**New Faculty Checklist** rev. 6-2021

New Faculty Name: \_ Start Date:

**Department/Division: Title and Job Code:**

**Salary: Signing Bonus: Relocation Reimbursement:**

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| **Timeline** | **Responsible Person** | **Task** | **Contacts** |
|  | **Coordinate Prior to Faculty Start Date** | | |
| 120+ Days | Admin | As soon as offer letter has been signed and returned, click on link to request credentialing application. The application for privileges will be sent out via a system called "Cactus".  Please note the credentialing packet is only good for 90 days after Attestation Page is signed and dated.  . | Credentialing Application Request Form link:  <https://sharepoint.app.vumc.org/sites/Finance/pss/PORTAL/Shared%20Documents/Forms/AllItems.aspx> |
| 120+ Days | Admin | It is imperative that the new faculty start the application for a Tennessee Medical License asap. This process can take up to 4 months and may delay credentialing.  Ask they submit an authorization for you to check on the status of their license. They may submit the authorization to: [medical.health@tn.gov](mailto:medical.health@tn.gov) | <https://www.tn.gov/health/health-program-areas/health-professional-boards/me-board/me-board/applications.html>  Click on link – Application for Full Medical Doctor Licensure in Tennessee (PH-0235) |
| 120+ Days | Admin | As soon as offer letter has been accepted, signed and scanned to Section AO, notify VMG of new faculty member with start date. | Email: Sandra Landis, Alicia Johnstone, Gina Marrow, Marian Burlison, Lynn Edwards  [sandra.landis@vumc.org](mailto:sandra.landis@vumc.org)  [alicia.r.johnstone@vumc.org](mailto:alicia.r.johnstone@vumc.org)  [lynn.edwards@vumc.org](mailto:lynn.edwards@vumc.org) |
| 120+ Days VMG Payer Enrollment | VMG Payer Enrollment | The Credentialing Office notifies Payer Enrollment of new faculty and email address. The payer enrollment verification process can take a minimum of 3-4 months. It is important that you reply to all emails from Payer Enrollment. | Payer Enrollment Specialist, Jenny Phan-Diptee will email new faculty for Payer Packet and Permission to Grant Pecos Access |
| 120+ Days | Admin | Get the Professional Liability Application (PLA) from Credentialing Coordinator that was sent via Cactus. Ensure application is filled out correctly, signed and dated with cost center number; have Chair sign and date. Send completed PLA along with signed offer letter to Risk Management (Cindy Matheny) to get a Future Start Letter (FSL).  **-**pull Risk Mgmt appl and send to Risk Mgmt  **-**obtain chair’s signature where applicable Submit completed application to PSS as instructed in cover page. | Professional Liability Form (if needed): [https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf) [sciences/files/public\_files/PDF/Professional%20Liability%20Appli](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf) [cation%20.pdf](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf) |
| As instructed in Offer Letter | Admin | Email VUMC Finance Payroll Admin requesting approval of signing bonus and relocation allowance (if applicable) and include copy of offer letter | Email: [VUMCfinance.payrolladmin@vumc.org](mailto:VUMCfinance.payrolladmin@vumc.org)  Link:  [Signon bonus/moving Allowance Approval Form](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffinance.vumc.org%2FAssets%2Fvu%2FSign-On%2520Bonus%2520Approval%2520Form%2520for%2520AE%2520Faculty%2520and%2520Staff.pdf&data=04%7C01%7Ctracy.perry%40vumc.org%7C973d7487643b4cf6ea3108d93100f8b7%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637594702498090594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DF3AdHFR7OtmXETf2az%2BsJpoSmBBTJ3yfXj9aXRVtr8%3D&reserved=0) |

