

Primary Care Provider Registration Readiness Guide

We are excited that you are taking the next steps to join our country's journey towards the delivery of modern, affordable and accessible health care services for all Bahamians.

This guide outlines the step-by-step process for **Primary Care Provider** registration. Registration opens on **January 31, 2017**.

1. **Self-assessment:** Complete a self-assessment to see if your Primary Care Provider facility qualifies to deliver services under NHI Bahamas. The self-assessment includes the following:
 - a. **Eligibility of Primary Care Physicians:** Your facility must have at least one eligible Primary Care Physician. Eligible Primary Care Physicians include family medicine specialists, general practitioners, internists, obstetricians/gynaecologists or paediatricians.
 - b. **Checklist Self-Assessment:** The facility inspection checklist is posted online at www.nhibahamas.gov.bs/providers. Please use the checklist and scoring note to self-assess your facility and address as many deficiencies as possible prior to requesting an inspection.
2. **Online registration:** Complete and submit the "Application for Assessment Form" online at www.nhibahamas.gov.bs/providers.
 - a. **Submit information:** You will be asked to provide information on: your facility, Primary Care physician listings, nursing and allied health professional listings. Scanned copies of your facility's business license, NIB certification and TIN/VAT certificate must be uploaded to complete your application form.
 - b. **Post-application submission:** Once the application is submitted online, applicants are provided with a reference number via a confirmation email. Please save this number and use it for all communications with NHI Bahamas.
 - c. **Other key documents:** Proof of malpractice insurance for each physician and licenses/certificates of all other health professionals listed in your facility are also required, and can either be uploaded with the online application, emailed to info@nhibahamas.gov.bs or provided during your inspection.
3. **On-site inspection:** Providers will be contacted by the Hospitals and Health Care Facilities Licensing Board to schedule an inspection of your facility. Any outstanding documents for the application process should be provided to the inspector at this time. Applications will not be considered complete until all key documents are received.
4. **Results of the inspection:** Providers will be contacted by NHI Bahamas with the results of their inspection and their registration grade. If the result of your inspection is Provisional Registration, someone from NHI Bahamas will be available to discuss how your facility can move towards a full Registration.
5. **Successful registration:** Providers that successfully register with NHI Bahamas will be provided with a welcome package and additional information upon registration.

For more information: If you have any questions about the application form or process, please contact NHI Bahamas at info@nhibahamas.gov.bs.