

**New Faculty Checklist rev. 3-2015**

**New Faculty Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

| Timeline  | Task   | Contacts   |
|---|--|--|
| <b>Coordinate Prior to Faculty Start Date</b>   |  |  |
| 120+ Days   | As soon as offer letter has been accepted, signed and scanned to Section AO, the Dept AO is to notify appropriate Senior Billing coordinator for the Section of Surgical Sciences. Sr. Billing Manager will facilitate necessary training to ensure physician competency with respect to billing compliance and regulatory matters.  | <ul style="list-style-type: none"> <li>• Section Admin Support – Chereta Brigman (2-8250)</li> <li>• Senior Billing Manager (for all of Section) - Cathy Halsey (2-3177)</li> </ul>  |
| As soon as Ofr Ltr is signed  | Provide new faculty with information regarding relocation/moving to Nashville.   | <ul style="list-style-type: none"> <li>• Procurement “Gold Guide,” Moving Services (on-campus and interstate)<br/> <a href="http://www.vanderbilt.edu/procurement/procurement/directory_new.php">http://www.vanderbilt.edu/procurement/procurement/directory_new.php</a> </li> </ul>   |
| As instructed in Ofr Ltr  | Process Sign-on Bonus (if applicable). Usually processed within 30 days of signing offer letter.   | <ul style="list-style-type: none"> <li>• See Sign-on Supplement Procedure document<br/> <a href="https://medschool.vanderbilt.edu/surgical-sciences-resource/files/surgical-sciences-resource/public_files/Sign%20On%20Supplement%20Procedure%20042513.pdf">https://medschool.vanderbilt.edu/surgical-sciences-resource/files/surgical-sciences-resource/public_files/Sign%20On%20Supplement%20Procedure%20042513.pdf</a> </li> <li>• Section Admin Support – Chereta Brigman (2-8250)</li> </ul>  |
| 120+ Days<br>VMG Payer Enrollment or One Packet Req.<br>Depending on timing can request in advance and present to candidate with Ofr Ltr. | Obtain VMG medical staff appointment application package requested online from Provider Support Services for clinical privileges. The payer enrollment verification process can take a minimum of 3 months. It is important that you follow-up with Payer Enrollment often to make sure all required documents have been received and the new provider is on track to be presented to the Credentials Committee for final review/approval. | Provider Support Services (2-3573) online One Packet Request form:<br><a href="https://vandypoint.mc.vanderbilt.edu/sites/DOF/REV/PSS/PORTAL/default.aspx">https://vandypoint.mc.vanderbilt.edu/sites/DOF/REV/PSS/PORTAL/default.aspx</a> (PSS grants access to link)<br>Provider Enrollment Request form:<br><a href="https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Credentialing.aspx">https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Credentialing.aspx</a><br>Timeline for Processing privilege application and Committee Review Meeting Dates:<br><a href="https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Date-Calculator.aspx">https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Date-Calculator.aspx</a><br>Email: <a href="mailto:Provider.Support.Services@vanderbilt.edu">Provider.Support.Services@vanderbilt.edu</a> or<br><a href="https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Department%20Pages/Surgery-Pod.aspx">https://dof.mc.vanderbilt.edu/vmg/pss/Pages/Department%20Pages/Surgery-Pod.aspx</a> |
| 120+ Days   | Review the completed VMG medical staff appointment application packet and the Risk Management Specialty application to ensure new faculty has signed all required documents. Submit applications to Section of Surgical Sciences (Yvonne Money Penny) for Section Chairman’s signature.  | <ul style="list-style-type: none"> <li>• Assistant to Section Chairman Kristina Prince (2-2363), Room D-4136 MCN</li> <li>• Yvonne Money Penny (6-0387) returns completed packets to Provider Services.</li> </ul>   |
| 120+ Days   | Ensure candidate obtains TN medical license (w/photo).<br>(15 page application revised 1/2013)   | <a href="http://health.state.tn.us/boards/Me/applications.htm">http://health.state.tn.us/boards/Me/applications.htm</a><br><a href="http://health.state.tn.us/boards/Me/PDFs/PH-0235.pdf">http://health.state.tn.us/boards/Me/PDFs/PH-0235.pdf</a>   |
| 120+ Days   | Obtain DEA certificate or change address. (If new license, can submit application while license is pending. If changing address or transferring license, must wait until right before license is received to allow physician to continue writing scripts.)   | <a href="http://www.deadiversion.usdoj.gov">http://www.deadiversion.usdoj.gov</a>  |

