

All Aboard! Streamline Your Onboarding Process

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Southern Regional AHEC Family Medicine Residency



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Objectives

- Know where to determine credentialing requirements for new residents.
- Employ early communication strategies to assure prompt response and secure necessary data for credentialing.
- Use provided forms, best practices and web-based resources to streamline exchange of information.

Credentialing Requirements

- License – State specific
- Institution/Hospital System
- CMS (NPI/PECOS)
- DEA
- Malpractice Insurance

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Communication Strategies

- Residency Management Software
- Google Docs/Intranet
- Dropbox/other online information exchange platforms
- Mail (if original signatures required)



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Match Day, 1:00 P.M.

- Announcement
- Air Drop Party



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Match Day, 1:30 P.M.

- Welcome Email
 - Link to Residency Management Software
 - Username & Password
 - Checklist

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Checklist

- Instructions
- Tasks
- Deadline
- Consequences

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Instructions

- Explain the process
- Tools/Resources needed
- Living Document/Subject to change

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Tasks

- Contract
- License
- NPI
- Institutional Requirements
- HR Requirements

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Deadlines

- Vary by Task
- Overall

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Consequences

- Set the standard NOW!
- Get their attention
 - \$\$
 - Start date

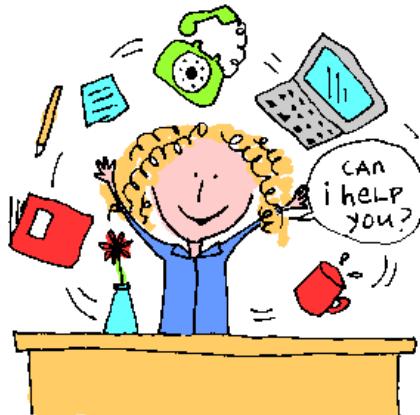
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My Checklist

Res	OATH	FP	Form B	To Numb	RTL	NPI	PECOS	OPR LITE
Bennin	✓	✓	✓	516	✓	✓	✓	✓
Carney	✓	✓	✓	519	✓	✓	✓	✓
Empe	✓	✓	✓	512	✓	✓	✓	✓
Main	✓	✓	✓	511	✓	✓	✓	✓
NAMIA	✓	✓	✓	515	✓	✓	✓	✓
Hodden	✓	✓	✓	512	✓	✓	✓	✓
Seikali	✓	✓	✓	516	✓	✓	✓	✓
Whittley	✓	✓	✓	439	✓	✓	✓	✓

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Helpful Links

- [NPI Application](#)
- [CMS Instructions for Teaching Residents](#)
- [PDF Converter](#)

My Tips & Tricks

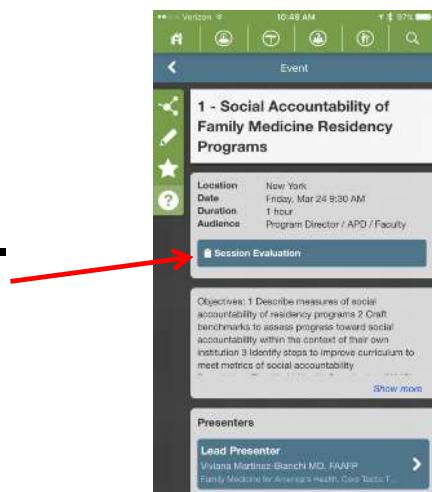
- Establishing your NPI Number
- Keys to Success

Questions or Better Ideas?

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Please
complete the
session evaluation.



Thank you.

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Please complete an evaluation.

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