

VMG PRECEPTING STRUCTURE:

Updated 6/2023

EVP:

- 1.Explain Contracts and compensation and PTO.
- 2.Monitor financials of new practitioners.
- 3.EVP meets with new practitioners at 9 and 18 months re: financial review/shareholder
- 4.Notify Admin to add practitioners to appropriate lists

HR/HCM/IT/Scheduler:

- 1.Create orientation schedule.
- 2.Set Schedule and ramp up per VMG standard
- 3.Arrange for meetings with Key VMG departments
- 4.Set up office space, phones, computers etc.
- 5.Arrange for Cortext, Voalte Me, MPages, VIP, Death Certificates

Medical Director:

- 1.Meet with new hires at orientation #2.
- 2.Explain onboarding process and resources to new practitioners.
- 4.Notify Preceptors of new hires.
- 5.Check in with TL and Preceptors re: competency concerns ongoing
- 6.Arrange for company-wide educational opportunities on billing, documenting, etc.
- 7.Communicate with schedulers about expected ramp up.
- 8.Work with AMD Quality on agendas for Primary Care Meeting-educational opportunities.
- 9.Ongoing work to improve resources for new practitioners on intranet.
- 10.Arrange for documentation support for providers identified by TL.
- 11.Give billing feedback as needed in conjunction with TL
- 12.Support stipends to supervising practitioners

Billing Manager:

- 1.Gives feedback to TL and Medical Directors as needed.

Assistant Medical Director Quality:

- 1.Discuss lecture topics with Advisory and Clinical Champions
- 2.Help build schedule with VMG Preceptors.
- 3.Educate new practitioner re: VMG Quality agenda/goals
- 4.Work with TL to identify other practitioner outliers for precepting opportunities.
- 5.Maintain Clinical Guidelines with Clinical Champions.

Team Leaders:

- 1.Check in monthly and prn with new practitioners.
- 2.Arrange for first 3 months of co-signing notes.
- 3.Manage precepting money attached to first 6 months.
- 4.Work with schedulers if ramp up needs adjustment (otherwise this would be automatic-TBD)

5. Complete Shareholder Credentialing form prior to recommending for shareholder and monitor Primary Care procedural check list.
6. Monitor documentation opportunities and report to Medical Director for support.
7. Share any performance improvement plans with HR and Medical Director.
8. Monitor revenue generating data.
9. Send Outlook invitations for Health Center Meetings

VMG Preceptor/Mentor:

1. Checks in weekly with new practitioners for first 6 months then at least monthly.
2. Available for questions and consults via zoom and in person. Notifies group of availability.
3. Facilitates/arranges lunch time sessions from Advisory/Clinical Champions.
4. Creates as needed learning opportunities for identified topics
5. Reminds practitioners of resources available on intranet (recorded lectures, clinical guidelines, champion updates)
6. Works to ensure "Best Practices"
7. Monitors progress on onboarding check list.

Compensation:

Team Leaders will be given \$5000 to distribute for training of new NP/PA for first 6 months. Supervising Physicians will receive \$2000/NP/PA that they supervise. This may be adjusted for new practitioners based on who is primarily precepting.