

ROH On-Boarding Documents

1. Orientation Checklist
2. Welcome Letter: Open Lab Dates, Times, & Locations
3. Computer Access: Access Request
4. Required Training (Web Based or Departmental)
 - Inpatient: Soarian Clinicals/CPOE
 - Outpatient: NextGen
 - NextGen Registration Forms
 - Specialty Areas: QS, SIS, & MedHost
5. Additional Trainings
6. IT Security/Compliance Guidelines
7. Contact Us

ROH Resident Orientation Checklist

<u>Item</u>		<u>Action Required</u>
1. Welcome Letter: Open Lab Dates, Times, & Locations	✓	Read
2. Orientation Checklist		Check-Off item when complete
3. Computer Access: Access Request		Read & Complete
4. Required Training (Web Based or Departmental) <ul style="list-style-type: none"> • Inpatient: Soarian Clinicals/CPOE • Outpatient: NextGen <ul style="list-style-type: none"> ✓ NextGen Registration Forms • Information on Specialty Areas: QS, SIS, & MedHost 		Complete Web-based training and sign off on the attestation page. Complete NextGen forms and return to ROH.
5. IT Security/Compliance Guidelines		Read

Incoming Residents and Fellows (2015)

Welcome to ALL Preparing to Begin Residency or Fellowship at Regional One Health!!

At **Regional One Health**, we are proud to welcome new residents and fellows to our ranks as they embark on their medical career. This is an exciting time in the life of a medical professional, and as one of the premier teaching hospitals in the country, we look forward to offering many opportunities for continued growth.

Next Steps

Please review our section on **Next Steps** carefully. Residents and fellows should complete and submit all necessary paperwork. For questions or concerns, do not hesitate to contact the IT Department Help Desk at **901-545-7480** or the **IT Education Team** at **901- 229-4138**. We are here to assist our residents and fellows in making this as convenient and problem-free a transition as possible.

Online Orientation

Prior to attending in-person orientation, all incoming residents and fellows are required to complete online orientation modules. These modules can be accessed through the links below:

Please follow this link for Web based Trainings: <http://www2.regionalonehealth.org/training/>

Notes: Also be advised some programs may have a departmental orientation. We are here to assist all during this transition. Please contact us with any questions or concerns.

Provider Open Lab

ROH introduces the **2015 PROVIDER OPEN LAB**. Open Lab is a walk-in training at your convenience. Do you need to check access or system passwords? Do you have questions about a particular ROH system?

We have **Open Lab** for all incoming providers. The location is in the Adams building, 6th Floor Computer Room. Please follow the signs. An educator will be onsite to answer questions. Attached is the schedule with OPEN LAB date, times, & locations.

	Monday	Tuesday	Wednesday	Thursday	Friday
6th Floor Adams	6/22/2015	6/23/2015	6/24/2015		6/26/2015
	10am-2pm	8am-12pm	1pm-4pm		8am-12pm
	Monday	Tuesday	Wednesday	Thursday	Friday
6th Floor Adams	6/29/2015	6/30/2015	7/1/2015	7/2/2015	7/3/2015
	8am-12pm	1pm-4pm	8am-5pm	10am-2pm	8am-12pm

ROH Orientation

June 25, 2015 Orientation with ROH 8am-12pm. Please bring your laptop or other devices to our table during Orientation.