|                                       |  |   |
|---------------------------------------|--|---|
| 120 Days                              | If applicable, Request VA credentialing packet and provide following information: <ul style="list-style-type: none"> <li>• Full Name</li> <li>• SSN</li> <li>• DOB</li> <li>• email address</li> <li>• Current phone #</li> <li>• Start date (if known)</li> <li>• VA Status (ex. WOC, 2/8)</li> </ul>   | <ul style="list-style-type: none"> <li>• Cheryl Young, Administrative Assistant, Surgical Services, TVHS, (615) 873-7610, <a href="mailto:Sheryl.young2@va.gov">Sheryl.young2@va.gov</a> * (<b>Betty Wade's interim replacement</b>)</li> <li>• Judy Carter, Program Support Assistant, Surgical Services; phone: (615)873-7582, fax: (615)873-7901; <a href="mailto:judy.carter@va.gov">judy.carter@va.gov</a></li> <li>• Lisa Francis, AO, (615) 873-7618; email: <a href="mailto:Lisa.Francis2@va.gov">Lisa.Francis2@va.gov</a></li> </ul> |
| 120 Days                              | If applicable, obtain other off-site privilege applications  | Williamson Medical Center; Cool Springs Surgery Center; Meharry Medical Center; Maury County  |
| 90+ Days                              | Ensure coordination of clinics and OR days.  | Contact department's Clinic Manager to verify coordination of clinic and OR schedule.   |
| 90+ Days                              | Order special clinic/OR equipment.   | Contact: Dave Wyatt, Hospital Administration (2-3354)   |
| 90+ Days                              | ProForma sent to clinic & OR staff.  | Send to department's Clinic Manager and Clinic Director.  |
| 90+ Days                              | Select appropriate Faculty Appointment Packet from Faculty Affairs web site  | <ul style="list-style-type: none"> <li>• Faculty Affairs: <a href="https://medschool.vanderbilt.edu/faculty/">https://medschool.vanderbilt.edu/faculty/</a></li> <li>• Assistant to Section Chairman Kristina Prince (2-2363), Room D-4136 MCN</li> </ul>   |
| 90 Days                               | Set up center numbers (305) with Section Financial Services.   | Section Financial Support Director Joe Ennis (2-2366), Room D-4308 MCN  |
| 90 Days                               | Media Services Secure Practice Announcement – online form; <a href="https://medschool.vanderbilt.edu/surgical-sciences/files/surgical-sciences/public_files/forms/New%20Faculty%20Announcement%20Form_Fillout_2014.pdf">https://medschool.vanderbilt.edu/surgical-sciences/files/surgical-sciences/public_files/forms/New%20Faculty%20Announcement%20Form_Fillout_2014.pdf</a> | Media Services Deborah Doyle (2-4625)<br>From this information, Media Services will create web site faculty pages, announcement and doctor referral web site content.   |
