

New Provider Sited Based Orientation Checklist

Organization
Review of Principles of Professionalism
Aware of Local/Regional/Administrative Structure
Physician Leadership Structure
Patient Satisfaction
Quality Measures
Review of Local/Site Based Orientation Manual
Review of CHS Provider Related Policy & Procedure
Completion of ACE Modules
Introduction of PeopleConnect/PhysicianConnect
Submission of e-Forms (Reimbursement/Travel/Etc)
Navigation of SharePoint/One Drive, Etc.
Workflow
Staff Introduction
Introduction of other Physician Leaders
Parking
Parking Sticker
Badge/Access
Bathroom
Office
Office/Clinic Needs: Computer, Phone, Desk, VM, Supplies, Etc.
Lunch/Common Area
Directions on other areas in facility
Office Flow of Patients
Standing Orders
Familiarize with Equipment/Supplies/Medications/Etc.
Messaging
Refills (Specifically Controlled Substance)
Lab Endorsement
Coverage of Other Providers
Review Forms (Physicals, X-ray, Billing, Patient Education, Etc.)
Referrals (Concept of Care Coordination, To Whom to Refer)
Utilization of Physician Connection Line
Transfers to Hospital
Triage Policy
Schedule & Schedule Modification
Emergency Care
Staff Meetings (location/frequency)
Scope of Care
Chronic Disease Management (if applicable)
Acute Care
Panel of Patients
Procedures (Create a separate checklist of approved procedures)
Call Rotation/Responsibilities
EMR
Meaningful Use EMR Requirements
Review of EMR Related Questions
Login Information and Authorization for Physician Connect/Referral Portal/Internet/Shared Drives
Patient Experience
Curo Conversations
One Behaviors

Licensure/Certification Maintenance
BLS Certified
ACLS Certified (if applicable)
PALS Certified (if applicable)
Hospital Privileges
CME
DEA
NC/SC License
Board Certification
NC Privilege License
Review Delineation of Privileges (if applicable)
Benefits, Productivity & Compensation
Visits per Day
WRVUs per Visit
Net Revenue per Visit
Review CHS Holidays
Leaves of Absence
Paycheck Distribution
LiveWELL
PTO Requests/Vacation Requests
CME Allowance
Dedicated CME Time
Incentive Opportunities
Professional Development
System Resources/Educational Opportunities (AHEC, Center for Advanced Clinical Practice, IRB, Center for Faculty Excellence, etc)
Performance Evaluation
Goals
Mentoring Strategy
Marketing/Community Integration
Introduction of Physician Liaison (if applicable)
Marketing Plan/Strategy (if applicable)
Provider Retention Programs
Provider Concierge
Provider Help Line
Ticket Promotions
Provider Spouse/Significant Other Employment Assistance Program
Security/Safety/Infection Control/Prevention/Emergencies
Department-Specific Security/Safety
Fire Safety
Hazard Communication
Concern & Incident Reporting
Hand-Hygiene
Flu Vaccine Program
Exposure Control Plans
Department-Specific Infection Control Procedures
Alarms
Exits
Extinguishers
Fire Pull Stations
Emergency Codes
Policies
Acceptable Use Policy (IS.PHI 600.01)
Corporate Compliance/HIPAA