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| 120 Days | Admin | Email new faculty pre-employment background check information (included with onboarding email). | Onboarding email includes link (below) to pre-employment background check. Once background check result comes in, an email from [PEBC.VUMC@vumc.org; .](mailto:PEBC.VUMC@vumc.org;%20.) will be sent to AO/Mgr.  [https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Faculty%20Pre-Emp%20Background%20Check%20Letter.pdf) [sciences/files/public\_files/PDF/Faculty%20Pre-](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Faculty%20Pre-Emp%20Background%20Check%20Letter.pdf) [Emp%20Background%20Check%20Letter.pdf](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Faculty%20Pre-Emp%20Background%20Check%20Letter.pdf) |
| 120 Days | Admin or AA | If applicable, Request VA credentialing packet and provide following information:   * Full Name * SSN * DOB * email address * Current phone # * Start date (if known) * TN Med License * BLS (AHA) – training available in Learning Exchange * VA Status (ex. WOC, 2/8) | •Michelle Cothron-Clay – Program Support Assist  [**michelle.cothron-Clay@va.gov**](mailto:michelle.cothron-Clay@va.gov)  •LaToya Hill – Program Specialist (credentialing) [latoya.hill3@va.gov,](mailto:latoya.hill3@va.gov) phone 615-873-7194  •Laura Campbell, AO, Dept of Surgery, Surgical Services, TVHS, (615) 873-7610  •Judy Carter, Program Support Assistant, Surgical Services; phone: (615)873-7582, fax: (615)873-7901;[judy.carter@va.gov](mailto:judy.carter@va.gov) |
| 120 Days | Admin | If applicable, obtain other off-site privilege applications | Williamson Medical Center; Cool Springs Surgery Center; Meharry Medical Center; Maury County or Tennessee Donor Services if Heart, Lung, Liver, or Kidney transplant |
| 90+ Days | Admin | Contact clinic manager to ensure coordination of clinics and OR days. | Contact department’s Clinic Manager to verify coordination of clinic and OR schedule. |
| 90+ Days | Admin | Order special clinic/OR equipment. | Contact Operative Services for OR equipment (2-3354) |
| 90+ Days | Asst to Chair/AO | Select appropriate Faculty Appointment Packet from Faculty Affairs web site | * Faculty Affairs: <https://medschool.vanderbilt.edu/faculty/> * Submit completed appt packet to the Margie Tattersfield (3- 2735) or Khristina Prince (3-2735), Room D-4316 MCN |
| 90+ Days | Admin | Once applicant has a Faculty Appointment, they can complete training modules for Sedation/Laser, etc via faculty database - Office of Faculty Affairs or the Learning Exchange. | [Faculty Affairs Sedation/Laser training](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fofa.app.vumc.org%2Fcompliance&amp;data=04%7C01%7Cchereta.brigman%40vumc.org%7C0414e22634f74b97d9d008d92aa9f834%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637587731763763326%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&amp;sdata=UU8B5admEVs47Oj5v3Kr7x%2FVSAvxQEhyYIUp1wtVj2g%3D&amp;reserved=0) or  [Learning Exchange Sedation/Laser training](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Flearningexchange.vumc.org%2F%23%2Fdashboard&amp;data=04%7C01%7Cchereta.brigman%40vumc.org%7C0414e22634f74b97d9d008d92aa9f834%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637587731763773281%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&amp;sdata=Am4aKiykRskfUXlYis8R7%2FJmYpL%2Bz63Xq54OlXBUYq4%3D&amp;reserved=0) |
| 90+ Days | Admin | New Hire PAF | Submit a new hire PAF and include signed offer letter. Once HR has processed the PAF the new faculty’s information will feed into HRs identity system which then creates their VUNet ID. |
| 90 Days | Admin | VUNetID - Claiming the VUMC Vunet ID account is the first step to begin using VUMC network resources. | Email is sent to AO (to forward to new faculty) with new VU Net ID and instructions to claim VUNet ID account: <https://www.vumc.org/it/accessvu-new-users>  Should a faculty need access to certain systems prior to their start date, email [SSSnet.Tech@vumc.org](mailto:SSSnet.Tech@vumc.org) for assistance. |
| 90 Days (has to be  credentialed) | **Admin** | **New Clinician Orientation and eStar Training**  Please try to schedule the first week of their hire date. eStar training can be reduced if they have prior experience. | New Clinician Orientation website: <https://www.vumc.org/vmgtod/> NCO enrollment form: <http://bit.ly/NCOEnrollmentform>;  *eSTar training schedule: https://www.vumc.org/vmgtod/54410;* |
| 30-60 Days | **Admin** | **Faculty Affairs & Career Development** - **Compliance**: New Faculty Orientation - FOTO (1 day training) Schedule/Confirm date of SOM.  •Occupational Health  •Environmental Health & Safety  •Star Panel & Wiz Order  •Documentation requirements | New faculty must attend – scheduled twice a year. <https://www.vumc.org/faculty/compliance/new-faculty-> [orientation](https://www.vumc.org/faculty/compliance/new-faculty-orientation)  To schedule - contact Ashley Wood @ 322-6812 or [ashley.wood@vumc.org](mailto:ashley.wood@vumc.org) |
| 30-60 days | Admin | Purchase computer/laptop | Use smartsheet computer form: <https://www.vumc.org/surgical-sciences/section.it-resources> |
| 30 Days | Admin | Set up center numbers 3-04 and 3-05;  3-04 center can be submitted via email but the 3-05 center must have IDF form completed with revenue mapped and attached via Pegasus (VMG Prorates Request). 3-05 cost center will not be issued until new faculty is credentialed. | Finance website: <https://finance.vumc.org/are/vu/budget.aspx>  Link on left side of page: Center Request Form  Pegasus: <https://www.vumc.org/it/pegasus> - Search for VMG Prorates Request |
| 30 Days | Admin from New Faculty member | Obtain DEA certificate (Must be FEE PAID) or change address to new state. (If new license, can submit application while license is pending. If changing address or transferring license, must wait until no longer practicing in current state before submitting request.) | [https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/com](https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp) [mon/newAppLogin.jsp](https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp) |
| 30 Days | Admin | Secure Epic provider # (assigned when privileges approved but not released until actual start date) | Pfd.app.vumc.org  (Provider Database website) |
| 30 Days | Admin | Set up appointment with Chelsea Provot (Section Lead Clinical Documentation Specialist and Coding Consultant) for one-on-one training. | [Chelsea.provot@vumc.org](mailto:Chelsea.provot@vumc.org); |
| 1-2 weeks | Admin | Media Services Secure Practice Announcement  – online REDCAP form; [https://redcap.vanderbilt.edu/surveys/?s=TML 4A3YXAX](https://redcap.vanderbilt.edu/surveys/?s=TML4A3YXAX) | Media Services Deborah Doyle (2-7048)  From this information, Media Services will create web site faculty pages, announcement and doctor referral web site content. |
| 1-2 weeks | Admin | Outpatient Dictation: **Dragon**  To schedule one-on-one training, email [voicerecognition@vumc.org](mailto:voicerecognition@vumc.org) and provide the following information:   1. Provide three dates and times they can meet 2. Location where you would like training - Needs to be a place that’s quiet if possible. 3. Current dragon user? 4. Computer name(s) office desktop and/or laptop 5. LAN manager’s name | Ann Stanford [(ann.stanford@vumc.org)](mailto:(ann.stanford@vumc.org))  Operations Systems Engineer  Vanderbilt Medical Group  3000 Village at Vanderbilt  Nashville, TN 37203  615.875.7749 |

