

## NutriScape.NET RDN Onboarding Checklist

### Demographics:

- Email address:\* \_\_\_\_\_
- Name (Last, First, Middle Initial) :\* \_\_\_\_\_
- Professional Credentials to be listed after your name:\* \_\_\_\_\_ (Due to technicalities in certain state laws, we do not list license/certification credentials on the site.)
- Home Mailing Address:\* \_\_\_\_\_
- Professional Office Address:\* \_\_\_\_\_
- Fax Number:\* \_\_\_\_\_ (Can be set up within Kalix-see below.)
- Office Number:\* \_\_\_\_\_
- Cell Number:\* \_\_\_\_\_

### Gather Professional Documents for Upload:

- Dietetic Registration Number: \_\_\_\_\_
- NPI Number: \_\_\_\_\_
- State Dietetic License Document(s)
- Dietetic Registration Certificate. This Can Be Downloaded from the [Academy Website](#) or upload your signed dietetic registration card.
- 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!)

### General Business Requirements:

- Establish your new business entity if needed, and make plans for taxes and bookkeeping. See our [reference](#).
- State Business License Document.

### Financial account details:

- Business Credit Card

### 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?  
\_\_\_\_\_

### Write Your RDN Profile:

- Write Your [Dietitian Profile Page](#).

### Choose A Telehealth Platform:

- KALIX: A full service telehealth platform. The [Virtual Practice Account](#) (affiliate link) is \$47/month. (Discount code: startkalix)
- DOXY.ME: A simple telehealth meeting room that can be set up to text you whenever someone enters.
- OTHER HIPAA compliant telehealth portal): \_\_\_\_\_

Nutrition Care Specialties:

- Brain Health
- 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: \_\_\_\_\_