

**Whatcom Alliance for Healthcare Access
Physician Recruitment Program**

New Physician Orientation Checklist
For Whatcom County

Direction: Check off as appropriate

Topic	Contact	Contact info
St. Joseph Hospital orientation* - Credentialing & tour - Hospital procedures	Medical Staff Office, Nancy Budzier Jone Hoag, CHR Project	738-6300 x2617 738-6300 x2767
Whatcom County Medical Society: membership info & introduction to medical community	Kristen Crosby, MD, Exec. Director Sara Billington, Operations Coordinator	(360)676-7630 DrKCrosby@aol.com smbillington@hinet.org
Peer introductions	Practice's lead physician or other designee	
Hinet orientation & set-up	Lori Nichols Director	(360)783-6300 x3363 LNichols@hinet.org www.hinet.org
Orientation to individual practice		See "Your Practice's New Physician Orientation Checklist"
Physician retention services	WWU, Small Business Development Center	(360)733-4014 sbdc@wwu.edu www.cbe.wwu.edu/sbdc
Community orientation & relocation information for the whole family	Bellingham/Whatcom Chamber of Commerce	(360)734-1330 chamber@bellingham.com www.bellingham.com

*St. Joseph Hospital "New Employee Orientation" involves:

- Starting with the Medical Staff Office to begin credentialing process & to get a tour of the hospital's facilities
- After the credentialing process has begun, the new physician will receive information about an individualized orientation on the hospital's:
 - Computer system
 - Transcription procedures
 - Medical records
 - Peer review process
 - Image Cast Dept.
 - Meet with administrative executives