

**New Faculty Checklist rev. 9-2019**

**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 signed and returned, contact Vanderbilt Credential Services to request a "One Packet".  The application for privileges will be sent out of a system called "Cactus"	OnePacket request link: <a href="https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsharepoint.app.vumc.org%2Fsites%2FFinance%2Fpss%2FPORTAL%2FShared%2520Documents%2FForms%2FAllItems.aspx&amp;data=02%7C01%7Cchereta.brigman%40vumc.org%7Cb204d4ebc634459e3e7608d720f71f4%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637014118065174333&amp;data=pha5honzw3VJocNFocle44DkHVdjRgJll62eWBWfta%3D&amp;reserved=0">https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsharepoint.app.vumc.org%2Fsites%2FFinance%2Fpss%2FPORTAL%2FShared%2520Documents%2FForms%2FAllItems.aspx&amp;data=02%7C01%7Cchereta.brigman%40vumc.org%7Cb204d4ebc634459e3e7608d720f71f4%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637014118065174333&amp;data=pha5honzw3VJocNFocle44DkHVdjRgJll62eWBWfta%3D&amp;reserved=0</a>
120+ Days	As soon as offer letter has been accepted, signed and scanned to Section AO, the Department AO (or designee) is to notify VMG of new faculty member with start date.	<ul style="list-style-type: none"> <li>• Section Admin Support – Chereta Brigman (2-8250)</li> <li>• email Sandra Landis (3-5354) and/or Marian Burlison (6-6093)</li> </ul>
120+ Days VMG Payer Enrollment or One Packet Req. 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 3-4 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.  Please note the PSS credentialing packet is only good for 90 days.	Provider Support Services (2-3573) online One Packet Request form: <a href="https://sharepoint.app.vumc.org/sites/Finance/pss/default.aspx">https://sharepoint.app.vumc.org/sites/Finance/pss/default.aspx</a> <i>(PSS grants access to link)</i>  Timeline for Processing privilege application and Committee Review Meeting Dates: <a href="https://finance.vumc.org/vmg/pss/Date-Calculator.aspx">https://finance.vumc.org/vmg/pss/Date-Calculator.aspx</a>  Email: <a href="mailto:Provider.Support.Services@vanderbilt.edu">Provider.Support.Services@vanderbilt.edu</a> or <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	Ensure candidate obtains TN medical license (w/photo). (15 page application revised 1/2013)	<a href="https://www.tn.gov/health/health-program-areas/health-professional-boards/me-board/me-board/applications.html">https://www.tn.gov/health/health-program-areas/health-professional-boards/me-board/me-board/applications.html</a>
120+ Days	Review the completed credentialing application and the Risk Management Specialty application to ensure new faculty has signed all required documents. -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.	Department AOs  Professional Liability Form (if needed): <a href="https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf">https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf</a>
As soon as Ofr Ltr is signed	AO provides new faculty with information regarding relocation/moving to Nashville.	<ul style="list-style-type: none"> <li>• Approved moving service – Alexanders Mobility</li> <li>Contact: Shawn Coode 800-550-0217 ext 122 or 615-254-8646</li> </ul>
As instructed in Ofr Ltr	Process early payment form for Sign-on Bonus and/or moving allowance (if applicable) as stated in offer letter. Usually included with 1 <sup>st</sup> paycheck.	<ul style="list-style-type: none"> <li>• See Sign-on Supplement Procedure document <a href="https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Faculty_Sign-on_Supplement_form.pdf">https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Faculty_Sign-on_Supplement_form.pdf</a></li> <li>• See Moving Expense Allowance Procedure document <a href="https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Moving%20Allowance%20Approval%20form_5.14.2018%20(003).pdf">https://www.vumc.org/surgical-sciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Moving%20Allowance%20Approval%20form_5.14.2018%20(003).pdf</a></li> <li>• Section Admin Support – Chereta Brigman (2-8250)</li> </ul>

