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	<b>New Hire Orientation</b>	<i>Revised</i>	<b>6/8/07</b>

## **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 3<sup>rd</sup> Party Billing systems. New Employee Orientation is offered on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.

## **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**

### 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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	<b>New Hire Orientation</b>	<i>Revised</i>	<b>6/8/07</b>

**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**

<b><u>New Employee Orientation</u></b> <b><u>Day 1</u></b>	<b><u>New Employee Orientation</u></b> <b><u>Day 2</u></b>	<b><u>New Employee Orientation</u></b> <b><u>Day 3</u></b>
8:30-9:15: Parking and Building access set-up <b>9:15-9:50: Building tour, review of BMC campus map</b> <b>9:50-10:00: Break</b> <b>10:00-11:00: Welcome to PFS</b> <ul style="list-style-type: none"> <li>- <b>Mission: organization &amp; department</b></li> <li>- <b>Organizational Structure</b></li> <li>- <b>Revenue Cycle</b></li> </ul> <b>11:00-11:15: PFS Career Development</b> <b>11:15-1:00: HIPAA: General Privacy Issues</b> <ul style="list-style-type: none"> <li>- <b>review and certification</b></li> </ul> <b>1:00-1:45: Lunch</b> <b>1:45- 3:45: GroupWise</b>	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
<b><u>New Employee Orientation</u></b> <b><u>Day 4</u></b>	<b><u>New Employee Orientation</u></b> <b><u>Day 5</u></b>	<b><u>New Employee Orientation</u></b> <b><u>Day 6</u></b>
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 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, new employees are to begin the workday at 8:30.

\* The training department will coordinate account set-up for Keane and Meditech.

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