

Advanced Practice Provider Onboarding Checklist

Comprehensive checklist to guide successful onboarding.

Category	Completion Date	Details
Equipment		Computer
		Headphones/ Speaker
		Office Supplies
		Name Tag/ Badge
		White coat
		Rx Pad
		Desk
		Business Cards
		Office Supplies
Office Access		Code/ Key
		Parking
EHR Access		Login
		CDS E-Prescribe
		Remote Desktop
Imaging Access		Private Center(s)
		PACS
Hospital Access		Badge
		EHR Login
		Parking
Clinical systems		EHR hospital training
		EHR office training (portal)
		Imaging Training
		Dictation System
Administrative systems		Benefits
		Leave Requests
		Team Messaging
		Email
Phone Applications		Secure Messaging
		Societal and other applicable guidelines
		Epocrates
		Doximity
		Multi-Factor Authenticator
Training		Clinical
		Telehealth
		Operational/ HR
		Billing/ Coding
General Information		Phone Directory
		Supervisory Agreement
		Professional Photo
		Performance Check-in

Credentialing		Payer
		Hospital
Introductions		Partners
		APPs
		Referring physicians
		IT Support
		Human Resources
		Office Manager
		Office Staff
		Hospital (OR/ ED)
		Ris Management
		Executive Leadership Team