120 Days	Email new faculty pre-employment background check letter.	AO sends new faculty pre-employment letter and copies <a href="mailto:PEBC.VUMC@vumc.org">PEBC.VUMC@vumc.org</a> . Be sure to include the job/position they will be hired into. This information will allow HR to assist you more efficiently. <a href="https://www.vumc.org/surgical-sciences/sites/vumc.org/surgical-sciences/files/public_files/PDF/Faculty%20Pre-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</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>• TN Med License</li> <li>• BLS (AHA) – training available in Learning Exchange</li> <li>• VA Status (ex. WOC, 2/8)</li> </ul>	<ul style="list-style-type: none"> <li>•Michelle Cothron-Clay – Program Support Assistant <a href="mailto:michelle.cothron-Clay@va.gov">michelle.cothron-Clay@va.gov</a></li> <li>•LaToya Hill – Program Specialist (credentialing) <a href="mailto:latoya.hill3@va.gov">latoya.hill3@va.gov</a>, phone 615-873-7194</li> <li>•Laura Campbell, AO, Dept of Surgery, Surgical Services, TVHS, (615) 873-7610</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> </ul>
120 Days	If applicable, obtain other off-site privilege applications	Williamson Medical Center; Cool Springs Surgery Center; Meharry Medical Center; Maury County TDS if Heart, Lung, Liver, or Kidney
90+ Days	AO contacts 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	Order special clinic/OR equipment.	Contact: Dave Wyatt, Hospital Administration (2-3354)
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>• Submit completed apt packet to the Margie Tattersfield (3-2735) or Khristina Prince (3-2735), Room D-4316 MCN</li> </ul>
90+ Days	New Hire PAF	AS SOON AS FACULTY APPT LETTER IS RECEIVED, submit a new hire PAF. Once HR has processed the PAF the new faculty's information will feed into HRs identity system which then creates their VUNet ID. (Must attach signed offer letter and new apt ltr)
90 Days	VUNetID - Claiming the VUMC Vunet ID account is the first step to begin using VUMC network resources.	VUMC IT New Users link to claim VUNet ID account: <a href="https://www.vumc.org/it/accessvu-new-users">https://www.vumc.org/it/accessvu-new-users</a>  Should a faculty need access to certain systems prior to their start date, email <a href="mailto:SSSnet.Tech@vumc.org">SSSnet.Tech@vumc.org</a> for assistance.
90 Days (has to be credentialed)	<b>eStar Training and Delivery – New Clinician Orientation</b> First week of their hire date. eStar = 1 day	New Clinician Orientation link: (1 ½ days) <a href="https://ww2.mc.vanderbilt.edu/vmgtod/36425">https://ww2.mc.vanderbilt.edu/vmgtod/36425</a> For questions or to request enrollment form email <a href="mailto:newclinicianorientation@vumc.org">newclinicianorientation@vumc.org</a> or contact: Stephanie Keene @ 5-3199 ( <a href="mailto:Stephanie.keene@vumc.org">Stephanie.keene@vumc.org</a> ) <b>SEE ATTACHMENT "A" – ORIENTATION OVERVIEW</b>
30-60 Days	<b>Faculty Affairs &amp; Career Development - Compliance:</b> <u>New Faculty Orientation</u> - 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. <a href="https://www.vumc.org/faculty/compliance/new-faculty-orientation">https://www.vumc.org/faculty/compliance/new-faculty-orientation</a>  To schedule - contact Ashley Wood @ 322-6812 or <a href="mailto:ashley.wood@vumc.org">ashley.wood@vumc.org</a>
30-60 days	Purchase computer/laptop	•email <a href="mailto:SSSnet.Tech@vumc.org">SSSnet.Tech@vumc.org</a> or call Network Support Services (3-8906), Room CCC4317 MCN
30 Days	Set up center numbers (304) with Section Financial Services. 305 centers must have IDF form completed to map revenues.	Section Financial Support, Donald Carter, 2-3616, Room CCC 4312 MCN

