

**NEW EMPLOYED PROVIDER CHECKLIST**

|  |  |
| --- | --- |
| **TASK** | **COMPLETED/SCHEDULED DATE** |
| **Initial Provider Launch** * Coordinate with Medical Staff Office for target start date
* Complete and submit to Provider Request Form to Medical Staff Office **90 - 120 days prior to target start date**

|  |
| --- |
| **Medical Staff Office Leads** |
| Grand Traverse Region  | Katryna Glettler |
| East Region | Angela Gee |
| South Region | Heather Lucas |
| Kalkaska Region | Teresa Smith  |

* APP only - complete forms as applicable – Provider’s primary office will be housing the agreements and updating them as needed, but as they change who sponsoring is, Medical Staff Office needs to be made aware.
	+ PA Practice Agreement
	+ NP, CNM Practice Agreement
	+ NP, CNM Prescriptive Authority Delegation
	+ CRNA Practice Agreement
 |  |
| **Education/Training to be Scheduled*** Schedule ambulatory EHR training (Hospital EMR education is typically scheduled by the Medical Staff Office and the Practice is responsible for scheduling any ambulatory training required. As each specialty and MHC region will differ until we are on a system platform, confirm plans for each provider with Medical Staff office when determining start and orientation dates.)
* Schedule coding and billing training

Inpatient Charge Capture - Ingenious Med – (email Samantha Musser)Coding and Billing Documentation – (email Samantha Presley)* Submit CSAR for Telehealth/Video visits (Doxy.Me)
* Review how to login and complete HealthStream modules/assignments
* Review key area on the intranet
* N95 Fit testing scheduled if needed
 |  |
| **Collect Documents for Provider File*** MI License
* Controlled Substances and DEA
* CV
* Life Support Credentials
* Board Certification Letters
* APP Agreements as applicable
 |  |
| **Preparing for Provider*** Set up email on phone and all computers/laptop \*include access to all applications
* Offer to install Citrix on cell phone and/or personal computer
* Ensure Imprivata application is download on cell phone to get into VPN
* Determine schedules
1. Office schedules
2. Call schedules
3. Block times
4. Surgery schedules
* Build schedule templates – template preferences, appointment durations, any new equipment/procedures
* Pager/Paging Setup – Spok Mobile cellular paging or Pager – Request to Help Desk 231-935-6053 with information below.
1. Provider’s Cellphone Number
2. Provider’s Cellphone Model (iPhone/Android)
3. Provider’s Email Address
4. Desired paging groups/codes or coworkers to mimic
* Complete Switchboard Provider Parameters Information sheet and submit to the switchboard (Fax – 231-935-7500/ MHC-SB-InfoSpecialist@mhc.net) [Switchboard Provider Parameters (mhc.net)](https://protect-us.mimecast.com/s/T-rdCVOyVWIMKmmBtGC-D1?domain=sharepoint16.mhc.net)
* Confirm provider has been added to Press Ganey (email Tiffany Likar)
* Identify if provider will be doing any outreach- if yes; coordinate day and supply needs with facility and have outreach facility built into EHR
* Ensure scheduling staff are checking for payer effective dates using Enrollment Tool prior to scheduling patients [For Providers Payer Enrollment Status (mhc.net)](https://sharepoint16.mhc.net/facility/MHC/ForProviders/Pages/Payer-Enrollment-Status-.aspx)
* Order business cards - visit the Intranet, select “Forms” from the “Tools & Resources” box, search “business card order form”. A form will pop up. Fill the form out and send it to mhc.businesscards@snapprinting.net.
* Order lab coat through Allscripts (include provider name and credentials, allow for 10 -14 business days for production/delivery)
* Order computer/laptop and hardware as needed (Cherwell Portal; [IS Customer Portal - New IS Customer Portal (mhc.net)](https://servicedesk.mhc.net/CherwellPortal/New%20IS%20Customer%20Portal?_=717df9ef))
* Submit request for desktop phone/extension if needed (Cherwell Portal; [IS Customer Portal - New IS Customer Portal (mhc.net)](https://servicedesk.mhc.net/CherwellPortal/New%20IS%20Customer%20Portal?_=717df9ef))
* Order supplies for office
 |  |
| **OR (if applicable)** * Provide resource maps to OR
* Schedule meeting with OR to review resources maps and equipment (prior to start date)
* Request OR block time and/or robot time
* Review OR privileges
* Review expectations for budgeted cases per month
* Schedule orientation with Copper Ridge Surgery Center (only if provider is doing cases there)
 |  |