

## New Hire Onboarding Checklist

### For All New Team Members

1. Make sure you have their Paycom clock-in/out PIN to give them (ask Sam for pin).
2. Have them provide two forms of ID and email them to Sam.
3. Collect copies of CPR certification and any licenses (RDA, RDH, etc.) and email to Sam / add them to the electronic picture frames in the front office.

### First Day of Training:

1. Give them their position-specific training manual & review office policies and expectations (attendance, dress code, time clock, breaks, etc.). Manuals available are:
  - a. Check in/out
  - b. Collections
  - c. Call center
  - d. Treatment coordinator
  - e. Insurance
  - f. RDA and RDH
2. Have them complete their OSHA and HIPAA training. Email Sam a copy of their completed certificate.
3. Have new hires watch position-specific videos on ThriveNet.
  - a. RDA "Videos for all new RDAs"
  - b. Front Desk and check in/out "New Thrive team members videos"
  - c. Treatment Coordinator: "New Thrive team members videos" and "Treat coordinator videos"
  - d. Insurance coordinators: "New Thrive team members videos" and "insurance verification videos"
  - e. Dental billers: "New Thrive team members videos" and "Dental billing videos"

### Training Materials

1. Manual for each position (in thrivenet under "Training Manuals")
2. Checklist for each position (in thrivenet under "Checklists"). **Each item needs to be reviewed thoroughly before training is complete.**
3. Test for each position (in thrivenet under "Test/Job Description"). **Needs to be passed before training is completed.**
4. 30, 60, 90 Day Review sheet (in thrivenet under "Human Resources") **to be completed by trainee and trainer at the 30, 60 and 90 day intervals.**

#### OSHA/HIPAA link and login:

<https://www.medicalcompliancecertification.com/>

Username: Breckinridgedental

Password: Renner2015!

#### Thrivenet login:

thrivedentist

Thrive2020!!