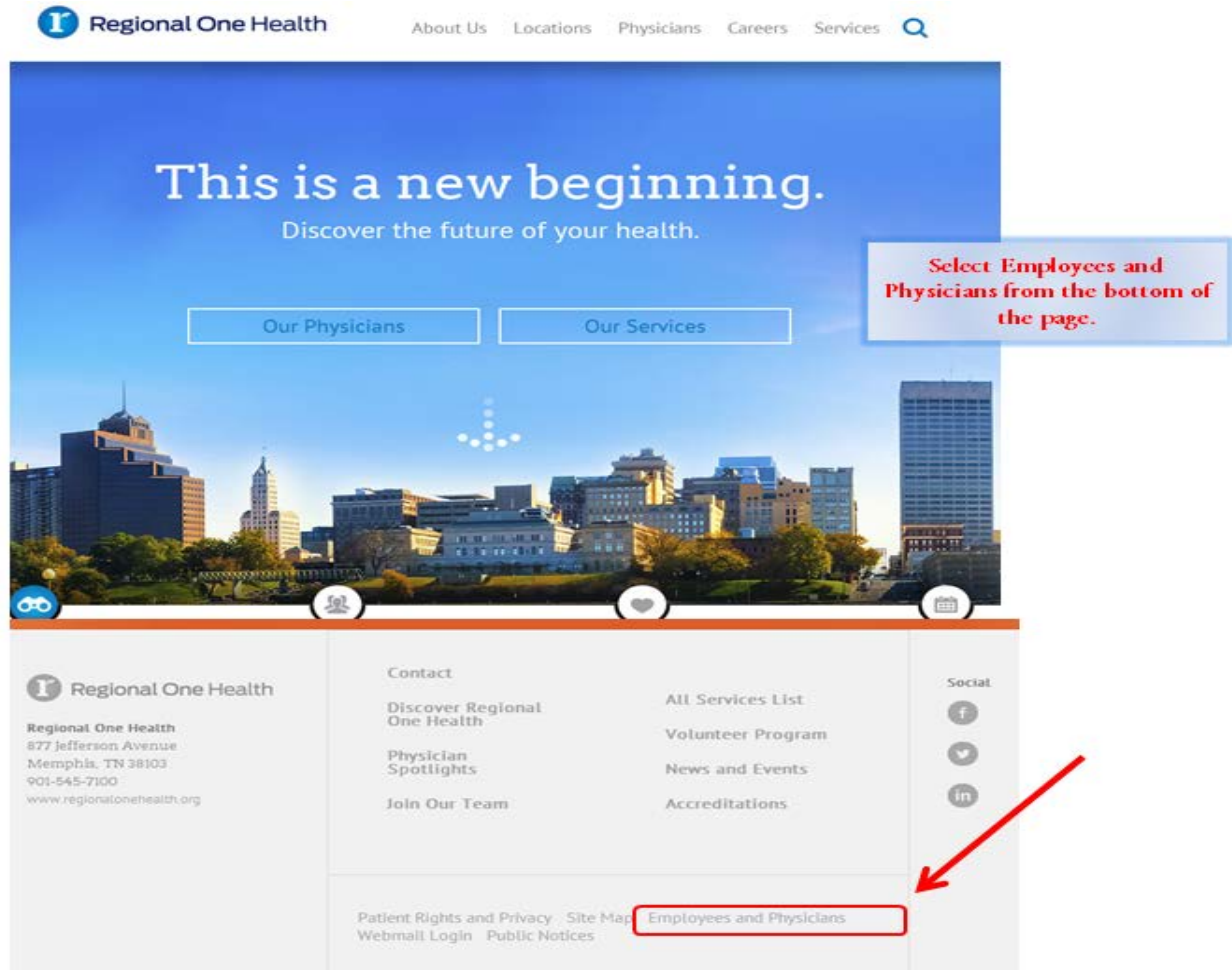
Thanks,

Regional One Health
IT Education Team

Access Request From the ROH Internet Site

- ✓ **MUST HAVE NPI# to complete Access Request.**
- ✓ **If you have previously logged into the ROH system, please contact us at 901-229-4138.**

1. Log on to the Regional one Health internet site at <http://www.regionalonehealth.org/>.



2. After selecting Employees and Physicians, Click on Access Request under the Hospital Links tab.

Employees and Physicians

The links below are to resources used by employees and physicians at Regional One Health.

Hospital Links

- [Access Request](#)
– Signup for access to Soarian Clinicals and other systems
- [Remote Access \(VPN, Citrix, Wireless, etc\)](#)

Intranet

Access Request

Access Request allows you to request access to various computer systems at Regional One Health. You can begin the sign up process as a new employee or physician, or modify your existing access.

Active Directory Account

To gain access to any system at Regional One Health, you must first have an Active Directory account.

If you currently have access to any of the following systems, then you already have an account:

- **Webmail, a "regionalonehealth.org" Email Address**
- Windows Computer Login Account (UMC)
- VPN Remote Access
- Citrix Remote Access
- Intranet Login (Ex. Progress Reports)

Please select an option below:

- I have an account. (Webmail, Citrix, etc.)
- I'd like to reset my password.
- I forgot my username.
- I am a new user, employee, or physician.

