

# USA Health Paid Adjunct Onboarding Checklist

## Office of Faculty Affairs

Progress towards completion of appointments can be found on bi-weekly email updates.

TASKS:	COMPLETED BY:
<b>The recruitment process</b>	
<input type="checkbox"/> Identify proposed physician recruitment needs	Chair / Senior leadership
<input type="checkbox"/> Refer candidate to OFA and provide the following information: Candidate CV, rate of pay, and proposed start date Proposed start date should be no earlier than 3 months from referral date	Chair / DO
<input type="checkbox"/> OFA sends candidate adjunct application to complete	OFA / Candidate
<input type="checkbox"/> FCAPE review required for appointments at Adjunct Associate Professor or Adjunct Professor ranks	OFA
<b>Tasks re: credentialing and the appointment packet – at least 3 months prior to start date</b>	
<input type="checkbox"/> OFA provides Candidate's CV to Medical Staffing Office (MSO) MSO emails the online credentialing application to Candidate	OFA / MSO
<input type="checkbox"/> OFA and the Department Director of Operations (DO) complete the Physician Employment Agreement (PEA) Checklist. Once PEA Checklist is approved by USA Health Administration, it is forwarded to Legal with Candidate's CV. Legal will generate contract draft and contact DO if any additional information needed. OFA and Legal must review contract before routing. Legal will return final approved contract to OFA. OFA will forward contract to Department for review and the Chair's signature.  After the Chair signs, DO routes contract to Administration for signatures Original contract will be returned to Department and Legal	OFA / DO / Legal
<input type="checkbox"/> Request Chair's recommendation letter and signed Faculty Action Request (FAR) form	OFA
<input type="checkbox"/> OFA completes onboarding EPAF	OFA
<b>Faculty appointment should be completed at least 4-6 weeks prior to official start date</b>	
<input type="checkbox"/> Receipt of ALL required documents USA Employment Application and CV Signed contract Completion of credentialing Chair's recommendation letter Faculty Action Request form (FAR) Hospital privileges issued	OFA
<input type="checkbox"/> Routing of completed file for approvals	OFA
<input type="checkbox"/> Appointment letter issued - this letter must specify the official start date	OFA
<input type="checkbox"/> Appointment letter sent to Candidate	OFA
<input type="checkbox"/> Candidate signs and returns Appointment letter	Candidate
<b>Preparation for onboarding of new adjunct faculty</b>	
<input type="checkbox"/> Provide "Jag Number" (J#) to Department and Medical Staffing Office	OFA
<input type="checkbox"/> Department sets up for new faculty Order lab coats	Department
<input type="checkbox"/> Schedule meeting for new faculty with clinical operations supervisor/manager <i>Create clinic schedule, template, staffing and supply/equipment needs</i>	Department
<input type="checkbox"/> Schedule meeting for new faculty with USA Health Marketing and Communications <i>Photo shoot for website, info added to website, press release, etc.</i>	Department
<input type="checkbox"/> Coordinate meetings with USA Health Human Resources (if applicable)	Department
<input type="checkbox"/> Schedule New Provider Orientation with Compliance	Department
<input type="checkbox"/> Complete and submit Computer Information Services (CIS) packet	Department
<input type="checkbox"/> Schedule new adjunct faculty physician with employee health nurse	Department
<b>Onboarding – first day of employment</b>	
<input type="checkbox"/> Completion of I-9 form – I-9 must be completed on or before first date of employment Complete federal and state withholding forms (W-4s) and direct deposit form	USA Health HR
<input type="checkbox"/> Confirm login and passwords are set up for all information technology needs Issue pager Schedule compliance/billing in-service Obtain appropriate hospital badge Obtain parking passes for hospitals/clinics/Strada Patient Care Center (if applicable)	Department