| 30-60 days or As soon as has fac appt | VMG Training & Organization Development <b>VMG New Provider Orientation</b> (2 day training). Schedule/Confirm date. <ul style="list-style-type: none"> <li>•Quality &amp; Safety</li> <li>•Documentation</li> <li>•Coding</li> <li>•Risk Management</li> <li>•Professionalism</li> <li>•Star Panel</li> <li>•Communication Wizard</li> <li>•RX Star</li> </ul>                | New Provider Orientation link:<br><a href="http://www.mc.vanderbilt.edu/root/vumc.php?site=vmgtod&amp;doc=45228">http://www.mc.vanderbilt.edu/root/vumc.php?site=vmgtod&amp;doc=45228</a><br>or<br><b>SEE VMG TRAINING &amp; ORGANIZATIONAL DEVELOPMENT (Appendix B)</b><br>For questions email <a href="mailto:newproviderorientation@vanderbilt.edu">newproviderorientation@vanderbilt.edu</a> or contact Brooke Stacey @6-2063 or <a href="mailto:brooke.d.stacey@vanderbilt.edu">brooke.d.stacey@vanderbilt.edu</a> .                     |
| 30-60 days or As soon as has fac appt | Secure VUNet ID, e-password and email address.   | •Section Network Support Director Eric Howard (3-8906), Room CCC-4317 MCN   |
| 30-60 days or As soon as has fac appt | Obtain secure token ID. New requests submitted in eProcurement   | •Section Admin Officer Chereta Brigman (2-8250), Room D-4208 MCN or Security Manager of Department/Division.  |
| 30-60 Days                            | Prepare New Hire PAF as soon as faculty appointment is received from Dean's Office.  | For questions/assistance contact Section Administrative Officer Chereta Brigman, 2-8250   |
| 30-60 Days                            | <b>Faculty Affairs &amp; Career Development - Compliance:</b> New Faculty Orientation - FOTO (1 day training) Schedule/Confirm date of SOM. <ul style="list-style-type: none"> <li>•Occupational Health</li> <li>•Environmental Health &amp; Safety</li> <li>•Star Panel &amp; Wiz Order</li> <li>•Documentation requirements</li> </ul>                                       | New faculty must attend within first 3 months of employment.<br><a href="https://medschool.vanderbilt.edu/faculty/compliance">https://medschool.vanderbilt.edu/faculty/compliance</a><br>To schedule - contact Shannon Ontiveros @ 322-8384 or <a href="mailto:shannon.ontiveros@vanderbilt.edu">shannon.ontiveros@vanderbilt.edu</a><br><b>SEE FACULTY TRAINING CHECKLIST (Appendix A)</b><br><a href="https://medschool.vanderbilt.edu/foto/training-requirements">https://medschool.vanderbilt.edu/foto/training-requirements</a>          |

