

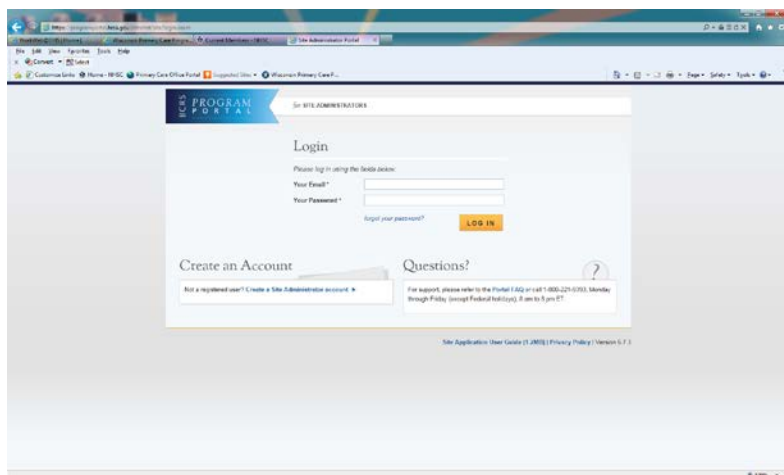
NATIONAL HEALTH SERVICE CORPS (NHSC) PORTAL TIPS

MANAGING SITE PROFILE

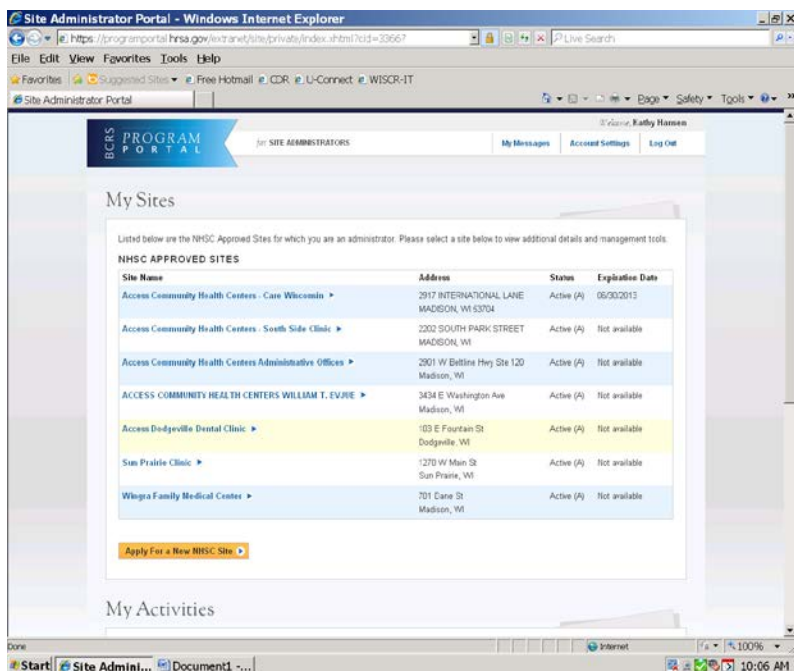
The following information may help site administrators manage their site profile. The site profile is a collection of information about your site that will be available to job seekers looking at your organization on the NHSC Jobs Center. Beginning January 1, 2013, sites are required to have filled out their site profiles in order to post new or manage current vacancies.

How do I manage my site profile?

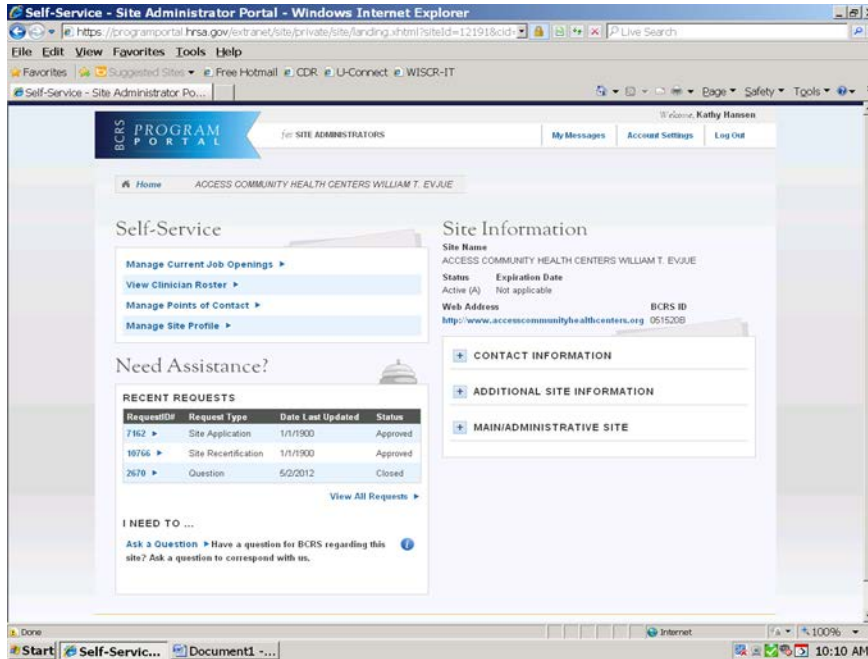
1. Log in on the homepage.



