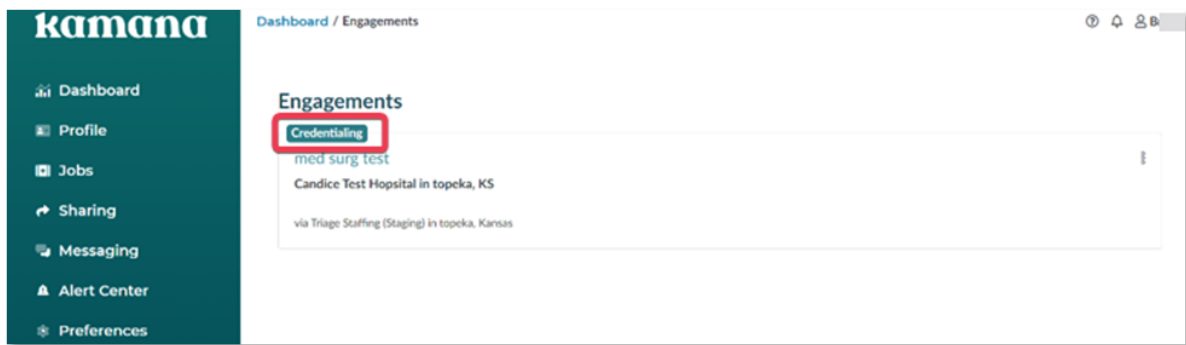


Self-Service Process - HCP Instructions

This article explains the Kamana Self-Service function from the Talent point of view including how to upload documents to engagement requirements, how to read engagement requirement instructions provided by your compliance specialist, how to interpret and navigate your Kamana engagement.

1. Utilize the link supplied by your Triage compliance contact to access your Kamana engagement to view your compliance requirements, located within your upcoming assignment's engagement.
2. Once logged in, will see a list of your engagements.
 - a. Select the engagement link for your upcoming assignment with the **Credentialing** status badge as shown below.

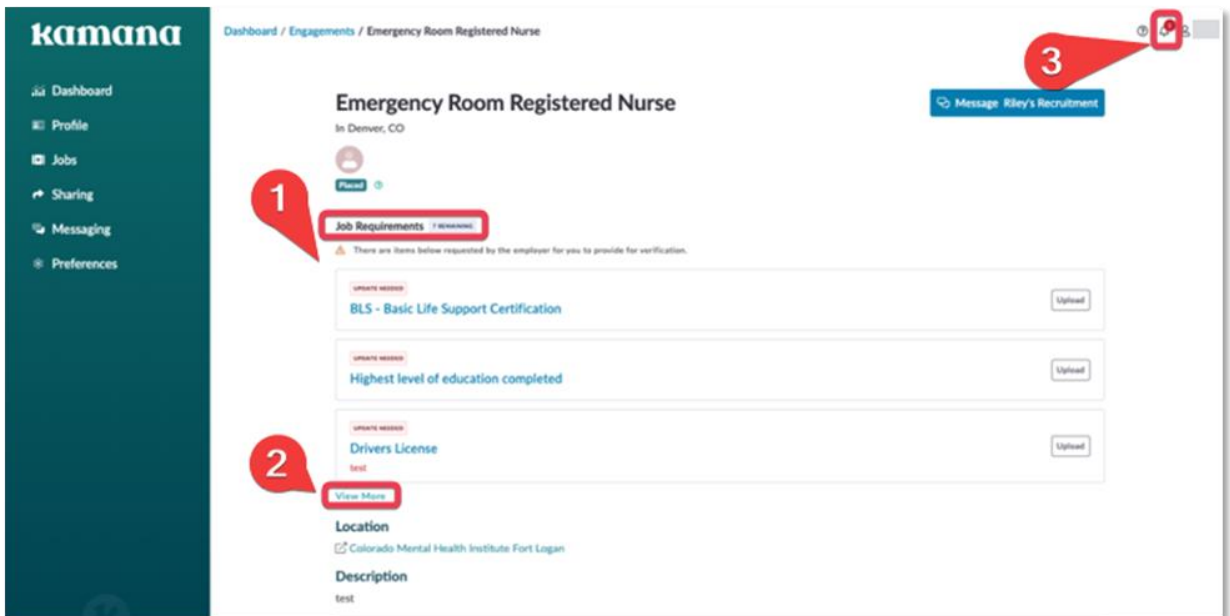


3. The compliance requirements for your assignment will be listed under **Job Requirements** which are compliance requirements you can complete without your compliance contact's interference or direct support.