|             |   |  |
|-------------|---|--|
| 30-60 weeks | Purchase computer/laptop; secure VPN access through Network Support.  | •email <a href="mailto:SSSnet.Tech@vanderbilt.edu">SSSnet.Tech@vanderbilt.edu</a> or call Network Support Services (3-8906), Room CCC4317 MCN  |
| 30 Days     | Secure Epic provider # (assigned when privileges approved)  | • Department Billing requests form from Provider Services<br>• Epic Appointment Systems: Brandon Nechvatal (6-6825) and Brian Wood (6-2147).   |
| 30 Days     | Submit Income Distribution form to Section of Surgical Sciences (after receive EID & Provider #)  | Section Financial Support Director Joe Ennis (2-2366), Room D-4308 MCN   |
| 30 days     | Outpatient Dictation: <b>Dragon</b><br>To schedule one-on-one training, email <a href="mailto:voicerecognition@vanderbilt.edu">voicerecognition@vanderbilt.edu</a> and provide the following information:<br>1. Provide three dates and times they can meet<br>2. Location where you would like training - Needs to be a place that's quiet if possible.<br>3. Current dragon user?<br>4. Computer name(s) office desktop and/or laptop<br>LAN manager's name | Ann Stanford<br>Operations Systems Engineer<br>Vanderbilt Medical Group<br>3000 Village at Vanderbilt   Nashville, TN 37203<br><a href="mailto:ann.stanford@vanderbilt.edu">ann.stanford@vanderbilt.edu</a>   615.480.5847 phone   |
| 30 days     | Inpatient Dictation –to create a dictation # & be set up for Inpt. Dictation/work list: send email to <a href="mailto:susan.clark.1@vanderbilt.edu">susan.clark.1@vanderbilt.edu</a> with following information:<br>1. Name:<br>2. RACF-ID:<br>3. Last 4 digits of SSN  | Health Data Coordinator, Susan Clark Phone, 875-2553<br><a href="mailto:susan.clark.1@vanderbilt.edu">susan.clark.1@vanderbilt.edu</a>   |
| 30 Days     | Order business cards.   | •University Printing: Phone 6-4544, Fax 6-4542,<br><a href="http://printingservices.vanderbilt.edu/">http://printingservices.vanderbilt.edu/</a>   |
| 30 Days     | <b>Orientation – Specialty Specific billing &amp; Coding – one-on-one training.</b> Follow-up to make sure is scheduled.  | • Senior Billing Manager (for all of Section) - Cathy Halsey (2-3177)  |
| 1-2 weeks   | <b>Synergy</b> – on-line call schedule. Department enters new faculty contact information which includes pager #.   | For questions contact the Physician Relations Department at (615) 936-6025; Judy Ralph at <a href="mailto:judy.ralph@vanderbilt.edu">judy.ralph@vanderbilt.edu</a> or Rachael Hackler at <a href="mailto:rachael.hackler@vanderbilt.edu">rachael.hackler@vanderbilt.edu</a> .<br><a href="https://synergy.mc.vanderbilt.edu/">https://synergy.mc.vanderbilt.edu/</a> |
| 1-2 weeks   | Secure pager.   | •Shelly Moore, 2-6477, D-2103 MCN,<br><a href="mailto:moore@aquiscommunications.com">moore@aquiscommunications.com</a>   |
| 1-2 weeks   | Request long distance vnet number.  | •eProcurement  |
| 1-2 weeks   | Secure Lab Coats.   | • Linen Services, <a href="mailto:claudia.l.portillo@vanderbilt.edu">claudia.l.portillo@vanderbilt.edu</a><br>• Land Uniforms, <a href="mailto:landuniforms@landuniforms.net">landuniforms@landuniforms.net</a>  |
| 1-2 weeks   | Order or make door insert.  | •Either create/print or submit request Medical Art Group, Phone: 2-2183,<br><a href="http://www.mc.vanderbilt.edu/medartgrp/home/home.html">http://www.mc.vanderbilt.edu/medartgrp/home/home.html</a>  |
| 1-2 weeks   | Benefits Orientation  | Department AO to assist with scheduling New Faculty Benefits Orientation. <a href="http://hr.vanderbilt.edu/benefits/faculty.php">http://hr.vanderbilt.edu/benefits/faculty.php</a>  |
| 1 week      | Register signature for RX Star signature pad  | Linda McNeil, assistant director, Medical Information Services, 2-3857, B-334 VUH.   |
| 1 week      | PeopleFinder – new faculty listing automatically uploaded from PeopleSoft when PAF is processed.  | Department PeopleFinder Manager reviews for accuracy.  |

