

## INITIAL ONBOARDING

### Licensure & DEA (if required)

The licensure process can take anywhere from 4-6 months. The DEA process can take up to 4-6 weeks following licensure approval.

**In-Training Physicians:** It is recommended that graduating residents start the licensure application process by late January for July/August start dates since they are not eligible for an expedited licensure application. Residents should begin the application process prior to program completion.

- American Medical Graduates can submit the residency training verification form prior to program completion if they have completed a minimum of 1 year of training.
- International Medical Graduates must complete 3 years of training before submitting their residency training verification form. Additionally, they must apply using FCVS which can be completed simultaneously with the licensure process. Please note, the NC Medical Board will hold the licensure approval until the completion of the training program.

### New Graduate Advanced Practice Providers:

- Advanced Practice Providers may begin the licensure process prior to graduation and then submit board exam results once received to complete the licensure application.

Apply for NC/SC License

Apply for NC/SC DEA after state licensure is approved or update address on current DEA

Request 2<sup>nd</sup> DEA if you need to maintain your current DEA or if you will be practicing in both NC and SC

**SC Only:** SC FCVS

**SC Only:** Controlled Substance Registration CSR (SC)

**APP Only:** Add new Supervising Physician to licensure

**New Grads / In-Training Providers Only:** Apply for NPI number

Update assigned Onboarding Consultant with the status of each application submitted

Maintain copies of receipts of licensure fees to be submitted for reimbursement by your practice after start date

### Contract (if applicable)

Review & sign contract received via DocuSign

## CREDENTIALING & PRIVILEGING

### Credentialing/Payer Enrollment (if required)

If needed, the Medical Staff Services Department offers a concierge credentialing service for additional support with completing enrollment applications

Request Concierge Credentialing from assigned Intake Specialist if needed

Complete online pre-application sent via email by Medical Staff Services (within 10 days of receipt)

Sign & return documents in Government payer enrollment packet received via FedEx from Medical Staff Services (within 10 days of receipt)

Submit applicable documents for payer enrollment included on the [Medical Staff Services Checklist](#) to assigned Intake Specialist (Please maintain copies to be submitted to your practice manager upon start date)

### Hospital Privileges (if required)

Submit applicable documents for hospital privileges included on the [Medical Staff Services Checklist](#) to assigned Credentialing Coordinator

## HOUSE HUNTING & RELOCATION

Contact Onboarding Consultant for assistance (if applicable)

## PRE-EMPLOYMENT APPOINTMENTS & TRAINING

### Health Assessment (if required)

Health Assessment appointments are needed for all new hires or rehires who have been away from the system for more than 45 days.

Respond to Onboarding Consultant appointment availability email request (Sent one month prior to start)

Review [Health Assessment Information](#)

Complete [Health History Form](#)

Complete online [I-9 Application Site](#)

Review [Health Assessment Preparation](#) (details various documents & records needed at time of appointment)

### Photo Appointment (if required)

Attire is business professional; one photo will be taken with a lab coat (provided at appointment) and one without. For the photo without a lab coat, please be mindful of attire (coat and tie preferred, no sleeveless tops, etc.).

Print and complete the Atrium Health [Permission to Use Likeness](#) form and bring to the photo appointment

### Pre-Orientation Required Tasks & Training Modules (if required)

Complete Marketing form in [Required Tasks](#) section of the New Physician & APP Portal

View New Provider Orientation Modules in [Required Tasks](#) section of the New Physician & APP Portal

Submit New Provider Orientation Module [Attestation Form](#) after viewing video modules

Complete Canopy/EMR Web-Based Training modules which are accessible 7-10 days prior to start date

**If you have any questions about any of these items, please reach out to your assigned Onboarding Consultant.**