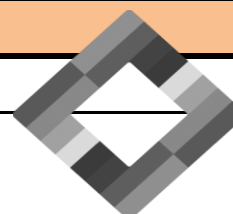


NEW MEDICAL PROVIDER ORIENTATION TEMPLATE: FIRST THREE WEEKS

Provider Name, Position - Location - Cell: Phone Number

WEEK 1	Monday Date	Tuesday Date	Wednesday Date	Thursday Date	Friday Date				
8:00		Meet with Clinic Medical Director (CMD) On-Site 8-11	Shadow at Site: clinic operations mgr (COM), Group Visit COM, case manager, referral case manager, behavioral health professional, nurse team manager, MD/DO, NP/PA, medical assistant, clinic operations tech, medical records tech, dental hygienist, clinic nurse, site billing specialist, clinical pharmacist and attend a group visit.		EHR Training (____) 8-10				
9:00	New Provider Orientation with HR (____) 9-12								
10:00						Meet w/ Clinic Operations Director (COD) On-Site 11-12		ROR On-line Training (____)	
11:00									Coffee w/ CEO
12:00									
1:00	New Provider Orientation with HR (____) 1-4:30	LUNCH	LUNCH	LUNCH	LUNCH				
2:00		EHR Training (____) 2-5							
3:00									
4:00									
5:00									

Legend:
EHR/EDR Training
Shadowing at Site
Admin
HR
Lunch
Clinic/Patient Care

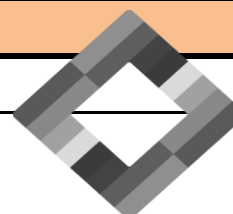


NEW MEDICAL PROVIDER ORIENTATION TEMPLATE: FIRST THREE WEEKS

Provider Name, Position - Location - Cell: Phone Number

WEEK 2	Monday Date	Tuesday Date	Wednesday Date	Thursday Date	Friday Date
8:00	EHR Training () 8-11				
9:00					
10:00					
11:00	Meet w/ Provider Scheduler 11-12				
12:00	Relias On-Line (HIPAA, Fire) Training-On Your Own 12--1				
1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:00	Outlook Training 2-2:30				Shadow a Home Visit (Transitions of Care) 2-5
	Coding Training - 2:30-3				
3:00	Billing Training 3-3:30				
	Relias On-Line Training (Compliance) On Your Own 3:30-5				
4:00					
5:00					

Legend:
EHR/EDR Training
Shadowing at Site
Admin
HR
Lunch
Clinic/Patient Care

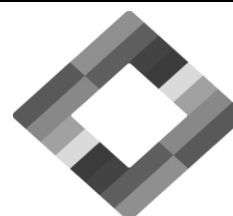


NEW MEDICAL PROVIDER ORIENTATION TEMPLATE: FIRST THREE WEEKS

Provider Name, Position - Location - Cell: Phone Number

WEEK 3	Monday Date	Tuesday Date	Wednesday Date	Thursday Date	Friday Date
8:00	Compliance Officer 8-9	Patient Care () 8-10:30	Patient Eligibility Director 8-9	Patient Care () 8-1	Patient Care () 8-1
9:00	Nursing Services Director 9-10		Pharmacy Director 9-10		
10:00	ACO/BHP Director 10-11		Call Center Director 10-10:30 Shadow Call Center 10-30-12		
11:00	Development Director 11-12		Dental Dir 11-11:30 Care Transition 11:30-12		
12:00	NEW PROVIDER LUNCH w/ Executive Team 12-1	OB Director 12-12:30	Dent Ops Director 12-12:30		
1:00	Relias On-Line Training (workplace safety) On Your Own 1-2	LUNCH	LUNCH	LUNCH	LUNCH
2:00	Assistant Nursing Director 2-3	Patient Care () 2-5	Patient Care () 2-5	Patient Care () 2-5	Patient Care () 2-5
3:00	Process Imp. Dir./QCM 3-4				
4:00	Pediatric Provider 4-5				
5:00					

Legend:
EHR/EDR Training
Shadowing at Site
Admin (Deb)
HR
Lunch
Clinic/Patient Care



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