



# NHSC Site Application Process: Eligibility

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## How to Meet NHSC Site Eligibility Requirements

To become a National Health Service Corps (NHSC)-approved site, your facility must meet the requirements in the [NHSC Site Reference Guide](#) (PDF - 807 KB) and [NHSC Site Agreement](#) (PDF - 291 KB).

This page provides an overview of NHSC eligibility requirements.

Give Feedback

<https://nhsc.hrsa.gov/sites/eligibility-requirements>

## ELIGIBILITY REQUIREMENTS AND QUALIFICATION FACTORS

### **ELIGIBLE SITE TYPES FOR NATIONAL HEALTH SERVICE CORPS APPROVAL**

The following types of sites may be eligible to become a National Health Service Corps-approved site (see the ["Glossary"](#) section for complete descriptions of site types).

<b>Auto-Approved Sites</b>	<b>Other Eligible Sites</b>
Site types listed below must submit a site application for new sites. They are not required to apply during the Site Application Cycles, or to recertify every three (3) years. New sites may apply at any point during the year*	Site types listed below must submit a site application during the New Site Application cycles and recertify every three (3) years.
<ol style="list-style-type: none"><li>1) Federally Qualified Health Centers</li><li>2) Federally Qualified Health Center Look-Alikes</li><li>3) Indian Health Service Facilities, Tribally Operated 638 Health Programs, Dual-Funded (Tribal Health Clinic and Federally Qualified Health Center 330 Funded), Urban Indian Health Programs and Indian Health Hospitals</li><li>4) Federal Prisons</li><li>5) Immigration and Customs Enforcement Health Service Corps Facilities</li></ol>	<ol style="list-style-type: none"><li>1) State Prisons</li><li>2) Centers for Medicare and Medicaid Services Certified Rural Health Clinics</li><li>3) Critical Access Hospitals</li><li>4) Community Mental Health Centers</li><li>5) State or Local Health Departments</li><li>6) Community Outpatient Facilities</li><li>7) Private Practices</li><li>8) School-Based Clinics (<i>that are not affiliated with a Federally Qualified Health Center or Look-Alike</i>)</li><li>9) Mobile Units (<i>that are not affiliated with a Federally Qualified Health Center or Look-Alike</i>)</li><li>10) Free Clinics</li><li>11) Substance Use Disorder Treatment Facilities</li></ol>

*\* National Health Service Corps auto-approval is not guaranteed, and comprehensive primary care sites seeking auto-approval must submit a site application to determine eligibility and participate in the National Health Service Corps as an approved service site.*

# HPSAs

National Health Service Corps-approved sites must:

- Be located in and treat patients from a federally designated **Health Professional Shortage Area**.
- Have a designated Health Professional Shortage Area for the specific category in which a National Health Service Corps clinician would serve.
  - For example, a National Health Service Corps-approved site would need to have a primary care shortage designation to recruit an internal medicine physician, a mental health shortage designation to recruit a psychiatrist, a dental shortage designation to recruit a dentist.
  - Sites providing Substance Use Disorder services may use either a primary care or mental health shortage designation for the purpose of the National Health Service Corps Substance Use Disorder Workforce Loan Repayment Program and the National Health Service Corps Rural Community Loan Repayment Program, even if they do not provide primary medical care.

Contact your [state/territorial Primary Care Office](#) when applying for, or inquiring about, a Health Professional Shortage Area designation. For more information about shortage areas, including scoring, visit the [Health Resources and Services Administration Shortage Designation webpage](#).

# Important Contacts/Links

## MI Primary Care Office (PCO)

- ▶ HPSAs: Miguelina Carela-Garcia  
[CarelaGarciaM@michigan.gov](mailto:CarelaGarciaM@michigan.gov)
- ▶ NHSC Site: Megan Linton  
[LintonM3@michigan.gov](mailto:LintonM3@michigan.gov)

## Finding HPSAs

- ▶ Facility Type:  
<https://data.hrsa.gov/tools/shortage-area/hpsa-find>
- ▶ Geographic/Population Type  
<https://data.hrsa.gov/tools/shortage-area/by-address>

# Starting the application process

il.hrsa.gov/extranet/landing.seam

portal

I am ...