IMPORTANT | Please note, there may be additional requirements not shown in this list as Triage must complete them for your compliance file, a common example is the background check.

- a. At the end of the requirements list, select **View More** to see all requirements you're responsible to complete.
- b. Requirements list a **Needed** status tag and include details to fulfill the requirement.
 - i. Email, text, or call your compliance contact with questions.
- c. Requirements with update requests from your compliance contact will move to the top of your Job Requirement list view with an **Update Needed** status badge along with red text explaining the request.

IMPORTANT | **At this time, you are unable to communicate through the Kamana message system.** For any needed compliance communication, please email, text, or call your compliance contact.



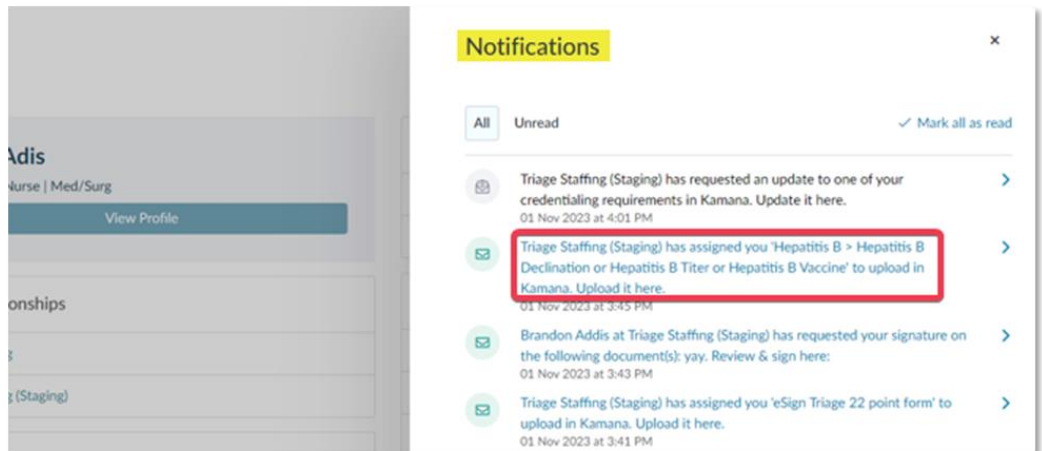
Notifications will appear if your **bell icon** in the upper right corner of your Kamana profile when your compliance contact adds a requirement to your Job Requirements list. Select the **bell icon** to view the new or updated requirement.

a. Notifications are sent in 15-minute increments.

1.



2.



4. When you have a document to fulfill a requirement, select **Upload** to the right of the requirement.
 - a. Follow the prompts over through the next screens.
 - i. These prompts will differ depending on the type of submitted document.



kamana

Dashboard / Engagements / Emergency Room Registered Nurse

Emergency Room Registered Nurse

In Denver, CO

Placed

Job Requirements **4 REMAINING**

There are items below requested by the employer for you to provide for verification.

- UPDATE NEEDED**
BLS - Basic Life Support Certification
New Instructions For Upload **Upload**
- UPDATE NEEDED**
CPI - Crisis Prevention Intervention Certification **Upload**

5. After document submission, the requirement badge will change to **Submitted**.
 - a. Your compliance contact will be able to view your submitted document for review to ensure it meets all requirements.
 - i. If the document meets all requirements, your compliance contact will submit it to the client for their review and acceptance or rejection.
 1. Once submitted to the client, the requirement will disappear from your Job Requirements list.
 - ii. If the document does not meet all requirements, your compliance contact will reject it and include additional instructions and external Kamana communication on the requirement so you can resubmit an acceptable document.