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| 30 days | Admin | Inpatient Dictation –to create a dictation # & be set up for Inpt. Dictation/work list: send email to [susan.clark.1@vumc.org](mailto:susan.clark.1@vumc.org) with following information:   1. Name: 2. Last 4 digits of SSN | Health Data Coordinator, Susan Clark Phone, 875-2553 [susan.clark.1@vumc.org](mailto:susan.clark.1@vumc.org) |
| 30 Days | Admin | Order business cards. | •University Printing: Phone 6-4544, Fax 6-4542, <http://printingservices.vanderbilt.edu/> |
| 30 Days | Admin | Notify Michele Hesselrode (Physician Outreach Program) of new faculty member and contact information | [michele.hesselrode@vumc.org](mailto:michele.hesselrode@vumc.org) |
| 1-2 weeks | **Admin** | **Synergy** – 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 [judy.ralph@vumc.org](mailto:judy.ralph@vumc.org) or Rachael Hackler at [rachael.hackler@vumc.org.](mailto:rachael.hackler@vumc.org.) <https://synergy.mc.vanderbilt.edu/>  Contact: David Shepherd at [David.shepherd@vumc.org](mailto:David.shepherd@vumc.org) |
| 1-2 weeks | Admin | Secure pager. | •Shelly Moore, 2-6477, D-2103 MCN, [moore@aquiscommunications.com](mailto:moore@aquiscommunications.com) |
| 1-2 weeks | Admin | Request long distance vnet number, if needed. | •eProcurement (if applicable) via ITS. |
| 1-2 weeks | Admin | Order Lab Coats/Scrubs. | * Linen Services, [claudia.l.portillo@vumc.org](mailto:claudia.l.portillo@vumc.org) ([linenservices@vumc.org)](mailto:linenservices@vumc.org) * Land Uniforms, [landuniforms@landuniforms.net](mailto:landuniforms@landuniforms.net) |
| 1-2 weeks | Admin | Order or make door insert. | •Either create/print or submit request to Deborah Doyle. |
| 1-2 weeks |  | Benefits (VU faculty benefits) (If needed.) | Admin to assist with scheduling New Faculty Benefits Orientation. <http://hr.vanderbilt.edu/benefits/faculty.php> Kim Cox is HR’s faculty benefits specialist. |
| 1 week | New Faculty | Register signature for RX Star signature pad | Linda McNeil, Assistant Director, Medical Information Services, 2- 3857, B-334 VUH. |
| 1 week | Admin | Request eStar access (and any other systems that may be necessary – i.e., Sectra) via Pegasus. | <https://www.vumc.org/it/pegasus>  **Note: Must have MD License #, NPI, and last four of DEA to complete the form in Pegasus.** |
| 1 week | Admin | PeopleFinder – new faculty listing automatically uploaded from PeopleSoft when PAF is processed. (will not appear before actual start date) | Department People Finder Manager reviews for accuracy. |
| 1 week | Admin | Verify/Setup Accurate Provider Database | Section Admin Support – Deborah Doyle or Paul Lang |
| 1 week | Admin | Mobile Device Management/Multi-Factor Authentication set-up instructions | Section’s Faculty Resource website: <https://www.vumc.org/surgical-sciences/faculty-resource-0> |

