

Faculty To-do List

Welcome to the onboarding process at Stanford Medicine Dr. Doe

This to-do list is designed to help you onboard to your new role as Assistant Professor in the department of Medicine at Stanford Medicine. Please review this list and start the process as soon as possible to avoid any potential problems with time sensitive requirements. The goal is to prepare for a start date of 01-10-2017.

As a faculty member with clinical effort you will have professional roles at both the University and at the Hospital(s) which are independent entities with separate onboarding systems and processes. There are several different groups who will be involved in your onboarding and each will work with you to complete their process with your expected start date in mind.

If you have any questions, please do not hesitate to contact your onboarding contact, Emilie Silva at emilieds@stanford.edu.

Dr. Doe's To Do List

Listed below are the tasks that must be completed as part of the onboarding process.

Required Documents- 90 to 120 days prior to start date

Create color PDF files of the following documents which you will be asked to submit electronically by multiple departments during the onboarding process.

- Driver License
- Wallet size California medical/psychologist license
- Board Certification or PhD Certificate or Residency Certificate/Letter of Completion (ensure document includes date of completion)
- Copy of current CV
- 2X2 Photo JPEG, headshot, from mid-chest up taken from approximately 3 ft away. Can be taken from camera phone. This picture will be used for your ID badges.
- Choose a color digital photo (png, gif, jpg, or jpeg file) no larger than 2 MB. You must be the only person in the photo. The photo should be well-lit, free of shadows, and have a solid white or light background. Hats and sunglasses are not allowed, and your eyes should be in view and open. Try to reduce glare from eyeglasses as much as possible.

Faculty Appointment Process- 120 to 180 days prior to start date

The information that you provided in the faculty information form has been sent to the faculty affairs contact for your department. Please note that the standard processing time for academic appointments is 120-180 days for clinician educators. Your faculty affairs contact will reach out to discuss the process and give you detailed instructions.

Credentialing- 90 to 120 days prior to start date

The information that you provided in the faculty information form has been sent to the Stanford Health Care Medical Staff Services Department (MSSD). Please note that the standard processing time for credentialing is 90-120 days. A designated credentialing coordinator from MSSD will email you a link to your credentialing application, including instructions. We encourage you to talk to your credentialing coordinator about the time that will be required for credentialing based on your individual circumstances.

You will receive two emails from MSSD. The first will include instructions and the link to your online application. The second email will include your password to login. You have 10 days to complete the credentialing application once you have received the email from MSSD. PLEASE REVIEW these instructions for a list of documents required during the online application process.

Complete Credentialing Application

MSSD is required to obtain a health screening clearance to complete your credentialing application. You should initiate your health screening through Occupational Health Services (OHS) at Stanford Health Care at the same time that you complete the credentialing application. MSSD will obtain your clearance directly from OHS once your health screening is complete. Contact OHS (650-723-5922) for instructions and to make an appointment. If you are not local, please contact OHS to determine the process for completing the health screening at an institution other than Stanford Health Care.

Complete Health Care Screening

Provider Enrollment- 60 to 90 days prior to start date

Create color PDFs of the following documents which will be required for the billing application. Note: Documents must all be in the same name.

- Copy of wallet size CA Medical License
- Copy of Driver's License or State issued ID
- Copy of NPI Confirmation
- Copy of Ph.D. Certificate (if applicable)
- Copy of Curriculum Vitae

The information that you provided in your faculty information form has been sent to the Provider Enrollment office. They will initiate the billing set-up process, which will allow you to bill for patient care services. A designated Provider Enrollment Coordinator will email you a packet of billing applications, including detailed instructions.

Complete Billing Application

Onboarding at Affiliate Sites- 60 to 90 days prior to start date

You will have clinical appointments at the following hospitals:

El Camino
2500 Grant Rd, Mountain View, CA 94040

Palo Alto Medical Foundation
795 El Camino Real, Palo Alto, 94301

Please note: Credentialing, provider enrollment, and clinic onboarding are handled separately for these sites. The information you provided in the faculty information form has been sent to the Practice Manager at each site. They will reach out to discuss the process and give you detailed instructions.

Research- 60 to 90 days prior to start date

The information that you provided in your faculty information form has been sent to the Research Management Group (RMG). RMG will contact you to further discuss the transfer of your sponsored project award(s) (grant, contract, or subcontract) and/or your planned submission of a proposal to an external sponsor for a sponsored project (grant, contract, or subcontract) from Stanford.