| Time-line   | Task  | Contacts  |
|---|---|---|
| <b>Coordinate On/After New Faculty Start Date</b> |   |   |
| Day of Arrival                                    | Welcome breakfast, lunch, or social hour with Department Chair/Chief and/or other departmental leader(s).   | Department AO or admin staff plan/schedule  |
| Day of arrival                                    | Assist with completion of New Employee HR forms: <ul style="list-style-type: none"> <li>•New Employee Information</li> <li>•Enroll in direct deposit on C2HR if VUNet ID is available</li> <li>•W-4</li> <li>•I-9 (remind faculty to go online to complete)</li> <li>•Parking (MCE garage, 1<sup>st</sup> floor)</li> <li>•Complete ID badge form and escort new faculty to Medical Center Card Office to secure photo ID.</li> </ul> | <ul style="list-style-type: none"> <li>•<a href="http://www.vanderbilt.edu/cardservices/mc/VCS_Medical_Center_Authorization_Form.pdf">http://www.vanderbilt.edu/cardservices/mc/VCS_Medical_Center_Authorization_Form.pdf</a> (ID Badge Form)</li> <li>•<a href="http://hr.vanderbilt.edu/forms/documents/NewEmployeeInfoForm.pdf">http://hr.vanderbilt.edu/forms/documents/NewEmployeeInfoForm.pdf</a> (New Employee Info form)</li> <li>•<a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a> (W-4)</li> <li>•<a href="http://hr.vanderbilt.edu/i9/">http://hr.vanderbilt.edu/i9/</a> (Direct new faculty to this web site on 1st day of employment to submit I-9 form electronically. See website for list of valid ID's the faculty must present to the appropriate HR processing office.)</li> <li>•<a href="https://hr.mc.vanderbilt.edu/cardservices/card_auth.php">https://hr.mc.vanderbilt.edu/cardservices/card_auth.php</a> (ID Badge form)</li> </ul> |
| Day of arrival                                    | Confidentiality Agreement   | <a href="http://www.mc.vanderbilt.edu/root/vumc.php?site=DCCI&amp;doc=27306">http://www.mc.vanderbilt.edu/root/vumc.php?site=DCCI&amp;doc=27306</a>   |
| Day of Arrival                                    | Obtain office key, VAV access card; clinic key/VCH Card Access (email list to Kim Plemmons).  | <ul style="list-style-type: none"> <li>•VCH Card Access: Debra Allen, Tech Supervisor III, Plant Operations Medical Administration, Phone 3-8418, <a href="mailto:debb.allen@vanderbilt.edu">debb.allen@vanderbilt.edu</a></li> </ul>   |
| To be scheduled soon after arrival as time allows | AO, AA to follow-up with/direct new faculty to appropriate web sites to take mandatory training (online or in class).   | <p>See list of new faculty Training Requirements/Modules. Must attend within first 3 months of employment. Website: <a href="https://medschool.vanderbilt.edu/foto/training-requirements">https://medschool.vanderbilt.edu/foto/training-requirements</a></p> <p><b>SEE FACULTY TRAINING CHECKLIST (Appendix A)</b><br/>For questions contact Shannon Ontiveros @ 322-8384 or <a href="mailto:shannon.ontiveros@vanderbilt.edu">shannon.ontiveros@vanderbilt.edu</a></p>  |
| Within 2 wks after arrival                        | AO, AA to set up Meeting with Physician Liaison's Office (AO to attend with new Faculty)  | <p>Physician Liaison:</p> <ul style="list-style-type: none"> <li>• (VHVI) Jessica Cheek, 615-429-6495, <a href="mailto:Jessica.r.cheek@vanderbilt.edu">Jessica.r.cheek@vanderbilt.edu</a></li> <li>• (Pediatrics/Children's) Rachael Hackler, 615-351-8583, <a href="mailto:rachael.a.hackler@vanderbilt.edu">rachael.a.hackler@vanderbilt.edu</a></li> <li>• (All other departments) Emily Duvall, 615-936-6500, <a href="mailto:emily.duvall@vanderbilt.edu">emily.duvall@vanderbilt.edu</a></li> </ul>   |
| Within 30 days after arrival                      | AO, AA schedules meeting for new faculty member to meet with Chief Business Officer. <ul style="list-style-type: none"> <li>• Compensation Plan</li> <li>• Vacation/Provider Time Away</li> <li>• CME/Grand Rounds</li> </ul>   | CBO will discuss Section and/or Institution policies and procedure, administrative needs, discuss any other needs/questions new faculty member may have.  |

