



# Inpatient Prescriber Onboarding Checklist

## Offer Letter Phase:

- Sign the CHE Provider Employment Offer Letter and Background Check Disclosure and Authorization Form

### State Specific

- GA Background Consent Form (GA ONLY)
- FL AHCA Background Forms (FL ONLY)

## Onboarding Phase:

- Complete the background check (Sapphire Screenings)
- Complete Credentialing Application, PECOS Form & CAQH Form
- Copy of CV (education & experience in month/year - month/year format with beginning and end dates)
- Two Letters of Professional Recommendation (ex. colleagues, academic, supervisors) from the last two years
- Send a Copy/Picture of your Current Physical Professional Pocket/Wallet NP License or Initial Professional License Certificate
- Send a Copy/Picture of the Diploma for your Highest Degree (official transcripts as a backup option)
- Legible Copy of Government Photo ID (ex: state driver license or state issued ID)
- Flu shot or signed flu declination
- Onboarding specialist will schedule Virtual Onboarding Overview Meeting call & complete PECOS enrollment. It's important to have the PECOS login ready for this meeting
- Review and Sign CHE's Handbook and Compliance Manual
- Review and Sign Clinician New Hire Forms and Payroll Paperwork
- Sign Commercial Signature Form
- Copy of DEA
- Board certification
- Collaboration Agreement signed

### State and/or Facility Specific

- Covid card or Covid Exemption (NY ONLY)
- Facility's Medical Exam Requirements: Physical Exam, PPD/TB Exam (NY & GA ONLY)
- MMR & Varicella Blood Titer Lab Results. (NY ONLY)  
  
A titer is a laboratory test that measures the presence and amount of antibodies in blood. A titer may be used to prove immunity to disease.  
  
Facilities will accept titer lab work from up to 4-5 years .
- Power of Attorney GA Medicaid Form to be Notarized (GA ONLY)
- Fingerprinting Forms & Copy of Social Security Card (FL ONLY)
- PAVE Form (CA ONLY)

## Optional Online Training Phase:

- Online training via our learning management system will be sent to providers as an optional to complete prior to start.

**Day 1- Day 5 of Employment:** A more detailed calendar list of tasks will be given separately.

### Day 1 - Remote

Meet with your HR Team, Clinical and Regional Directors.

Begin online training modules and review of manuals and QA guidelines.

### Day 2 - Remote

Continue and complete all online training modules and review of manuals.

RD will set up your EMR access and dashboard.

### Day 3 - Remote

Attend a live mentor training call to review all the training materials.

Attend a live QA call.

Receive a list of facility addresses and contacts.

### Day 4 - On site

Meet with your Regional or Clinical Director/Trainer on site for facility orientation, shadowing and begin seeing patients.

Complete documentation.

### Day 5 - On site

On your own.

Clinical Lead/Mentor calls for medications for the next 2 weeks and review Calls for following 4-6 weeks.



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