

Marketplace Roadmap – ICOSA Onboarding

Welcome to the EmpoweRx Marketplace! This revolutionary tool enables **Independent Clinician Owned Staffing Agencies (ICOSA)** to thrive in the competitive healthcare staffing industry. As you complete the onboarding process a key distinction to remember is you will function in a dual capacity on the platform; the **ICOSA owner (sub-contractor)** and **clinical talent (caregiver)**. The **ICOSA profile** will be the primary login with full admin access, while the Clinical (caregiver) profile will be accessed primarily through the app.

It is important to use your personal email address for your **clinical (caregiver) profile and your business email address for your **ICOSA subcontractor)** profile. **

Market Place Requirements:

- 3 professional references from past year (email addresses and contact number)
- Active unencumbered license/certificate
- Minimum of 2 years of clinician experience
- Active Business in good standing (LLC and EIN information for your ICOSA (W9)

Step One:

- Schedule an Intake Call and pay \$50.00 deposit: <u>https://empowerxinc.com/clinician-</u> services
- The EmpoweRx Team will verify your professional credentials and contact your references once initial application is complete





Step Two:

- Complete Marketplace Application: https://empowerx.blueskymss.com/Login.html?redirectUrl=
 - This step creates a clinical (caregiver) profile and allows the EmpoweRx Team to verify your credentials. Part of our commitment and function is to ensure the integrity of the platform for all parties. Be sure to store your login information and use your personal email address in the profile.
- Select Full Apply



- Enter Required Information:
 - o Cell phone
 - o Personal email address
 - Click the "I confirm that I can and want to receive the EmpoweRx Marketplace emails and text" (This allows us to text and email job notifications directly to you.)

	Have a question? Contact us! Phone: (800) 403-9117 Em	all: admin@empowerxinc.com session times euit.	2
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• Professional License/Certificate

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Step Three:

- EmpoweRx will complete a verification of professional credentials, work history, education, and professional references.
- Once approved, the Independent Affiliate Agreement will be sent via DocuSign
- Welcome email will be sent with login credentials for your ICOSA (sub-contractor) profile once signed agreement is received.
- Log in, change password, and complete ICOSA profile. Be sure to save your ICOSA log in credentials and use your business email address.







• Your Clinician (caregiver) Profile will be linked to your ICOSA profile

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Step Six:

- Download the **BlueSky** app from the Google Play store or Apple App store to manage your Clinician (caregiver) activities.
 - a. Use code: **empowerx**.
 - b. The app will allow your caregiver profile to log clock in and clock out time that automatically upload to the Marketplace for manager approval. The app will also alert you to new job opportunities.



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