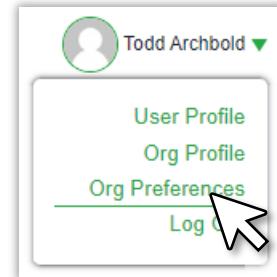# Mental Health Collaboration Hub

Setting Organization Preferences

1) **Organization preferences** can be set by your administrator.

Managing preferences is key in matching cases to your organization's services and programs. These preferences include things like the ages you serve, the services provided, conditions treated, insurances accepted and more.

You can access these settings by clicking on your name in the top right, and then choosing "Org Preferences." These settings can be updated at any time.
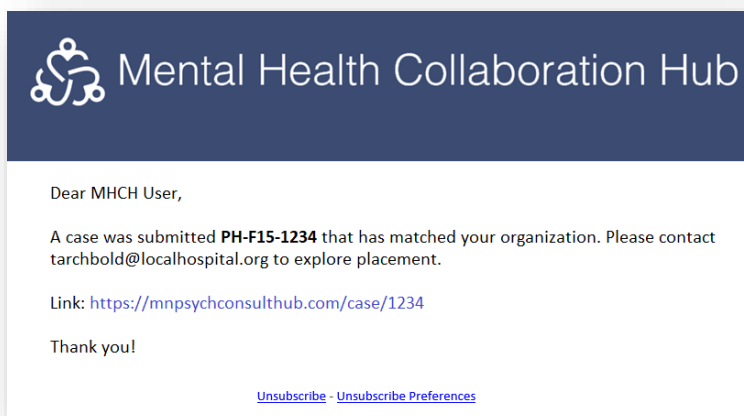

2) **Select and change preferences** to create matches to your services:

Each organization will select their own customized preferences, which can be changed at any time:

- *For those who only submit cases, there is no need to select preferences since they are not receiving cases.*
- *For those receiving or accepting cases (i.e. mental health treatment providers) it is critical to set all preferences.*
- *For those who are not direct treatment providers, but can offer support services, they should complete "Ancillary Services Provided."*

3) **Monitor matches** on the dashboard, and via email notifications for cases that match your set preferences:

Dear MHCH User,

A case was submitted **PH-F15-1234** that has matched your organization. Please contact tarchbold@localhospital.org to explore placement.

Link: https://mnpsychconsulthub.com/case/1234

Thank you!

Unsubscribe - Unsubscribe Preferences

The Hub can be accessed 24/7 to manage cases and preferences. User are notified in real-time of case matches. Users can view all cases that are submitted, even if they are not matched.

Users can "connect" with a case to get more information, and then "accept" a case when safe transfer is confirmed.

Contact us at admin@mnpsychconsulthub.com