Faculty Affairs & Career Development – Compliance  
 Faculty Orientation & Training Office  
 Training Checklist

<https://medschool.vanderbilt.edu/foto/training-requirements>

| <b>Occupational Health Requirements (Personal Visit)</b>      |  |  |                  |
|---|--|--|------------------|
| <b>Training modules</b>                                       | <b>Required for ...</b>  | <b>How to complete</b>   | <b>Completed</b> |
| Immunizations/Screenings                                      | all faculty  | Verification of required immunizations is provided during New Faculty Orientation or at the Occupational Health Clinic |                  |
| TB Skin Testing (annually)                                    | faculty who provide care to patients   | Testing is provided during New Faculty Orientation or at the Occupational Health Clinic                                |                  |
| Respirator Fit Testing and Training (annually)                | faculty who provide care to patients at risk of exposure to airborne pathogens. <a href="#">Click here for additional information.</a> | Testing is provided monthly through Vanderbilt Environmental Health and Safety   |                  |
| <b>Online Training Requirements</b>                           |  |  |                  |
| <b>Training Modules</b>                                       | <b>Required for ...</b>  |  | <b>Completed</b> |
| Conflict of Interest Disclosure Form                          | all faculty  |  |                  |
| Fire Safety   |  |  |                  |
| Emergency Preparedness  |  |  |                  |
| Hazard Communication Standard                                 |  |  |                  |
| Standards of Conduct & Confidentiality Agreement              |  |  |                  |
| Crede Signing   |  |  |                  |
| Do Not Use Abbreviations                                      |  |  |                  |
| Managing Fatigue for Patient Safety                           |  |  |                  |
| Patient Contact / Bloodborne Pathogens                        |  |  |                  |
| Patient Contact / Hand Hygiene                                |  |  |                  |
| Patient Contact / Infection Control                           | all faculty providing care to patients   |  |                  |
| Informed Consent: Elements and Process                        |  |  |                  |
| HIPAA Training for Faculty                                    |  |  |                  |
| SBAR Handoffs - Faculty                                       |  |  |                  |
| Animal Allergy Survey   | faculty who use live vertebrate animals for research or instruction  |  |                  |
| Animal Research Training Program                              |  |  |                  |
| Chemical and Physical Safety in the Lab                       | faculty who use chemicals in a laboratory  |  |                  |
| Chemical Waste Training for Lab                               |  |  |                  |
| Faculty Research Effort Reporting and Certification           | faculty who receive federal grant or contract support  |  |                  |
| FERPA   | faculty who have access to undergraduate or medical student educational records  |  |                  |
| HIPAA Training  | faculty who view protected health information (PHI)  |  |                  |
| Human Subject Protections Training (CITI)                     | faculty who conduct research involving human subjects  |  |                  |
| Moderate Sedation   | faculty who order or administer sedation to patients   |  |                  |
| Patient Safety (Side & Site)                                  | faculty who perform invasive procedures, diagnostic or therapeutic, on patients  |  |                  |
| Radioactive Material Safety Training (annually)               | faculty who work with radioactive materials (annual retraining after completion of General Radiation training courses noted below)     |  |                  |
| Using Human Materials in the Lab                              | faculty who conduct research with human body fluids, tissues, or cell lines  |  |                  |
| X-Ray Radiation Safety Training (annually)                    | faculty use x-ray machines, PET/CT or gamma camera/CT machines, or who are exposed to x-rays during work                               |  |                  |
| MRI Safety Training   | faculty who care for patient who receive MRI scans, transport patients to an MRI scanner, order MRI scans, or work near MRI machines   |  |                  |
| <b>Classroom Training Requirements</b>                        |  |  |                  |
| <b>Training modules</b>                                       | <b>Required for ...</b>  | <b>How to complete</b>   | <b>Completed</b> |
| ACLS/BLS  | faculty who order or administer seation to patients  | Contact Jeff Hileman to schedule training  |                  |
| Core Compliance - Billing Provider Documentation Requirements | faculty who provide care to patients   | Provided through New Faculty Orientation and New Provider Orientation  |                  |
| StarPanel & Wiz Order   | faculty who provide care to patients   | Provided through New Provider Orientation or by contacting Maribeth Hagan to schedule training                         |                  |
| Cs-137 Irradiator Training                                    | faculty who use the Cs-137 irradiator  | Contact Adam Miller to schedule training   |                  |
| General Radiation - Orientation                               | faculty who work with radioactive materials  | Contact Karl Witte to schedule training  |                  |
| General Radiation Safety                                      | faculty who work with radioactive materials (offered in conjunction with the Orientation session noted above)                          | Contact Karl Witte to schedule training  |                  |
| Shipping Infectious Substances & Diagnostic Specimens         | faculty who ship, prepare for shipment or receive biological materials   | Contact Robin Trundy to schedule training  |                  |

