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 Clinical Leaders
- Parking
- 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
- Advanced Care Planning
- 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