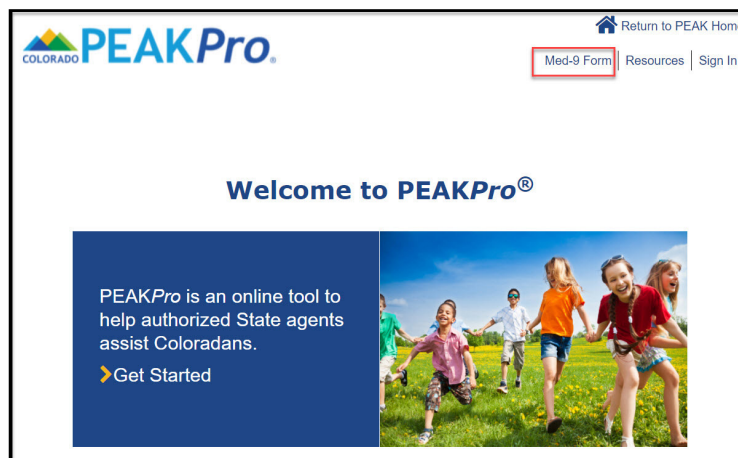


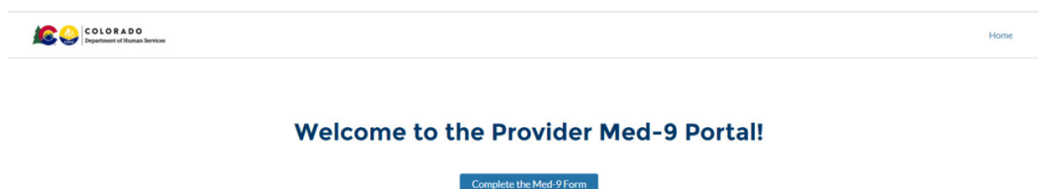
PeakPro Electronic Med-9 Form: Provider Training

A provider portal was added to the PeakPro website, which means providers are now able to submit electronic Med-9 (medical certification) forms to the county department for clients that are applying for the Adult Financial (AF) Aid to the Needy Disabled (AND) program. Here's how providers can complete and submit the Med-9 form.

Step 1: Begin by going to the **PeakPro Website** (<https://coloradopeak.secure.force.com/PRHME>). Then select **"Med-9 Form" button** at the top of the page.



Step 2: Now you're on the Provider Med-9 Portal. Click the **"Complete the Med-9 Form"** button.



Step 3: Search for the patient by entering their information (name and date of birth are mandatory fields). Please note that the patient must have requested that the county department allow an electronic Med-9 for their case. If they did not, they will not be able to be found in the provider portal.



Step 4: This screen has instructions for completing the Med-9 form. Click **Next** to advance to the next screen.

The screenshot shows the 'Med-9 Form' instructions page. At the top left is the Colorado Department of Human Services logo. The page title is 'Med-9 Form'. Below the title, there is a paragraph explaining the Aid to Needy and Disabled (AND) Program. A section titled 'Important Information' provides details about the program's purpose and the role of medical professionals. A section titled 'Instructions' lists the steps: evaluate the client's disability, complete all sections, and submit the form. A blue 'Next' button is located at the bottom right of the content area.

Step 5: Enter your provider license/certification information. All of the fields on this screen are mandatory fields. Then click next to advance to the next screen.

The screenshot shows the 'License/Certification' section of the 'Med-9 Form'. It includes a dropdown menu for license type, followed by text input fields for 'Printed Name', 'License Number', 'Provider Phone', 'Address Line 1', 'City', and 'Zip'. There are also dropdown menus for 'Date of Exam', 'State of Medical License', and 'State'. At the bottom, there are text input fields for 'First Name' and 'Last Name'. A blue 'Next' button is at the bottom right.

Step 6: Select the patient's medical diagnosis(es) and expected length of disability. Then select **Next** to advance to the next screen.

The screenshot shows the 'Individual Diagnosis(es)' section of the 'Med-9 Form'. It features a list of medical conditions with checkboxes: Alcohol/Controlled Substance Addiction, Cancer, Cardiovascular disorders, Digestive disorders, Genitourinary disorders, Hematological disorders, Immune System disorders, Mental or Cognitive disorders, Musculoskeletal disorders, Neurological disorders, Respiratory disorders, and Vision, Hearing, or Speech disorders. The 'Other' option is selected. Below the list is a text input field for specifying other diagnoses. A 'Previous' button and a blue 'Next' button are at the bottom right.

