



Advanced Practice Provider Onboarding Checklist

Equipment

- Computer
- Headphones/ Speaker
- Office supplies
- Name Tag
- White Coat
- Rx Pad
- Desk
- Business Cards

Access:

- Office(s)
 - Codes/keys/Badge
 - Parking
- EHR
 - Login
 - CDS E-Prescribe
- Remote Desktop
- Imaging
 - Private Center(s)
 - PACS
- Hospital
 - Badge
 - EHR Login
 - Parking

Clinical Systems:

- EHR Training
 - Hospital
 - Office (including Portal)
- Imaging Training
 - Hospital(s)
 - Private Imaging Center(s)
 - In-office
- Dictation System

Administrative Systems

- Benefits (IRA, Health,...)
- Leave Requests

- Messaging (Skype, Teams, Slack...)
- Email

Phone Applications:

- Secure Messaging
- Societal and other guidelines
- Epocrates
- Doximity
- Multi-Factor Authenticator

Training:

- Clinical
- Telehealth
- Operational/ HR
- Billing/Coding

General Information:

- Phone Directory
- Supervisory agreement
- Professional Photo
- Performance Check-ins (Quarterly first year) with Lead APP
- Credentialing
 - Payers
 - Hospital(s)

Introductions:

- Partners
- APPs
- Referring physicians
- IT Support
- Human Resources
- Office Manager
- Office Staff
- Hospital
 - OR
 - ED
- Risk Management