

# Getting Started with Circle Practice

## Simple as 1, 2, 3!

**Step 1:** Submit [this form](#) to get started

**Step 2:** Provider group contact receives agreement from Circle team

**Step 3:** Execute the agreement and set up team training



## Project Plan

Task	Owner/ Team	Mark as Complete	Notes
E-sign \$0 agreement	Provider Group	<input type="checkbox"/>	Initiates partnership/implementation
Provide NPI list of physicians to Mosai	Home Health or Provider Group	<input type="checkbox"/>	Not required however preferred
Confirm who will connect providers in Mosai	Home Health	<input type="checkbox"/>	New providers need to have their practice connected in their Mosai Directory
Sales team at affected branches trained	Mosai + Home Health	<input type="checkbox"/>	
Train Practice Managers/Group Leaders	Mosai + Provider Group	<input type="checkbox"/>	
Distribute intake form and training video	Home Health + Provider Group	<input type="checkbox"/>	Includes required account setup info
Intake form completion triggers account setup	Mosai	<input type="checkbox"/>	Invite sent to <a href="mailto:donotreply@mosai.com">donotreply@mosai.com</a> and email with quick steps from Circle team member
Sales team visits offices who have not submitted intake form	Home Health	<input type="checkbox"/>	Educate and collect forms onsite
Med records team training	Mosai + Home Health	<input type="checkbox"/>	Need contacts at branches
Ongoing provider and manager support	Mosai	<input type="checkbox"/>	<a href="mailto:circleteam@mosai.com">circleteam@mosai.com</a>
FAQ tracking and distribution	Mosai, Home Health, + Provider Group	<input type="checkbox"/>	
Provide updates on rollout progress	Mosai	<input type="checkbox"/>	

Circle Practice was created with both the post-acute organization and the physician practice in mind – it's a win-win for everyone!

### Key Benefits for the Practice

#### One-Login, Multi-Agency Access

Physicians use a single, no-app login to access all outstanding documents from multiple agencies.

#### Simple, Fast Setup & Access

Log in with a one-time text code—no passwords or downloads needed. Physicians can sign up to 50 documents in bulk with a single click.

#### Physician-Ready Workflow

Practice teams can pre-approve documents for signing, set user access, manage notifications, and prepare for care plan oversight billing.

#### Care Plan Oversight (CPO) Reporting

Capture essential data—including date of service, billing codes, duration, and comments—for streamlined billing and compliance.

#### Practice-Level Dashboard

Managers get visibility into physician activity, outstanding documents, and turnaround performance—making oversight simple.

### Key Benefits for the Post Acute Agency

#### Stronger Provider Relationships

Enhance communication and collaboration with partner agencies for smoother care coordination.

#### Fast Document Turnaround

Average turnaround time of just 5 days, reducing processing time by 50% compared to traditional methods.

#### Seamless Workflow Integration

No changes needed to your current medical records workflow.

#### Automatic Chart Updates

Signed documents are auto-attached to the patient chart with no review required.

#### Reallocates Staff to Meaningful Work

Free your team from administrative tasks so they can focus on higher-value activities.

#### White-Glove Support

Our Circle team provides dedicated support to physicians and practices—no staff management required.