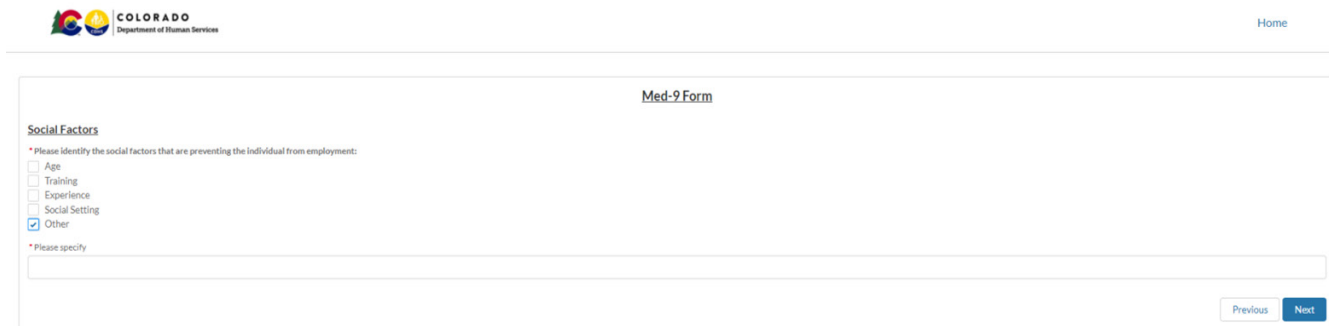
The screenshot shows the 'Disability Level Options' section of the 'Med-9 Form'. It includes a dropdown menu for selecting a disability level. Below it is a text input field for specifying the duration of the condition. A 'Previous' button and a blue 'Next' button are at the bottom right.



Step 8: The Social Factors page captures additional information that contributes to the individual's inability to obtain employment. At least one value is required. When "Other" is selected, the provider is required to provide a reason supporting their other findings/observation.

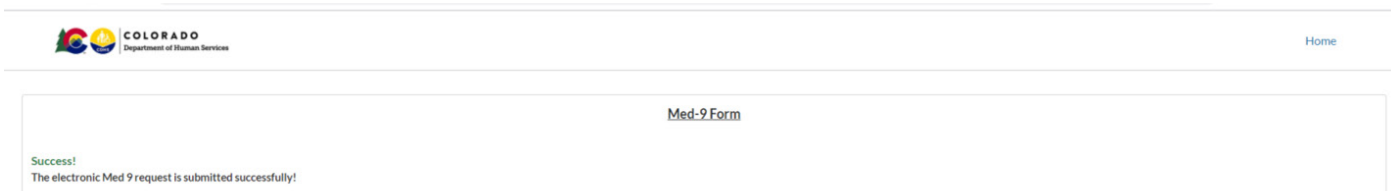
Click **Next** to initiate the submission of the Med-9 form.

***Review or edits must be done prior to clicking Next from this page. The provider will NOT have the ability to make edits if the submission is successful.**



The screenshot shows the 'Med-9 Form' page for 'Social Factors'. At the top left is the Colorado Department of Human Services logo. At the top right is a 'Home' link. The main content area is titled 'Med-9 Form' and 'Social Factors'. Below this, there is a prompt: '* Please identify the social factors that are preventing the individual from employment:'. There are five radio button options: 'Age', 'Training', 'Experience', 'Social Setting', and 'Other'. The 'Other' option is selected. Below the options is a text input field with the prompt '* Please specify'. At the bottom right of the form are 'Previous' and 'Next' buttons.

Step 9: Submissions Page If your electronic Med-9 submission was successfully submitted, this page will say "Success!" If not, you will need to direct your patient to their county department for assistance if technical issues arise and the submission was not successful.



The screenshot shows the 'Med-9 Form' page after successful submission. At the top left is the Colorado Department of Human Services logo. At the top right is a 'Home' link. The main content area is titled 'Med-9 Form'. Below this, there is a green 'Success!' message: 'The electronic Med 9 request is submitted successfully!'.