



# **Resident Onboarding Smartsheet**

**Susan Cummons**

Holzer/Marshall Community Health  
Consortium

FM Resident Coordinator



# Agenda

Introduction

Primary Objectives

Timeline

Summary





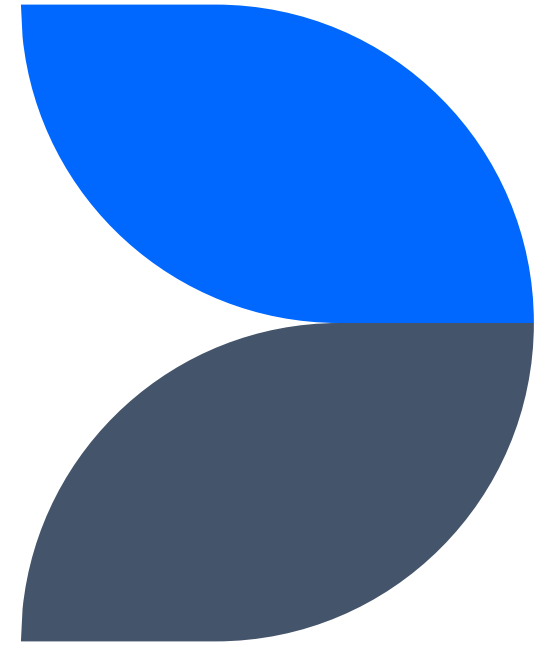
# Introduction

At Holzer, the GME Resident Coordinator works with Provider Relations Onboarding Specialists to promote a smooth transition for our incoming Residents to the workplace environment.



# Primary Objectives

1. Ensure training and compliance of the residents is completed during on-boarding.
2. To improve the administrative compliance accuracy and readiness of resident files.
3. Share process with other departments to improve their on-boarding processes.







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File Automation Forms Connections

## 4 Resident Onboarding WIP

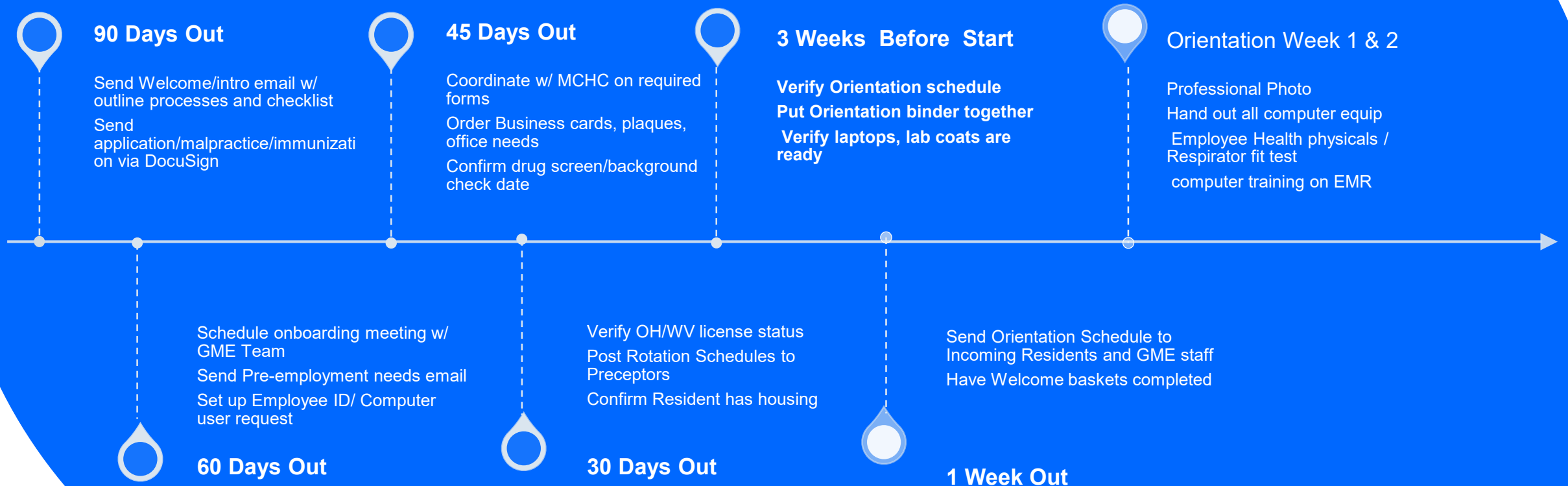
Share

Grid View Filter Off Arial 10 B I U

	Done	Primary Column	Note	Date Complete	Due Date	Assigned To
1						
2		Resident Template, MD/DO (FP Resident - Location)	Manager: Amy McGuire, 8747			
3		+ Additional Information				
13		90 Days Out				
14		Send LOI via DocuSign				SC Susan Cummons
15		Receive signed LOI via DocuSign				SC Susan Cummons
16		+ Send welcome/introduction email with outline of processes & checklist. CC Julie				SC Susan Cummons
21		Send application/malpractice/immunizations/bios via DocuSign				SC Susan Cummons
22		Schedule onboarding meeting with GME Team (Amy/Johanna/Pharmacy)				SC Susan Cummons
23		Received application/malpractice/immunizations/bios via DocuSign				SC Susan Cummons
24		+ 60 Days Out				
39		+ 45 Days Out				
52		+ 30 Days Out				Julie Burnette
70		+ 3 Weeks Before Start				Julie Burnette
80		+ 1 Week Out				Julie Burnette
91		+ Orientation Week				Julie Burnette
106		+ 2 Weeks Post Orientation				
112		+ Annual Task				
115		+ Forms received				
132						
133						
134						
135						



# Timeline





# Areas of Focus

## Completion of Forms/Paperwork

Sign off on items on Smartsheet and date – this closes out reminder email.

All Contracts signed and copies sent.

All Malpractice paperwork to Ins. person

Drug Screen and Background checks completed

## Orientation Training

Computer access

Work with Dept Managers on schedules/continuity clinic access

EMR Training

RQI Training

Cornerstone Online Training



# 2 Week Post Check-In

## Survey Distributed

Survey to check on what needs changed/added/etc.

## Marketing

Check to see if Webpages have been updated with new Residents

Receive and distribute updated Holzer Resident Posters

## GME Follow-up

Check w/ Continuity clinics/ Dept. Managers on resident progress

Discuss any changes needed for next year





# Summary

This Smartsheet has improved GME, Provider Relations, and other departments using this sheet for accountability with due dates, items needed, and person responsible for task.





# Questions ??

Susan Cummons  
[scummons@holzer.org](mailto:scummons@holzer.org)