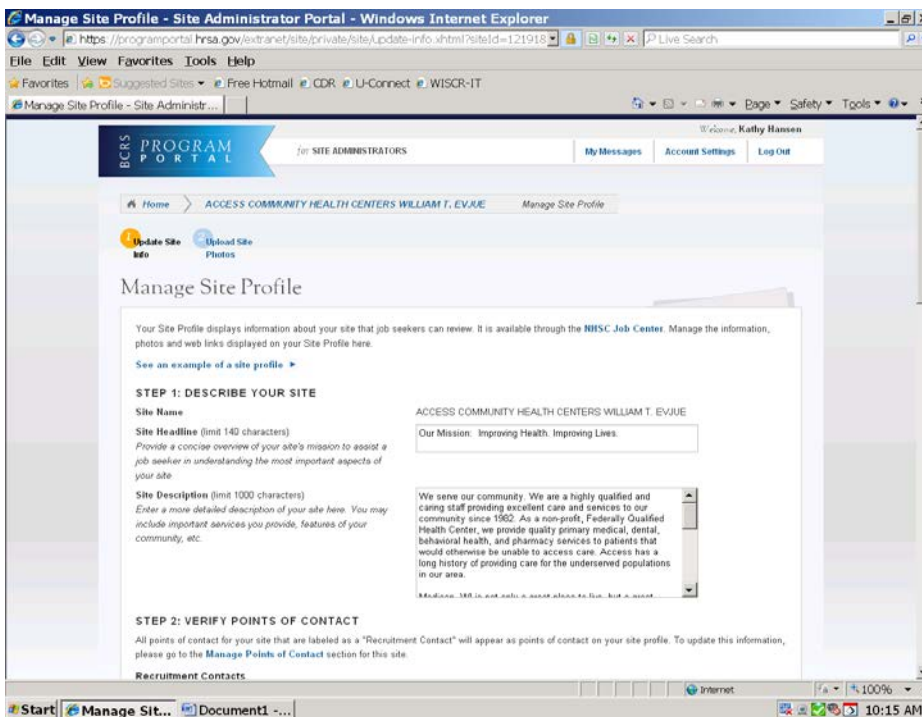
2. Once you've logged in you will see a list of sites for which you are the site administrator.



3. Choose the site you want to review and click on it. You should see a screen like this:



4. Under self-service, click on "Manage Site profile." At this point you will be able to provide a description of your site. Verify the contact persons, upload a brochure if you have one, provide details such as languages spoken, services provided, number of patients served annually and any other helpful tidbits you deem relevant.



Manage Site Profile - Site Administrator Portal - Windows Internet Explorer

https://programportal.hrsa.gov/extra-net/site/private/site/update-info.xhtml?siteId=121918

File Edit View Favorites Tools Help

Recruitment Contacts

Contact Name	Phone	Email
Dan Seering	(608) 443-5558	dan.seering@accesshealthwi.org
Kathy Hansen		kathy.hansen@accesshealthwi.org

STEP 3: UPLOAD BROCHURE FOR YOUR SITE

Here, you can upload a one-page flyer or marketing brochure that you use to promote your site. Those who view your site profile will be able to download this document. Suggestion: Include your site's name in the name of the file.

Upload New Site Brochure

Suggested file types: .jpg, .doc, & .pdf

Browse...

STEP 4: PROVIDE SITE DETAILS

Languages Spoken By Patients

- English
- Spanish
- French/Creole
- German

Don't see what you're looking for? [Add It!](#)

Specialty Services Provided

- HIV/AIDS
- Diabetes

Services Provided

- UROLOGY
- Internal Medicine
- Family Medicine
- Oral Health
- Podiatry

Don't see what you're looking for? [Add It!](#)

Other Benefits Provided

- Teaching
- CMEs/CEUs

Start | Manage Sit... | Document1 -...

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STEP 5: PROVIDE OTHER SITE INFORMATION

Other Information

Number of patients served annually:

Days/Hours of Operation
Core Hours are Monday - Friday, Mainly day time hours.

Facility Size
(i.e., # of waiting rooms, # of exam rooms, child sick area, etc.)
In addition to our current facilities, we are in the process of building a new South Side Clinic in direct response to the

Relevant Links

Add web site or social media links so job seekers can learn more about your organization and community.

Name	Address	Action
Twitter	http://twitter.com/	Delete
Jobs In Madison	http://www.jobsint	Delete
YouTube	http://www.youtub	Delete
<input type="text"/>	<input type="text"/>	Add It!

Site Contact Information

Site Email Address *

Official Website

Site Phone Number *

Site Fax Number

DUNS Number

Want to see what it looks like? [?](#) Ready to upload images?

[SAVE & VIEW PROFILE](#) [SAVE & CONTINUE](#)

Start | Manage Sit... | Document1 -...



Developed by Wisconsin Department of Health Services
 Division of Public Health
 Primary Care Office
 P-00463 (01/2013)