Nursing Home Payment Checklist

Step 1: Submit contract documents to Project ECHO
• To begin this process, Project ECHO requires 2 forms to be submitted:
  □ 1. Contract/Agreement (attachment B) - please submit pages 10-13 of the compensation packet with the following information filled out:
    □ Organization (dba name) name at the top as listed with AHRQ should match your W9
    □ Signature, date, printed name, and title in Nursing Facility Entity or Organization area only
  □ 2. W-9 (attachment C) - please refer to the attachment links below to fill in and sign. We are checking the name on the form submitted against the business names as registered with AHRQ.
    □ Business Name, Address, Employer Identification Number (EIN or TIN), Signed
• Once complete, please submit these documents to the ECHO Online Payment Initiation Form. From there, our team will verify all submissions. Please be aware that someone from Project ECHO may be reaching out to you regarding your submission.
If successful, you should receive a Purchase Order from support@sciquest.com with the subject “University of New Mexico PO, PO#: PO####”. Please check your junk mail if you cannot find this email. This PO number will need to be included on your invoice.

Step 2: Submit Invoice along with required documents to UNM Accounts Payable
• After receiving a PO number and completing the compensation requirements of 2 participants attending 13 sessions, nursing homes are required to submit 3 forms to UNM Accounts Payable. These can be submitted once you have completed the requirements for compensation.
• The 3 forms needed from the nursing homes are:
  □ Attendance Report (attachment D or attendance report provided by your Training Center)
    □ Date of sessions and names of staff members in attendance are needed
    □ List of make-up sessions should be identified on or with your attendance report
    □ Verified and signed by your Training Center
  □ Certificate of completion (provided by your Training Center)
    □ Facility name listed
    □ Signed by Training Center
  □ Invoice (attachment E)
    □ Purchase Order Number input on invoice
    □ Facility Information input
    □ Signatures and Initials present
• If you do not have the attendance report or certificate of completion, please reach out to your Training Center to obtain.
• Please ensure all forms are complete and correct then email all of them to acctspay@unm.edu.

Once submitted successfully, UNM Accounts Payable will process your request and issue payment. Attachments referenced and more in-depth instructions can be found HERE.
If you have any questions about this process, email them to: ECHONursingHome@salud.unm.edu.