

Achieve Healthcare
7533 Sunwood Drive NW, #212
Ramsey, MN 55303

To New PCA Applicant:

The Minnesota DHS is requiring all PCAs to enroll as Minnesota Health Care Providers. The process will allow the health care agencies (i.e., Achieve Healthcare) more accountability for directing the PCAs.

You will receive a provider number that will be necessary for Achieve Healthcare to bill for your services. Achieve Healthcare will submit your hours, process your payroll and receive payment from the State or Prepaid Medical Assistance Plan (PMAP) for the PCA services that were provided.

Enclosed please find the following documents that require your review:

- Achieve Healthcare Application for Employment: <http://securehealthform.net/achieve-healthcare/application-employment/>
 - **Please provide a copy of your driver's license and social security card with the application**
- Minnesota Health Care Programs Provider Agreement Individual Personal Care Assistant (PCA) and Individual PCA Enrollment Application: <http://securehealthform.net/achieve-healthcare/pca-enrollment-application/>
- Please complete the 2019 W-4 and Authorization for Direct Deposit: <http://securehealthform.net/achieve-healthcare/direct-deposits/>
 - We require direct deposit into your checking and/or savings account. If you do not have a checking or savings bank account, we will provide a pre-paid Visa (no fees or credit check to you) Debit Card with your paycheck deposited onto it
- Mandatory Online PCA Certification: <http://registrations.dhs.state.mn.us/>
 - **Please provide a copy of your Certificate of PCA Training with your application**
- Hep B Consent/Refusal: <http://securehealthform.net/achieve-healthcare/hepatitis/>
- Confidentiality Statement and Sexual Harassment Policy
 - Review, sign, date and return with application paperwork
- Mantoux Testing
 - You must provide proof of a two-step Mantoux test prior to receiving your first paycheck
- Achieve Healthcare Agreement for PCA Choice Provider Services – this will be emailed to you to complete once your application has been submitted and received
- Please review Achieve Healthcare's Policy and Procedure Manual, Exposure Control Plan and Bloodborne Pathogens Training (your client has copies of these documents)
 - Sign the PCA Training Documentation sheet and complete the Bloodborne Pathogens Quiz

Once the aforementioned forms are completed, please submit all documents to Achieve Healthcare electronically or via fax to 866-726-3973, email to toni@achievehealthcarepca.com or at the following address:

Achieve Healthcare
7533 Sunwood Drive, Suite 212
Ramsey, MN 55303

It is critical that you do not begin working until you have successfully passed a criminal background study AND have completed the online PCA training certification as required by DHS.

If you have any questions, please feel free to contact us at 763-913-1325. Thank you!!

Dr. Jesse and Toni Ternus