VMG Training & Organization Development

2-Day Orientation Agenda:

Provider Orientation link: (login required)

<http://www.mc.vanderbilt.edu/root/vumc.php?site=vmgtod&doc=45228>

| Welcome and Other   | Professionalism   | Compliance & Documentation  |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Welcome &amp; Overview of Orientation</li> <li>• VUMC Overview</li> <li>• Vanderbilt LifeFlight Overview</li> <li>• Faculty &amp; Physician Wellness Programs</li> <li>• Template Management</li> <li>• Provider Time Away</li> <li>• Risk Management</li> </ul> | <ul style="list-style-type: none"> <li>• Professionalism, Patient Satisfaction &amp; Clinical Service Excellence</li> <li>• Patient Compliments &amp; Concerns</li> <li>• HIPPA</li> </ul>  | <ul style="list-style-type: none"> <li>• Compliance Training</li> <li>• Documentation</li> <li>• Role &amp; Supervision of the Advanced Practice Provider</li> <li>• Essentials of Billing &amp; Coding</li> </ul>  |
| Safety and Quality  | Orientation Documents   | Useful Web Links  |
| <ul style="list-style-type: none"> <li>• Quality and Safety</li> <li>• Environment of Care</li> </ul>   | <ul style="list-style-type: none"> <li>• Documentation Handout-Dr. Titus Daniels</li> <li>• Documentation Handout-Stephanie Hays</li> <li>• Billing Manager Contact Sheet</li> <li>• VMG Coding Services Contact</li> <li>• Consent to Treat</li> <li>• StarPanel-Clinic Summary</li> <li>• StarPanel-Composing a Message</li> <li>• StarPanel-Navigating AllDocs</li> <li>• StarPanel-Patient Summary</li> <li>• StarPanel-Patient Summary Updates</li> <li>• StarPanel-Provider Communication Wizard</li> <li>• StarPanel-Results4U Provider Quick Reference Guide</li> <li>• StarPanel-Curent Preferences</li> <li>• StarPanel-RxStar</li> <li>• StarPanel-Quick Reference</li> <li>• StarPanel-StarForms and StarNotes</li> <li>• StarPanel-Family History</li> </ul> | <ul style="list-style-type: none"> <li>• Privacy Office</li> <li>• Impax-Imaging Informatics</li> <li>• System Support Services Website</li> <li>• TODD Website</li> <li>• Capacity Management Sharepoint Site</li> <li>• Getting Started in VandySafe</li> <li>• N-95 Respirator Program</li> <li>• Bloodborne Pathogens Standard</li> <li>• Center for Advanced Practice Nursing and Allied Health</li> <li>• Vanderbilt Health One Hundred Oaks</li> <li>• VUMC Main Campus</li> <li>• VUMC Top Material Safety Data Sheets</li> <li>• New Faculty Benefits Orientation</li> <li>• Satellink Communications (Pager System)</li> <li>• File Tranfer Application</li> <li>• Tennessee Monitoring Database Link</li> <li>• Patient Photography &amp; Video Imaging</li> </ul> |