AN APPLICANT

- Applying for the NHSC Loan Repayment Program ▶
- Applying for the NHSC Scholarship Program ▶
- Applying for the Nurse Corps Scholarship Program ▶
- Applying for the Nurse Corps Loan Repayment Program ▶
- Applying for the Faculty Loan Repayment Program ▶
- Applying for the Students to Service Loan Repayment Program ▶
- Applying for the STAR Loan Repayment Program ▶
- Applying for the Pediatric Specialty Loan Repayment Program ▶

A PARTICIPANT

- In a Loan Repayment or Scholarship Program ▶

A SITE POINT OF CONTACT, REPRESENTATIVE OR PCO

- An Auto-HPSA Point of Contact ▶
- An NHSC, Nurse Corps or Other Site Point of Contact ▶
- A State Primary Care Office Member ▶
- A School Representative ▶

INTERESTED IN LEARNING MORE

- About BHW ▶

▶ <https://programportal.hrsa.gov/extranet/landing.seam>

# Site Point of Contacts

- Sites must have at least two active Points of Contact, except for solo private practices.
- Points of Contact must cover the following roles: Administrator, Personnel Verifier, and Recruiter. One Point of Contact can have multiple roles, and sites may have more than two Points of Contact.
- Participants of the NHSC LRP should not be a Point of Contact.
- Points of Contact must activate and maintain a BHW Portal account. The account creation is a two-step process that includes confirming the email address associated with each account.

# Site Point of Contacts

## ➤ Administrator

- Must own, oversee, or manage a significant portion of their organization.
- Should have the ability to answer questions about organization policies and operating procedures - act on behalf of the organization.
- Required to complete the National Health Service Corps site application and electronically sign the National Health Service Corps Site Agreement.





# Site Point of Contacts

## ➤ Personnel Verifiers

- Verify the employment and service of NHSC participants.
- Complete Employment Verification Forms (EVF) through the BHW Portal at the time of hire.
- Report participant's time away from the site (e.g., vacation, holidays, continuing professional education, illness, or any other reason) on the online In-Service Verification form (ISV) every six months.



# Site Point of Contacts

## ➤ Recruiters

- Hire or recruit new employees for the organization.
- Post all National Health Service Corps-eligible clinical vacancies on the Health Workforce Connector.
- Complete and periodically update the online site profile using the BHW Portal.



# Creating the Application

- 1) Log into the Bureau of Health Workforce Customer Service Portal.
- 2) Select “Create a New Site” from the left margin of your “Home” page.
- 3) Go to the “Site Dashboard” and click “Start a NHSC Application” to begin.

Complete all sections of the application and upload all required documents before you submit it. Once you submit your application(s), you can no longer add information or upload documents.

## SUMMARY OF EXEMPTIONS BY SITE TYPE

The table below lists the various required documents for National Health Service Corps site approval, by site type, and shows when each document may be required.

Required Documents and Submission Time	National Health Service Corps Site Types and Document Exemptions/Requirements						
	•Immigration and Customs Enforcement  •Federal Prison	•Federally Qualified Health Center  •Look-Alike	*Indian Health Service Facilities •Tribally Operated 638 Health Programs •Dual-Funded Facilities •Urban Indian Health Programs, and •Indian Health Hospitals	Free Clinic	State Prison	Substance Abuse and Mental Health Services Administration Opioid Treatment Program	All other site types**
<b>SFDP documents</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Other*	EXEMPT	Required	Required
Site Visits or Upon Request	Other*	Required	Other*	Other*	Other*	Required	Required
<b>Non-Discrimination Policy</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required
Site Visits or Upon Request	Required	Required	EXEMPT	Required	Required	Required	Required
<b>Clinician Recruitment and Retention Plan</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required
<b>Proof of Access to Comprehensive Care</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required
<b>Behavioral Health Services Checklist and Supporting Documentation</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	EXEMPT	Required
Site Visits or Upon Request	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	EXEMPT	Required
<b>SUD/MOUD Documentation</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	Required	EXEMPT	Required
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required
<b>Data Reporting</b>							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required
Site Visits or Upon Request	Required	UDS Report	Required	Required	Required	Required	Required

# Submitting the Application

- 1) Review the NHSC Site Agreement
- 2) Confirm your site's compliance with NHSC requirements
- 3) Electronically sign the application, and submit the New Site Application by clicking on the "Submit" tab.

Once submitted, within 21 days, the MI Primary Care Office will review it to determine if your site is eligible for the NHSC and meets all requirements.

Next, HRSA will review and evaluate it, along with the state/territorial Primary Care Office's comments and recommendations, and will render a final decision.

The application review process can take longer than six to eight weeks to complete due to application volume, and the quality of submitted documents.

The final decision on a New Site Application or a Recertification Application is communicated to the Site Point of Contact through the BHW Portal.

For questions, email

PAIGE.RECKER@AFFILIATE.MSU.EDU

