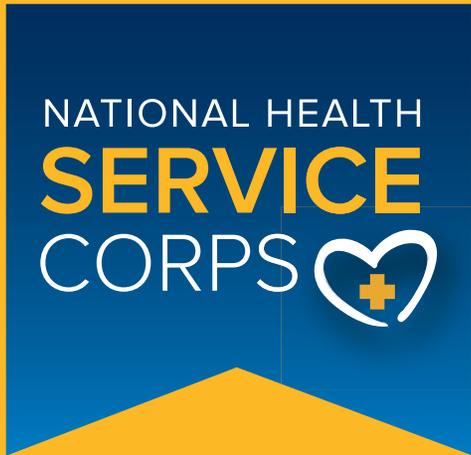
3 Post any job openings your site has on the NHSC Jobs Center, which is reviewed by NHSC providers regularly. To begin, you must first create an NHSC site profile. For instructions on creating a site profile, please see the previous step.

4 Display required NHSC signage in a prominent location at your site to show patients you are an NHSC-approved site.

Future Steps

5 Ensure that your site maintains the required data and is following the NHSC program guidelines (located in the Site Reference Guide) in preparation for future site visits. To review the Site Reference Guide, visit [NHSC.hrsa.gov/currentmembers/membersites/downloadableresources/sitereferenceguide.pdf](https://nhsc.hrsa.gov/currentmembers/membersites/downloadableresources/sitereferenceguide.pdf).

6 Complete the NHSC recertification process every three years. NHSC-approved Federal sites and sites that receive funding from HRSA, such as federally qualified health centers, are not required to recertify as long as they continue to receive Federal funding and meet NHSC requirements. For more information, visit [NHSC.hrsa.gov/currentmembers/membersites/reportingrenewal](https://nhsc.hrsa.gov/currentmembers/membersites/reportingrenewal).



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