



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

VMG Onboarding Timeline for New Practitioners:

Before Start Date:

Sign Offer Letter and Employment Agreement	EVP
Practitioner Information to HR and Credentialing	EVP
State License/MA Controlled Substance/DEA	Credentialing
Start Date Finalized/Credentialing Completion	Credentialing
Medical Staff CDH/BFMC	Credentialing
HR Offer Letter and Orientation Information to Practitioner	Human Resources
Review FTE, Schedule Template	Team Leader
Schedule Meetings: a. VMG Preceptor b. Team Leader c. Billing Clinical Champion d. DEI Coordinator	Reception Coordinator

At Orientation:

Produce Orientation Schedule	Health Center Manager
New Hire Paperwork	HR Staff
New Hire Training: HIPPA, Harassment, BBP/ Haz Com, Emergency Codes, Incident Reporting, CMS, TB, DEI	HR Staff
Benefits	HR Staff
Athena training	Informatics Manager
Cortex, Hospital computer systems, VIP login, death certificates, Voalte Me	Informatics Manager & Operations Coordinator
Review and obtain signatures on Compliance/HIPPA/FWA/PTO and	Human Resources/Quality and Risk Manager



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Other Policies	
Review Handbook, Snapshots, Quality Data	Team Leader
Review Job Description and Expectations, PTO process, procedure credentialing within VMG, co-sign for EKG/Holter	Team Leader
Review expectations/role with Supervising Physician	Team Leader
Review credentialing for office procedures	Team Leader
Welcome Breakfast	Health Center Manager

For 90 Days From Initial Date of Employment

Schedule time for procedure training (if desired)	Health Center Manager
Co-Sign Notes, Daily	Team Leader to delegate
Weekly Check-ins	Team Leaders
90 Day Performance Review	Team Leaders
Billing Tutorial	Billing Trainer/Consultant
Schedule Time(s) with Clinical Mentor	VMG Preceptors

Six Months from Date of Employment

Performance Review	Team Leader
Financial and Compensation Review	EVP

Nine Months from Date of Employment

Performance Review	Team Leader
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Twelve Months from Date of Employment

Performance Review	Team Leader
Financial/Compensation Review	EVP

Eighteen Months from Date of Employment

Performance Review	Team Leader
Financial/Compensation Review	EVP