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	New Hire Orientation	<i>Revised</i>	12/11/08

POLICY

This policy applies to the Johns Hopkins Health System (JHHS) Patient Financial Services (PFS) Department.

PURPOSE

To orient new staff to Patient Financial Services by reviewing: parking, hospital & division mission, career development, HIPAA – General Privacy certification, and the Third-Party Billing systems.

REFERENCE

All new employees will receive a copy of the PFS New Employee Orientation Guide on their first day at PFS. Attached is the orientation schedule.

PROCEDURE

The New Employee Orientation (NEO) schedule begins on the first and third Thursday of each month. New employees will start the workday at 8:30 AM.

NEO Day 1 is mandatory for all new hires (excluding temporary employees).

Attendance at NEO Days 2 through 6 is at the discretion of the new employee's Manager. These days may be taken whenever they are offered.

NEO Day 1

- Parking and Building access set-up
- Campus/Building tour
- Welcome to PFS: Mission, organizational structure, revenue cycle
- Career Development
- HIPAA: General Privacy Issues
- GroupWise Training

NEO Day 2

- WebX
- EPR
- RDS

NEO Day 3

- Keane Part I

NEO Day 4


- Keane Part II

NEO Day 5

- Meditech Client Server Part I

NEO Day 6

- Meditech Client Server Part II
- Meditech Magic

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SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

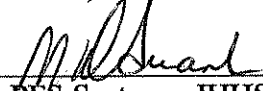
Three (3) years

APPROVAL




 Senior Director, JHHS


Date



 Director, PFS Systems, JHHS



 Date

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JHHS Patient Financial Services New Employee Orientation Schedule

<u>New Employee Orientation Day 1</u>	<u>New Employee Orientation Day 2</u>	<u>New Employee Orientation Day 3</u>
8:30-9:15: Parking and Building access set-up 9:15-9:50: Building tour, review of JHBMC campus map 9:50-10:00: Break 10:00-11:00: Welcome to PFS —Mission: organization & department —Organizational Structure —Revenue Cycle 11:00-11:15: PFS Career Development 11:15-1:00: HIPAA: General Privacy Issues review and certification 1:00-1:45: Lunch 1:45- 3:45: GroupWise	8:30-10:00: WebX 10:15-11:30: EPR 11:30-1:00: Report to Department Supervisor 1:00-2:00: RDS 2:00-5:00: Report to Department Supervisor	8:30-12:00: Keane Part I 1:30-5:00: Report to Department Supervisor
<u>New Employee Orientation Day 4</u>	<u>New Employee Orientation Day 5</u>	<u>New Employee Orientation Day 6</u>
8:30-12:00: Keane Part II 1:30-5:00: Report to Department Supervisor	8:30-12:00: Meditech Part I 10:00-10:10: Break 12:00-12:45: Lunch 12:45-5:00: Report to Department Supervisor	8:30-12:00: Meditech Part II 10:00-10:10: Break 12:00-12:45: Lunch 12:45-5:00: Report to Department Supervisor

* The NEO schedule will begin on the 1st and 3rd Thursday of each month, new employees are to begin the workday at 8:30 AM.

* The Training Department will coordinate account set-up for Keane and Meditech.

* Managers and Supervisors are responsible for requesting LIDs, network passwords, and GroupWise accounts.