



Inpatient Psychotherapy 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 License or Initial Professional License Certification
- 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

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 4 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 policy and procedure manual.

Attend a live QA Zoom Meeting.

Day 2 - Remote

Live QA associate meet and greet with review of clinical documentation.

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 clinical training call to review all the training materials.

Meet with your Regional Director.

Participate in facility zoom meet and greets.

Day 4 - On site

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

Complete documentation.

Attend additional facility zoom meet and greets



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