

MANAGER CHECK LIST

Follow the check list to assist you with registering for Optum San Diego and attesting in the System of Care (SOC) Application.

- 1. Register for www.optumsandiego.com
- 2. Create a One Healthcare ID
- 3. Enter Profile Information and Sign in Information
- 4. Wait to receive your account approval email from Optum San Diego
- 5. On initial launch of the website log in to view the SOC Application link
- 6. Click on the “SOC Link” to be redirected to your own custom profile
- 7. Click on “Personal Info”, review and update the information then click Save and Attest
- 8. Click on “MH Sites” or “SUD Sites”, review and update the information, then click Save and Attest
- 9. Click on “Manage MH Sites” or “Manage SUD Sites”, review and update the information, then click Save and Attest
- 9a. Review the “Providers” Grid for accuracy. Communicate with any providers found to have incomplete profiles upon review
- 10. Repeat steps 8 – 9a for all Sites listed
- 11. Review “Providers” checklist for responsibilities to follow