3. The Account Set-Up page will appear.

You may have to answer the following prompts:

- Do you have a Regional One Health Email address? Select **No** here.
- Employer Selection: Which organization are you employed by?
- Job Type: Select from the drop down list
- User Information: Providers will need their NPI Number and Last 4 of Social Security
 - (If you don't know your NPI number, you can search from the page.)
- Other user information needed may include:
 - Position Title
 - Work Phone/Personal Phone
 - Desired Password—**Passwords must be at least 6 characters long, and contain 3 of the 4 following items: lowercase letters, uppercase letters, symbols (!@#\$%^), and/or numbers. Additionally, your password cannot contain your name.**
 - Non-ROH email Address—This is used to receive new account and password Information.
 - Password Reset Information

Select the appropriate response.

4. For additional help please contact the **HELP DESK 545-7480** or the **IT Education Team at 901-229-4138**.

Required Trainings

Training Link: <http://www2.regionalonehealth.org/training/>

Resident New Hire Education

Area	<u>Inpatient</u>	<u>Outpatient</u>	<u>Emergency Department/Trauma/CCA</u>	<u>OB</u>	<u>Anesthesiology</u>
Subject	Soarian Clinicals/CPOE	NextGen	MedHost	(QS) Centricity Perinatal	(SIS) Surgical Information System
System Description	SOARIAN Clinicals allows users to perform a range of tasks to manage daily workflow. When a user signs on to the system a portal screen displays with their patient census and work lists. From the portal screen, the clinician can easily view patient records to find information such as new or existing results and demographic information. The clinician can also place orders or modify existing orders.	EHR software for outpatient areas of Regional One Health	ER Charting System for the Emergency Department at Regional One Health	QS is a fetal surveillance and documentation system used in L&D, newborn, including Neonatal ICU, Postpartum, and Antepartum care areas. Some documentation is done for GYN patients. It captures and displays physiologic data automatically in the patient record. For L&D patients, one pregnancy is one record, not just one visit.	This system provides scheduling, nursing and anesthesia documentation and improved work flows, SIS comprehensive perioperative solution supports efforts to improve clinical, operational, and financial outcomes.
Major Teaching Components	<ul style="list-style-type: none"> Clinicals including CFS Admission & Discharge Med Reconciliation CPOE Orders Provider Documentation 	<ul style="list-style-type: none"> Provider Documentation CPOE E-prescribe 	<ul style="list-style-type: none"> Charting CPOE Order Entry E-Prescribe 	<ul style="list-style-type: none"> Provider Documentation Orders 	<ul style="list-style-type: none"> Anesthesia & Surgery System
Method	<ul style="list-style-type: none"> WBTs Open Lab 	<ul style="list-style-type: none"> WBTs Open Lab Floor Support 	<ul style="list-style-type: none"> Departmental Classroom 	<ul style="list-style-type: none"> Departmental Classroom 	<ul style="list-style-type: none"> Departmental Floor Support
Length	<ul style="list-style-type: none"> 4-6 hour (WBTs) 	<ul style="list-style-type: none"> 2-4 hours (WBTs) 	<ul style="list-style-type: none"> 1-2 hours 	<ul style="list-style-type: none"> 1-2 hours 	<ul style="list-style-type: none"> 1 Day

WBTs-Web Based training



Outpatient Forms (NextGen)

Please fill out this form out if you will work in the outpatient clinics.

Fax: 901-515-9175 or Email: ITeducation@regionalonehealth.org



The Nation's E-Prescription Network

Section I: Prescriber Information

*Prescriber First & Last Name:

Practice/Clinic Name:

*Practice Address:

*Phone Number:

*Fax Number:

*NPI Number:

*DEA Number:

*Surescripts Case Number:

Section II: New Vendor Information:

*Vendor Name: (Surescripts is NOT a vendor)

Select e-Prescribing Services:

<input type="checkbox"/> NEWRX	<input type="checkbox"/> Med History
<input type="checkbox"/> REFILL	<input type="checkbox"/> Eligibility

*Effective Date: / /

*Authorized By: (Sign & Print)

By signing the above I hereby certify that I am authorized by the prescribing physician to make changes on their behalf.