30 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 no longer practicing in current state before submitting request.) MUST ALSO SUBMIT AS FEE PAID	<a href="https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp">https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp</a>
30 Days	Secure Epic provider # (assigned when privileges approved but not released until actual start date)	<ul style="list-style-type: none"> <li>• Department Billing requests form from Provider Services</li> <li>• Contact Laurie Brenner (eStar Team) for new provider #.</li> </ul>
30 Days	Submit Income Distribution form (IDF) to Section of Surgical Sciences (after receive EID & Provider #)	Section Financial Support, Donald Carter, 2-3616, Room CCC-4312 MCN
1-2 weeks	Media Services Secure Practice Announcement – online REDCAP form; <a href="https://redcap.vanderbilt.edu/surveys/?s=TML4A3YXAX">https://redcap.vanderbilt.edu/surveys/?s=TML4A3YXAX</a>	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	Outpatient Dictation: <b>Dragon</b> To schedule one-on-one training, email <a href="mailto:voicerecognition@vumc.org">voicerecognition@vumc.org</a> and provide the following information: <ol style="list-style-type: none"> <li>1. Provide three dates and times they can meet</li> <li>2. Location where you would like training - Needs to be a place that's quiet if possible.</li> <li>3. Current dragon user?</li> <li>4. Computer name(s) office desktop and/or laptop</li> <li>5. LAN manager's name</li> </ol>	Ann Stanford ( <a href="mailto:ann.stanford@vumc.org">ann.stanford@vumc.org</a> ) Operations Systems Engineer Vanderbilt Medical Group 3000 Village at Vanderbilt   Nashville, TN 37203 615.875.7749 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@vumc.org">susan.clark.1@vumc.org</a> with following information: <ol style="list-style-type: none"> <li>1. Name:</li> <li>2. Last 4 digits of SSN</li> </ol>	Health Data Coordinator, Susan Clark Phone, 875-2553 <a href="mailto:susan.clark.1@vumc.org">susan.clark.1@vumc.org</a>
30 Days	Order business cards. (10 day turnaround)	<ul style="list-style-type: none"> <li>•University Printing: Phone 6-4544, Fax 6-4542, <a href="http://printingservices.vanderbilt.edu/">http://printingservices.vanderbilt.edu/</a></li> </ul>
1-2 weeks	<b>Orientation – Specialty Specific billing &amp; Coding – one-on-one training.</b> Follow-up to make sure is scheduled.	<ul style="list-style-type: none"> <li>• Senior Billing Manager (for all of Section) – Sandra Landis (3-5354) or Nikki Vaughan (3-4156)</li> </ul>
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@vumc.org">judy.ralph@vumc.org</a> or Rachael Hackler at <a href="mailto:rachael.hackler@vumc.org">rachael.hackler@vumc.org</a> . <a href="https://synergy.mc.vanderbilt.edu/">https://synergy.mc.vanderbilt.edu/</a> Contact: David Shepherd at <a href="mailto:David.shepherd@vumc.org">David.shepherd@vumc.org</a>
1-2 weeks	Secure pager.	<ul style="list-style-type: none"> <li>•Shelly Moore, 2-6477, D-2103 MCN, <a href="mailto:moore@acquiscommunications.com">moore@acquiscommunications.com</a></li> </ul>
1-2 weeks	Request long distance vnet number.	<ul style="list-style-type: none"> <li>•eProcurement (if applicable)</li> </ul>
1-2 weeks	Order Lab Coats/Scrubs.	<ul style="list-style-type: none"> <li>• Linen Services, <a href="mailto:claudia.l.portillo@vumc.org">claudia.l.portillo@vumc.org</a> (<a href="mailto:linenservices@vumc.org">linenservices@vumc.org</a>)</li> <li>• Land Uniforms, <a href="mailto:landuniforms@landuniforms.net">landuniforms@landuniforms.net</a></li> </ul>
1-2 weeks	Order or make door insert.	<ul style="list-style-type: none"> <li>•Either create/print or submit request Medical Art Group, Phone: 2-2183, <a href="http://www.mc.vanderbilt.edu/medartgrp/home/home.html">http://www.mc.vanderbilt.edu/medartgrp/home/home.html</a></li> </ul>
1-2 weeks	Benefits (VU faculty benefits) (If needed.)	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> Kim Cox is HR's faculty benefits specialist.
1 week	Register signature for RX Star signature pad	Linda McNeil, assistant director, Medical Information Services, 2-3857, B-334 VUH.

1 week	VPIMS systems access: eOR Board, Vigilance, SAGA, VPIMS Web, etc. Requested thru Pegasus.	Use this link: <a href="https://pegasus.mc.vanderbilt.edu/NewRequest.aspx?id=636">https://pegasus.mc.vanderbilt.edu/NewRequest.aspx?id=636</a> SELECT: <b>ANCILLARY CLINICAL SUPPORT SECURITY REQUEST</b> Kim Talbott is the contact @ 2-8661
1 week	PeopleFinder – new faculty listing automatically uploaded from PeopleSoft when PAF is processed. (will not appear before actual start date)	Department PeopleFinder Manager reviews for accuracy.
1 week	Verify/Setup Accurate Provider Database	Section Admin Support – Deborah Doyle or Paul Lang
1 week	Mobile Device Management/Multi-Factor Authentication set-up instructions	Section's Faculty Resource website: <a href="https://www.vumc.org/surgical-sciences/faculty-resource-0">https://www.vumc.org/surgical-sciences/faculty-resource-0</a>