As you have indicated that you plan to do animal research, the information you have provided in the faculty information form has been sent to the Veterinary Service Center (VSC) in the Department of Comparative Medicine. They will contact you regarding required training and procedures and to arrange times for you to meet with the Attending Veterinarian and Operations Manager. For more information visit the VSC website.

SUNet ID and Email- Two months prior to start date

The SUNet ID is an account name that identifies you, uniquely and permanently, as a member of the Stanford community and what you will use to log into most secure online services. After you've been hired by Human Resources they will provide you with your Employee ID Number and web link to create your SUNet ID and set up your Stanford University email.

Setup SUNet ID and email

You will have two Stanford ID's and email addresses. Please speak to Emilie Silva about which one to use for your day to day communications.

1- Stanford University

This is based on your SUNet ID and will be used to access to Stanford University systems. This email will end in "@stanford.edu"

2- Stanford Hospitals

This is called an SID and will be used to access Epic and other hospital systems. This email will end in "@stanfordhealthcare.org" or "@stanfordchildrens.org".

Update Information in Professional Databases- One month prior to start date

Make sure all your information is updated in the following databases (The address you should use for this is 300 Pasteur Drive, Stanford, CA 94305.):

- Medical Board of California
- DEA
- NPI
- California Department of Consumer Affairs (DCA) BreZze

Compliance Training- One month prior to start date

The Professional Services Billing Integrity Team in the Compliance Department offers formalized classroom New Provider Coding & Documentation Training. If you are a new provider who will be providing and billing for services at SHC/LPCH, please register for an upcoming session. View the current New Provider Training Schedule.

For important compliance information and policies please visit the Compliance Department website.

- Sign up for an in-person billing & compliance training session by contacting the administrator (fo_compliance@stanford.edu).

Epic Training- One month prior to start date

Epic is a highly customized Electronic Health Record requiring targeted training for each institution. Therefore, Stanford Health Care and Stanford Children's Health each have their own unique Epic training program as well as Epic credentials for system access.

For Stanford Health Care training includes:

Required two hour targeted online courses (eLearning)

Optional 2-4 hour classroom training

Epic access will be granted 24 to 48 hours after training is complete.

For Stanford Children's Health training includes:

Recommended 2 to 5 hour classroom training depending on role

Optional eLearning option for experienced Epic users

Epic access will be granted once the credentialing process is complete.

You will receive additional communications regarding your specific Epic training requirements and/or opportunities.

For any immediate questions or concerns regarding Epic training, contact either:

Stanford Health Care Epic Education (EpicEducation@stanfordhealthcare.org)

Stanford Children's Health Epic Training Team (EpicProviderTraining@stanfordchildrens.org)

Medicine Cardiovascular Medicine Onboarding Tasks- One month prior to start date

Emilie Silva will reach out to you to discuss department/division specific onboarding tasks and when appropriate, introduce you to other people who will assist you. These tasks include, but are not limited to: Your workspace/office access

Your phone(s), desk and cell

Your computer

Your pager (This can be a separate pager or you can use the SPOK service on your cell phone.)

Your business cards which will read Dr. Doe, MD, PhD

Your white coat which will read Janet Doe, MD

Your white coat - Size L

Scheduling introductory meetings with key school of medicine stakeholders

Organizing I-9 and other HR paperwork. Note: Be sure to bring passport and/or required documents on your first day

Request you be added to appropriate distribution/mailing lists

Lab/Bench Space Set-Up- One month prior to start date

Emilie Silva will reach out to you to discuss what is required to set up your lab; including equipment needs, administrative needs, and personnel.

Clinic Onboarding- One month prior to start date

The information you provided in the faculty information form has been sent to the managers at the following clinics:

Stanford
Anesthesia Preoperative Evaluation Clinic
300 Pasteur Drive, Stanford, CA 94305

LPCH
Pediatric Anesthesia and Pain Management
725 Welch Road, Palo Alto, CA 94304

Each clinic manager will reach out to you to discuss clinic specific onboarding tasks including, but not limited to:

- Confirming your clinic day(s) and number of sessions
- Confirming clinic location & address
- Verifying that Epic access and security is set up and correct bill areas are loaded into Epic master profile.
- Managing Epic letterhead
- Confirming triplicates have been ordered
- Adding name to clinic signage (your name will read as Dr. Doe, MD, PhD)
- Identifying any special clinical supplies & equipment
- Testing badge access
- Adding name to the list of Press Ganey survey doctors
- Providing the Joint Commissions orientation packet
- Arranging tour of hospital/clinic and introductions to other staff and faculty

Human Resources- One week prior to start date

You will receive an email from Stanford's Human Resources team with university orientation options and employment steps. You have the option of attending the University's general staff orientation through the Welcome Center, or you can schedule a time with your HR team to go over any questions you have from reviewing the steps online.