Please allow up to 48 hours for your request to be completed.

Prescriber Vendor Release Form Fax Completed Form to 703-738-2388

- Switching Vendors**
Ex: The prescriber already e-Prescribes but will be using a new software solution.
- Adding a New Refill Capable Location w/ a New Vendor**
Ex: The prescriber wants to setup a new e-Prescribing capable location with the refill service level at a new physical address and with a new vendor.

If you have any questions concerning this form please contact Surescripts Support.

1-866-RxReady (866-797-3239)
Option 1, Option 1

General Instructions

- Prescriber or prescriber's representative (i.e., office manager) must complete this form in its entirety.
- All fields marked with an asterisk (*) are required. Incomplete forms will not be processed by Surescripts.

Section I: Prescriber Information

- All fields are required (except Practice/ Clinic Name).
- If both DEA and NPI are available, then please supply both. Otherwise only the DEA or NPI is required.
- PO Box number cannot be included in the address.
- Please ensure that the fax number provided is one to which refill requests can be faxed in the event of a network issue.
- Case Number: Your *new* ePrescribing software vendor will create a Surescripts case to track this change request. Contact your *new* ePrescribing software vendor to obtain a Surescripts case number. Forms without Surescripts case numbers will not be processed.

SECTION II: NEW VENDOR INFORMATION

- Please insert the name of your *new* ePrescribing software vendor on the line provided. (Surescripts is **NOT** a software vendor)
- Effective Date: List the date on which you would like the request to take effect. Forms without effective dates will not be processed.



Please fill out this form out if you will work in the outpatient clinics.

Fax: 901-515-9175 or Email: ITeducation@regionalonehealth.org

Provider Demographics Sheet

*Last Name	
*First Name	
*Credentials	
*Specialty	
*Provider Role	<input type="checkbox"/> Attending <input type="checkbox"/> Resident <input type="checkbox"/> Fellow <input type="checkbox"/> PharmD
Attending Provider <small>(if Resident, Fellow or PharmD)</small>	
Rotation Days	
Start Date	
*End Date	
*NPI	
*DEA	
*Email Address	

*indicates required item

Sign your name in box below.

Make sure it is does not go outside or touch the lines.

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Compliance Summary

To protect the confidential information of Regional One Health (Organization) and our patients a Compliance program has been implemented. The key points below outline some key points of protection. Please note that the items listed below are just a snapshot of the Organization's Policies and procedures.

HIPAA Privacy and Security

- Only access information that you need to do your role.
- Ensure that you have the patient's consent **before** discussing any protected health information (PHI) such as diagnosis and treatment information in front of anyone not providing direct patient care (i.e., family members, friends, guards, etc.).
- Speak quietly when discussing a patient's condition with family members in a waiting room or other public areas.
- Avoid using patients' names in public hallways and elevators.
- Emails containing PHI (including attachments) should **ALWAYS** be encrypted.
- Don't email PHI to a private email address.
- Don't use your personal email address to send company and patient data.
- Don't try to bypass any company security controls.
- Don't share usernames and passwords.
- Always maintain the security of documents containing PHI (**rounding sheets, etc.**).
- Never leave information containing PHI unattended.
- Use a coversheet when sending a fax.
- Dispose of confidential materials in shredder bins.
- **Always** log off your computer before leaving your work area.
- Don't download PHI to a mobile device or jump drive.
- Photographs shouldn't be taken unless required for patient treatment.
- Report any suspicious activity to the Privacy Officer and/or your direct supervisor immediately.
- Report any lost or stolen equipment to IT and/or your direct supervisor immediately.

Social Networking

- Don't reference **any** PHI, including name, demographic information, diagnosis, or image.
- Accessing social networking sites is **not** permitted, unless in the performance of duties.

Cell Phone Usage

- The use of personal cell phones, unless required in the treatment of our patients or for official ROH business, should be limited and not interfere with duties.



Contact Us

Help Desk: 901-545-7480

Phone: 901-229-4138

Fax: 901-515-9175

Email: ITeducation@regionalonehealth.org

IT Education Team

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