

New Physician & APP Site-Based Orientation Checklist

Organization

Review of Principles of Professionalism
 Review of Leadership Structure
 Patient Satisfaction
 Quality Measures
 Review of Local/Site Based Orientation Manual
 Review of Atrium Health Provider Related Policy & Procedure
 Completion of ACE Modules
 Introduction to PeopleConnect/PhysicianConnect
 Submission of e-Forms (Reimbursement/Travel/etc.)
 Navigation of SharePoint/One Drive, Etc.
 Atrium Health Behaviors

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 & Halo
 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)
 On-site Workflow Review
 Frequent/ Helpful Contacts & Directories

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

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 Atrium Health Holidays
 Leaves of Absence
 Paycheck Distribution
 LiveWELL
 PTO Requests/Vacation Requests
 CME Allowance
 Dedicated CME Time
 Incentive Opportunities
 Minimum Work Standards

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 Spouse/Significant Other Employment Assistance Program

Security/Safety/Infection Control/Prevention/Emergencies

Department-Specific Security/Safety
 Fire Safety (Procedures, Fire Pull Stations, & Extinguishers)
 Hazard Communication
 Concern & Incident Reporting
 Hand-Hygiene
 Flu Vaccine Program
 Exposure Control Plans
 Department-Specific Infection Control Procedures
 Emergency Alert Codes (Facility, Security, Medical)
 Exits
 Patient Safety
 Use of Patient Restraints
 Severe Weather Policies

Policies

Corporate Compliance/HIPAA
 Other Atrium Health & Facility-Specific Policies