

How to complete the CAR:

- Open attachment and input data on CAR electronically
- Complete all sections of CAR and put NA if not applicable
- Personalize by inputting comments in COMMENTS section.
- Personalize section labeled 'comment on providers clinical abilities' also add any deficiencies in this section
- Have provider sign CAR electronically by signing with your CAC
- Endorse page 2 of CAR

Follow Electronic Routing process below:

-60 days prior to credentials expiring Tech emails the Associate Director to complete the CAR. CAR is attached to email.

-The Associate Director forwards the email (with attached CAR) to the appropriate person to complete the CAR. Person completes CAR and E-signs. Supervisor discusses CAR with employee and has employee E-sign CAR. The CAR is then sent via email as an attachment back to the Associate Director.

-Associate Director reviews and E-signs CAR then places CAR in SNE's file on the server.

- SNE reviews and E-signs CAR then places completed CAR in the "signed cars" Folder.

-Tech retrieves completed CARS from the Completed Folder and processes renewal. This is done on a daily basis.

If you have any questions or need assistance in preparing the CAR, please do not hesitate to contact the MSSD at 953-7550.