

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

Your Practice's New Physician Orientation Checklist

Directions: Fill in “who” & “when” columns as appropriate. Complete and distribute to all involved parties. Have responsible party check-off and/or initial when topic is completed. Place completed checklist in physician’s personnel file.

Physician Name: _____

Who	When	Topic	Initials when complete
		Practice history & mission	
		Practice vision & philosophy	
		Organizational goals & objectives	
		Organizational structure & culture	
		Practice services	
		Medical procedures information	
		Practice management procedures	
		Customer/client/patient information	
		Facilities & staff introduction	
		Pay schedule & timesheets	
		Salary reviews	
		Payroll deductions	
		Benefit description & enrollment	
		Training & development opportunities	
		Transportation information	
		Leave, time-off & holiday policies	
		Specific office procedures	
		Coding compliance orientation	
		Health & safety procedures & programs	
		Results of background/drug screening & phys. exam	
		Security procedures	
		Confidentiality policies & procedures	
		Internal office communication procedures	
		Customer service expectations & procedures	
		Performance evaluations/reviews	
		Dress codes	
		Sexual harassment policy	
		Drug-free workplace policy	
		Ethical standards	
		Conflict of interest	
		Conflict resolution procedures	
		Disciplinary process	
		Equal opportunity/anti-discrimination policy	
		Review of hospital procedures	
		Community resources & programs	
		Referral procedures	
		Arrange for community promotion of new physician	
		Other:	

This Recruitment *Tools to Use*
created by: