



ONBOARDING CHECKLIST

TASK	RESPONSIBLE STAFF	DEADLINE	STATUS
Prepare job description for the position	_____	_____	_____
Prepare compensation with benefits package	_____	_____	_____
Prepare efficient interview process	_____	_____	_____
Provide physician with information about benefits, policies, and procedures	_____	_____	_____
Schedule a interview/tour of facility	_____	_____	_____
Draft physician agreement	_____	_____	_____
Verify identity, education, practice history, malpractice history, professional & malpractice sanctions, license verification etc.	_____	_____	_____
Prepare/present letter of intent with start date	_____	_____	_____
Obtain signed copy of physician agreement	_____	_____	_____
Review HR form for submission and completion	_____	_____	_____
Perform credentialing: · Obtain release forms · Obtain necessary licenses and certifications	_____	_____	_____
Confirm physicians start date	_____	_____	_____
Schedule physician for orientation	_____	_____	_____
Assign a mentor (if applicable)	_____	_____	_____
Add new physicians contact information to organizations directory (if applicable)	_____	_____	_____
Prepare physicians workspace: · Computer · Phone/voicemail · Email · Business cards · Supplies · Keys etc.	_____	_____	_____

TASK	RESPONSIBLE STAFF	DEADLINE	STATUS
Prepare "welcome" packet. Packet should include: <ul style="list-style-type: none"> · Job description · Time clock instructions · Procedures (fire, safety) · Policies, by-laws, & rights and responsibilities · Hospital by-laws and policy · Mission/goals · Phone/email directory · Map etc. 	_____	_____	_____
Formal introductions to staff and management	_____	_____	_____
Schedule a indepth tour of work site	_____	_____	_____
Schedule ongoing one-on-one meetings with day-to-day personnel to discuss scheduling, workflow, etc.	_____	_____	_____
Schedule ongoing one-on-one meetings with management to discuss performance, expectations, goals, etc.	_____	_____	_____
Schedule training (EHR software, Prescription software, etc)	_____	_____	_____



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