



Prevention & Medical Care
To Help You Live Better, Longer.

Orientation Part 2

Orientation Part 2 should take place in GHC, once per month, 6-8 weeks after an employee's initial orientation. We recommend these occur on a Thursday.

Invitations and attendees should be managed by HR and included in the employee's orientation plan.

Training will occur 8:00 - 5 (some staff will be excused 30-60 minutes early), with a break for lunch, which will not be provided.

Coffee, water and snacks should be available throughout the day.

Everyone staying after 11 AM will need a laptop (BYO or supplied).

Schedule:

Time	Content	Presenter(s)	Attendees
8:00-8:30	Medical Director	Meghan Gump, MD	Providers only
8:30-9:00	RAF Scores	Shersten Killip, MD	Providers only
9:00-9:15	Intro to Customer Service	Gina Campbell	All
9:15-10:45	Customer Service	Rachel Bergstrom and Martha Mastroberti	All
10:45-11:00	Break		<i>Admin staff and some others may be done here.</i>
11:00-12:50	Stephanie Pick	Stephanie Pick	Start with all then release those when done, ending with provider only
12:50-1:30	Lunch		
1:30 - 3:00	Athena	Martha Mastroberti	Reception, Clinical Staff and Providers
3:00-3:15	Break		
3:15-5:00	Clinical	Lindsay Towne	FP Clinical Staff and Providers