

Logistics

- Restrooms, Workrooms, Breakroom, Conference Rooms
- Emergency Exits
- Introductions – Health Services and Non-Health Services (i.e. Budget, IT, etc.)
- Organizational Chart (HQ HS)
- Parking Permit (Security desk – 1st Floor)
- Purchase Request – Nameplate from CI via TRACKS (Beth can order) (standard size, black with white letters FIRST LAST NAME) \$9.00 each

Documents and Training

- Payroll/Safety Orientation (HR will schedule)
- New Hire Paperwork (Schedule with HR within 3 days of hire)
- Fingerprinting and Badge (Schedule with Management Services via email dochqmanagementservi@DOC1.wa.gov)
 - Give Name of new employee, status (perms vs non-perm), type of badge (staff, volunteer, or contractor), what day they officially start, and what type of access they need for the building
- New Employee Orientation (via email DOC LMS Help Desk)
 - Review the Corrections Training & Development Policy to ensure employee is enrolled in any other required training such as Supervision and Leadership if in a supervisory role
- DOC Policy and General Information Vs 2016 Training (LMS) – **complete within first 30 days of hire**
- Position Description (sign and submit to HR – preferably first day)
- Performance & Development Plan Expectations (sign and submit to HR – preferably first day)
- HSCCBU Expectations (sign and file in supervisory file – preferably first day)

Resources and Tools

- Data Sources – OMNI, ProviderOne
- iDOC (intranet site) – IT Helpdesk, Forms, Policies, Announcements, Alerts, etc.
- doc.wa.gov – External Website – Provider Portal
- Access DB's (Contracts and Violator)
- Fee Schedules
- iECMS
- IMRS's

Access

- SharePoint – Health Services; Health Services Finance; MDU
- Complete/submit P1 access forms
- HPF Test – request once email is established - HCA Volunteer Assister Program hcavolunteerassister@hca.wa.gov
- WA CONN Account
- Complete iECMS Training for access (contracts contact – Carrie Bell)
- Request HPF training access from HBE
 - Submit help ticket to get YouTube access if needed

- Submit Help Ticket to include: phone number, effective date, update name on phone and voicemail password if not completed by HR
 - W:\Health Care Services
 - W:\Health Care Services\Healthcare Finance Unit (create folder 'First Name Last Name')
 - W:\Health Care Services\Healthcare Finance Unit\Medical Disbursement Unit
 - H:\ - Personal Drive
 - OMNI/OMNI-HS (LID Ticket Chelsey Smith)
 - CIPS Access (LID Ticket)
 - Report Builder
 - *Requires DataCube access; Help ticket for AD Groups G-S-DOC1-APPS-DOCReport-BrowseDemographic and G-S-DOC1-APPS-DOCReport-BrowseEncounters

- AFRS toolbox access (request to Dianne Doonan?)
- Add to email distro lists:
 - MDU all staff
 - HBCU all staff
 - HSF all staff (Chelsey Smith request)
 - HS HQ all staff (Soknara Buth request)
- Meetings as determined by Manager/Supervisor

HEALTH SERVICES CONTRACTS, CLAIMS & BENEFITS UNIT | ON-BOARDING-CONTD

- Submit Help Ticket: add employee to printer if scanning access is required
- Submit Help Ticket to get SCAN number for long distance calls
- Submit Help Ticket to access group emails
 - dochqmedicalpay
 - dochqmedicalrab
 - docmedicaidapplications
- Access to Data Cube – submit email to Andrea Slemph