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| **Time-line** |  | **Task** | | **Contacts** |
|  | | | **Coordinate On/After New Faculty Start Date** | |
| Day of Arrival | AA | 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 | AA | Get ID Badge (2525 West End Avenue)  Get Parking (Must have ID badge and vehicle registration) Vanderbilt Parking Office in Garage  Get Lab Coats (fitted with style/monogram) – Linen Services | | **Authorization must be submitted by authorized AO/Manager ahead of time and send confirmation as well as link to upload photo. Also send information about making appointment.** |
| Day of arrival | A | Assist with completion of New Employee HR forms (online & paper):  •New Employee Information  •Enroll in direct deposit on C2HR if VUNet ID is available  •W-4  •I-9 (remind faculty to go online to complete)  •Parking (MCE garage, 1st floor)  •Complete ID badge online and escort new faculty to 2525 West End to secure photo ID. | | ***All of these are now completed online except for the W-4***   * ID Badge request – login required: https://hr.vumc.org/user/login?destination=/cardservices * I9 Form: <https://hr.vumc.org/i9>(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.) * Voluntary Self Identification Form: <https://forms.vanderbilt.edu/embed.php?id=679796> * W-4 Form: [www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf) |
| Day of arrival | A | Confidentiality Agreement | | Must be submitted online: <https://ofa-web.app.vumc.org/coi> |
| Day of Arrival | AA | Obtain office key, VAV access card; clinic key/VCH Card Access (email list to Kim Plemmons). | | •VCH Card Access: Debra Allen, Tech Supervisor III, Plant Operations Medical Administration, Phone 3-8418, [debb.allen@vumc.org](mailto:debb.allen@vumc.org) |
| Day of Arrival or soon after | AA | Set up Concur Profile – profile must be created as appears on legal documentation. | | Department AO or AA  Section Admin Support – Susan Rose (2-3616) |
| To be scheduled soon after arrival as time allows | AA | AO, AA to follow-up with/direct new faculty to appropriate web sites to take mandatory training (online or in class). | | See list of new faculty Training Requirements/Modules. Must attend within first 3 months of employment. Website: <https://www.vumc.org/faculty/foto>  For questions contact Shannon Ontiveros @ 322-8384 or [shannon.ontiveros@vumc.org](mailto:shannon.ontiveros@vumc.org) |
| Within 30 days after Arrival | AA | AA schedules meeting for new faculty member to meet with Chief Business Officer.   * Compensation Plan * Vacation/Provider Time Away * CME/Grand Rounds | | Chair/Chief/CBO will discuss Section and/or Institution policies and procedure, administrative needs, discuss any other needs/questions new faculty member may have. [https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/SectionFacultyVacationTimeAway.pdf) [sciences/files/public\_files/PDF/SectionFacultyVacationTimeAway.pdf](https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/SectionFacultyVacationTimeAway.pdf) |