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 (online & paper): <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 online and escort new faculty to 2525 West End to secure photo ID.</li> </ul>	<b>All of these are now completed online except for the W-4</b> <ul style="list-style-type: none"> <li>• ID Badge request – login required: <a href="https://hr.vumc.org/user/login?destination=/cardservices">https://hr.vumc.org/user/login?destination=/cardservices</a></li> <li>• I9 Form: <a href="https://hr.vumc.org/i9">https://hr.vumc.org/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>• Voluntary Self Identification Form: <a href="https://forms.vanderbilt.edu/embed.php?id=679796">https://forms.vanderbilt.edu/embed.php?id=679796</a></li> <li>• W-4 Form: <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a></li> </ul>
Day of arrival	Confidentiality Agreement	Must be submitted online: <a href="https://ofa-web.app.vumc.org/coi">https://ofa-web.app.vumc.org/coi</a>
Day of Arrival	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, <a href="mailto:debb.allen@vumc.org">debb.allen@vumc.org</a>
Day of Arrival or soon after	Set up Concur Profile – profile must be created as appears on legal documentation.	Department AO or AA Section Admin Support – Donald Carter (2-3616)
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).	See list of new faculty Training Requirements/Modules. Must attend within first 3 months of employment. Website: <a href="https://www.vumc.org/faculty/foto">https://www.vumc.org/faculty/foto</a> For questions contact Shannon Ontiveros @ 322-8384 or <a href="mailto:shannon.ontiveros@vumc.org">shannon.ontiveros@vumc.org</a>
Within 2 wks after arrival	AO, AA to set up Meeting with Physician Liaison's Office (AO to attend with new Faculty)	Physician Liaison: (Ann Hollingsworth, Director) <ul style="list-style-type: none"> <li>• (VHVI) Jessica Cheek, 615-429-6495, <a href="mailto:Jessica.r.cheek@vumc.org">Jessica.r.cheek@vumc.org</a></li> <li>• (Pediatrics/Children's) Rachael Hackler, 615-351-8583, <a href="mailto:rachael.a.hackler@vumc.org">rachael.a.hackler@vumc.org</a></li> <li>• (All other departments) Emily Duvall, 615-936-6500, <a href="mailto:emily.duvall@vumc.org">emily.duvall@vumc.org</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>	Chair/Chief/CBO will discuss Section and/or Institution policies and procedure, administrative needs, discuss any other needs/questions new faculty member may have. <a href="https://www.vumc.org/surgical-sciences/sites/vumc.org/surgical-sciences/files/public_files/PDF/SectionFacultyVacationTimeAway.pdf">https://www.vumc.org/surgical-sciences/sites/vumc.org/surgical-sciences/files/public_files/PDF/SectionFacultyVacationTimeAway.pdf</a>

## Attachment A

### New Clinician Orientation: Overview and Exemptions

#### New Clinician Orientation: Overview and Exemptions

##### Description:

- NCO is a required two-day orientation for all new billing, patient care clinicians joining the organization.
- It consists of informational sessions and hands-on systems training.
- It is split into two tracks.
- Radiologists, pathologists, and anesthesiologists (including CRNAs) will complete the one day track. It is also recommended that radiologists, anesthesiologists and pathologists who bill/code, attend Day 2 of New Clinician Orientation, this would include critical care anesthesiologists, interventional radiologists.
- All others will complete the two day track.
- Clinician types may include MD, DO, OD, PhD, CNM (midwife), NP, PA, CRNA (Certified Registered Nurse Anesthetist), psychologist, dietician, podiatrist, licensed clinical social workers and fellows not part of the ACGME Accredited Fellowship Program.
- Clinicians who were in an ACGME Accredited Fellowship Program, or who were a VUMC resident or fellow and transition to faculty within a year or less of completing their residency/fellowship, it is recommended that they attend Day 2 of NCO, which is the billing/coding portion.
- A clinician must be an active employee to attend orientation. They cannot attend prior to their start date. This is due to FSLA Labor Laws and is not negotiable.
- The recommended timeframe for completing the orientation is during the clinician's first week of their hire date, but no later than 30 days after their hire date at VUMC in order to receive the necessary computer systems access and training, which is included in the orientation program.
- Please do not schedule clinicians to see patients until they have completed all of their required eStar training and are credentialed. Access to the eStar system will not be granted until all requirements are complete.
- Doctors should be credentialed before they attend NCO.
- If a clinician is returning to Vanderbilt after being gone >15 months, they will need to be oriented again.
- Dr. Sternberg has informed the chairs and heads to not schedule their new clinicians to see patients until after they attend NCO and not before the orientation.

##### The purpose of this orientation is to have all new clinicians:

- Understand the mission, values and goals of the organization
- Understand key responsibilities of their position and the impact it has on others
- Receive essential knowledge regarding professionalism, safety, documentation and quality that will help them be successful in their clinical practices
- Receive training on how to navigate through and use the basic clinical IT and EMR systems

##### Exemptions:

- Clinicians that participate in an ACGME Accredited Fellowship Program, or who were a VUMC resident or fellow and transition to faculty within a year or less of completing their residency/fellowship do not have to attend day 1 of NCO.
- Clinicians who are returning to VUMC ~ >1 year to 15 months after their termination date
- Contracted NPs from Nashville General who come to VUH/VCH EDs solely for the purpose of consulting on assault cases do not attend NCO.
- Audiologists, PT's and OT's is not required to attend New Clinician Orientation since they bill a procedural charge.
- Once an exemption has been granted, list the clinician on the "Clinician Orientation Exemption" spreadsheet saved on the SharePoint site and mark their status in LMS as waived.