

Neonatology

Medical Staff on boarding process

Process

Owner:

Credentialing

Medical staff / CVO

Please note typically recruiter would notify Medical staff of a new hire however this doesn't always occur coordinator should ensure they are notified. Coordinator to encourage candidate to turn things in quickly and monitor the progress through the weekly updates.

- Pre-application sent to candidate by Medical Staff Services. Once returned they will forward to the CVO office
- CVO will then send the full application to the candidate
- CVO receives packet from the candidate and processes it, the time to completion can be between 2 and 6 months. Once complete CVO will send completed packet back to medical staff. Medical staff will work on approvals either via expedited or regular processing. The regular process can add another 2-3 months to the process depending on timing. The expedited is approximately a few weeks to a month depending on timing if everything is positive.
- Coordinator to monitor process throughout to ensure it isn't getting stuck somewhere in the process.

IT

Coordinator to submit request

- IT request
 - Network log on and Email
 - EPIC
 - VOALTE & Voalte roles
 - McKessen
 - Clinical Access
 - Neonatology Shared on the S drive
 - NICU Share on the S Drive

Hospital Orientation

Medical Staff Office

- New online process will take care of the majority of the orientation. In addition to the online portion the candidate will need to do the following, typically through a member of the medical staff office.
 - Badge
 - Signatures
 - Employee Health

Practice

Manager

- EPIC Training to be coordinated with and MSL trainer and a current provider.
- Schedule photo for the web page & obtain brief bio.
- Contact marketing regarding adding to the internet.

- Contact Children's Newsletter to post photo & brief bio
- Print Photos for Care Team Display
- Add to staff, physician or system meetings as needed, including retreat dates to hold.
- Add to the Idaho Electronic Death Certificate registration.
- Update schedule
- Update all contact & phone lists.
- Consultant lists as needed.
- Google Drive and Trello boards

Miscellaneous

Manager

- Modify office as needed to accommodate
- Parking permits
- Keys

Expenses and Revenues

Physician Services

Note Currently working with Joe Davio for Boise and Johanna Stagge Magic Valley

- Budget and cost code
 - Salary –
 - CME
 - Licensure and credentialing
 - Dues and Memberships