Research- On or shortly after start date

You are required to take the following training (requires SUNet ID):

- Conflict of Interest (COI) training
- PI training

- IRB Human Subjects (CITI) training

You can file your IRB (human subject research) protocol for existing studies that are being transferred to Stanford (requires SUNet ID). NOTE: In order to maintain approval, study protocols at former institution should not be closed until Stanford protocols have been approved.

- File your IRB protocol

You can file your APLAC (animal research) protocol for existing studies that are being transferred to Stanford (requires SUNet ID). NOTE: In order to maintain approval, study protocols at former institution should not be closed until Stanford protocols have been approved.

File your APLAC protocol

Badging- On or shortly after start date

You will have two Stanford ID badges:

1- Stanford Medicine

This will give you access to Stanford School of Medicine buildings, hospitals, and clinics.

2- Stanford University

This will give you access to Stanford libraries, gyms, and other on-campus facilities. The Stanford Medicine badge will need to be activated to give you access to the appropriate doors. Emilie Silva will give you instructions for getting both badges and will help manage the activation process.

Pickup/Activate your badge

Benefits- On or shortly after start date

Once you have officially started and have a SUNet ID, you can review your benefits options and make your selections online. Benefits include: Medical, Dental, Vision, Flexible Spending Accounts, Life Insurance and Retirement Savings. Please note: You must sign up or opt out within 31 days of your start date or you will be automatically signed up for the default benefits package.

Sign up for benefits

If you have questions or would like to discuss your options with someone from University HR Service Team you can schedule an in-person appointment by calling (650) 736-2985 Monday-Friday, 8:00 a.m.- 5:00 p.m. PT (except during holidays) or by submitting an online request.

Stanford Online Profile- On or shortly after start date

StanfordYou collects your personal contact information, which will be used to populate your listing in StanfordWho (a directory of all faculty and staff at Stanford). Once you have a SUNet ID, please update your information.

Update your information in the StanfordYou directory

The Community Academic Profile (CAP) system is used to create your academic/professional webpage, which will be linked to both the University and hospital websites. Once you have a SUNet ID, please build your profile.

Update your academic "CAP" page

You can get your physician portrait taken by the Stanford Health Care marketing department. This portrait will be used on the hospital website and in print collateral.

Sign up for physician portrait

Data and Device Security- On or shortly after start date

The School of Medicine Data Security Policy requires that you maintain up-to-date information on your potential exposure to High Risk Data and that whatever devices that you will be using are encrypted. For more information about data security requirements you can visit their website.

- Complete the Stanford Medicine Data and Device Attestation survey.
- Schedule an appointment to meet with the Stanford School of Medicine IRT Help Desk by submitting a help request. They will be able to help you with encryption and software installation on whatever devices you will be using. The help desk can also assist you with remote access and back-up services.

Parking Permits and Caltrain Pass/VTA Pass- On or shortly after start date

Speak to Emilie Silva regarding parking options. You can purchase a parking permit for the Stanford campus (if needed) at the Parking & Transportation Services website. Note: There are different types of parking permits that allow you to park in different areas (A and C). Review map to see parking locations and required permits.

As a Stanford employee you are eligible for a free Caltrain Go Pass and VTA Eco Pass. Once you have your Stanford University ID, you will need to go into the Parking & Transportation Services office at 340 Bonair Siding Road to get a Caltrain Go Pass and VTA Eco Pass sticker.

University Required Training- On or shortly after start date

You will be required to complete the following University training once you have a SUNet ID:

- Use the Environmental Health and Safety training advisor to determine what safety training is required for your role.
- "Protecting Patient Privacy" HIPAA training - done online in Axess. Once you login with your SUNet ID click Stars and type PRIV-0010 in the Search Catalog (must be complete within 30 days of start date).
- Sexual harassment training - done online in Lawroom. You will receive a personal invitation by email with registration information. The course is 2 hours as required by law (must be complete within 6 months of hire).
- Acknowledgement of Mandated Reporter
- Employee Information Security Awareness Video
- Patent Agreement - Done online in Axess. Once you login with your SUNet ID click Employee Center and click View/Sign Patent Agreement in the Compliance Forms section.
- Staff Respectful Workplace - Done online in Axess. Once you login with your SUNet ID click Stars and type MHRG-1000 in the Search Catalog.

Helpful links

Here are some additional sites that will be helpful in your onboarding process.

Stanford University New Faculty Website
Office of Academic Affairs