

## NutriScape.NET RDN Onboarding Checklist

### Demographics:

- Email address:\* \_\_\_\_\_
- Name (Last, First, Middle Initial) :\* \_\_\_\_\_
- Professional Credentials to be listed after your name:\* \_\_\_\_\_
- Home Mailing Address:\* \_\_\_\_\_
- Professional Office Address:\* \_\_\_\_\_
- Fax Number:\* \_\_\_\_\_
- Office Number:\* \_\_\_\_\_
- Cell Number:\* \_\_\_\_\_

### Gather Documents for Upload:

- State Dietetic License Document(s)
- Dietetic Registration Certificate. This Can Be Downloaded from the [Academy Website](#) or upload your signed dietetic registration card.
- State Business License Documents.
- State Dietetic License or Certification Document (if applicable).
- Professional Liability Insurance Face Sheet
- Professional Image File (jpg or .png)
- Resume (It doesn't have to be fancy!)

### Financial account details:

- Business Credit Card
- Business Bank Account Numbers for Funds Deposits

### Your Existing telehealth account (if applicable):

- Only Stripe allows for a "View Only" administrative login. Connect your platform to Stripe credit card processing if needed.
- Grant Administrative "View Only" access to NutriScape for your telehealth Stripe account. ([View Instructions](#))

### BIOGRAPHY

Please submit up to 4 specific biographies for recipes, downloads, telehealth, and articles. A helpful template is available: (<https://telenutrition.nutriscape.net/files/2019/12/AUTHOR-BIO.pdf>)

- Biography for articles: \_\_\_\_\_
- Biography for download: \_\_\_\_\_
- Biography for telehealth: \_\_\_\_\_
- Biography for downloads: \_\_\_\_\_

Your Billing Policies:

- Do You Commit to Providing Each Client with a Superbill? (required)\*
- Do You Bill Insurance? \_\_\_\_\_
- Which insurance companies consider you an "In-Network" provider?  
\_\_\_\_\_
- Briefly explain your insurance billing policies to be displayed on your RDN profile page:  
\_\_\_\_\_

Local Services:

- Professional Office Address: \_\_\_\_\_
  - List up to 30 or more Local Zip codes served by your practice.  
(Use: <https://www.zip-codes.com/zip-code-radius-finder.a...>)  
\_\_\_\_\_
- Other Settings where You Provide Individual Services
  - Client's Home
  - Supermarket, Restaurant, Coffee Shop
  - Other: \_\_\_\_\_

CHOOSE A TELEHEALTH PLATFORM:

NutriScape.NET charges a service fee equal to 20% of affiliate dietitian's total telehealth revenue based on financial data from Kalix or Stripe. Local revenue is excluded from the fee calculation for Kalix users. For users of other platforms, the total income to the connected Stripe account will be used for fee calculations.

- KALIX:
  - With your permission, NutriScape will set up your Kalix account.
  - Date requested for 30 day trial to begin: \_\_\_\_\_
  - When the trial ends, the Virtual Practice Account the cost of this HIPAA compliant EMR and telehealth portal is \$47/month or \$470/year with a 20% discount for the first year with discount code: "kalixnutriscape".
- DOXY.ME: A NutriScape.NET onboarding appointment will be scheduled for setting up the Doxy.me portal and connected stripe account.
- HEALTHIE: A NutriScape.NET onboarding appointment will be scheduled for setting up the Healthie portal and connected stripe account.
- PRACTICE BETTER: A NutriScape.NET onboarding appointment will be scheduled for setting up the Practice Better portal and connected stripe account.
- OTHER HIPAA compliant telehealth portal): \_\_\_\_\_

Nutrition Care Specialties:

- Weight Management for Adults
- Weight Management for Kids and Teens
- Bariatric Surgery preparation and follow-up
- Malnutrition and/or Underweight
- Pediatric Nutrition
- Food Allergies and Intolerances
- Vomiting
- Celiac Disease and Gluten Intolerance
- Lactation Consulting
- Nutrition in Cancer Treatment
- Nutrition in Cancer Prevention and Recovery
- Liver Disease
- Autism
- Gout
- PCOS
- Kidney Stones
- Renal Failure
- Anorexia
- Bulimia
- Binge Eating Disorder
- Wounds
- Nutrition Support
- Type 2 Diabetes
- Prediabetes
- Type 1 Diabetes
- Gestational Diabetes
- Reactive Hypoglycemia
- Sports Nutrition
- Nutrition in Pregnancy
- Normal Nutrition for Young Families
- Nutrition in Menopause
- Geriatric Nutrition
- Dysphagia
- GERD
- IBS and FODMaPs Diet
- Crohns
- Ulcerative Colitis
- Diarrhea
- Constipation
- Others: