Step-by-Step Guide to Setting Up Your Practice to Refer to the HUB

Action Steps	More Info
1. The healthcare provider completes the HUB Interest Form to initiate the process.	The HUB Interest Form collects essential provider information, including location, contact information, facility type, patient populations served, referral preferences, and support interests. This enables us to establish a partner file and prepare effectively for an initial one-on-one consultation. **Interest Form: HERE**
2. The HUB Administrator creates a partner profile using the information from the Interest Form and reaches out to the point of contact indicated on the form to schedule a one-on-one meeting.	During this meeting, the HUB and healthcare partner will review key components of collaboration, including: • A brief overview of the HUB, its mission, and available services • The types of community resources and chronic disease prevention and management programs offered • Referral options, workflows, and preferred communication methods • Data-sharing requirements, including discussion of the Business Associate Agreement (BAA) • Provider goals, patient population needs, and priorities • Role and responsibilities of both the HUB and the provider • Expected referral follow-up processes and timelines • Reporting, feedback mechanisms, and outcome tracking • Next steps for onboarding and implementation
3. The HUB will schedule additional one-on-one meetings as needed.	Additional meetings may be needed to provide clarification, finalize workflows, address technical or administrative requirements, and support successful implementation.
4. HUB can create and share additional support materials	Like referral forms, patient flyers, or staff educational tools/presentations
5. If healthcare provider is interested in specific patient	If the healthcare provider is interested in learning more about or receiving training on specific patient screening

screening, additional support can be provided	tools or processes, the HUB will arrange tailored education, guidance, or demonstrations as needed.
6. May identify a provider champion or select a small subset of patients for a referral trial.	This trial allows both the HUB and the provider to test referral workflows, communication processes, and data sharing. • Feedback from the trial can be used to refine processes before full-scale implementation. • Provider champions can serve as a point of contact for questions or troubleshooting. • The trial helps set realistic expectations for referral turnaround time and reporting.
7. EHR interoperability with the HUB is the gold standard and requires additional time and coordination if a provider chooses to pursue it.	The HUB and provider will need to involve other team members such as IT staff, clinical informaticists, practice managers, compliance officers, and/or information security officers to ensure successful implementation.

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HUB Website: https://iacommunityhub.org/