UCDAVIS
HEALTH

Advanced Practice Onboarding Checklist

Department supervisor/CAO: _____

Pre-employment requirements: (complete within 14 days of accepting)

- ☐ *Complete background check*
- ☐ *Complete drug screen*
- ☐ *Confirm supervising provider with your department*
- ☐ *Complete credentialing application **(critical- this will hold up your EMR access)**- turn in to Apple Balmaceda (complete within 10 days)*
    - o *Contact your department supervisor to get application signatures*
    - o *Send completed PDF file to your supervisor/manager for your personnel file*
- ☐ *Employee physical*
- ☐ *Set up your Kerberos account*
- ☐ *Complete billing applications (Dina Wonohadidjojo in billing is your contact. Broadway Building 4900 Broadway, 2nd floor)*
- ☐ *Confirm date for new employee orientation*

After you start here: (Within 2 weeks of your first day)

- ☐ *DUO authentication confirmation (North addition- floor three, meducal staff office)*
- ☐ *New badge pick up (Ticon III, Stockton Blvd)*
- ☐ *Review standardized procedures for your area*
- ☐ *Review general APP orientation document*
    https://www.ucdmc.ucdavis.edu/nurse/advancedpractice/pdfs/APP%20oreintation%20handbook.pdf
- ☐ *Order scrubs and lab coats*
- ☐ *Order script pads if needed*
- ☐ *Order business cards*
- ☐ *EMR provider training*
    https://forms.office.com/Pages/ResponsePage.aspx?id=ZG8EqMBmAE-QRsja-S_2K2_NPPHZDTJDsBSgwD-wjlRUM0lQTEtXMFkyR0VBWEQ0M0lPTUlIOFRVSi4u

- ☐ *Complete all mandatory e-learning/training*
- ☐ *Complete billing education*
- ☐ *Meet with director advanced practice*
- ☐ *Department tour/review of responsibilities- expectations*
- ☐ *Cures registration*