

Hiring a New Provider Checklist

Documentation and Hiring Paperwork

- National Provider Identifier (NPI) number
- Drug Enforcement Administration (DEA) registration
- Hiring paperwork, including employment agreements, W-4 forms, and I-9 documentation
- Partnership agreements (if applicable)

Credentialing Tasks. This can take three to six months. Plan ahead!

- Enroll the new physician in your medical group's contracts
- Complete the credentialing process for any required hospitals or healthcare facilities
- Ensure the new physician is properly credentialed with your practice's insurers

Payroll, Malpractice, Insurance, and Administrative Tasks

- Set up the new physician in your payroll system
- Provide information about your practice's benefits, time-off policies, and other relevant HR policies.
- Assist the new physician in obtaining the necessary malpractice insurance coverage.
- Sign individual insurance contracts

Electronic Health Record (EHR) Integration

- Coordinate with your EHR vendor to create a login for the new physician. With PCC, this is as easy as emailing Support or your Client Advocate!
- Ensure the new physician has the appropriate permissions and access levels within the EHR system.
- Schedule EHR training to familiarize the new physician with your practice's workflows and documentation requirements.
- e-Prescribing set up, such as ID proofing and creating an EPCS account.

Marketing and Practice Integration

- Provide the new physician's photo, biography, and other relevant information for your practice's website and social media channels.
- Introduce the new physician to the rest of the clinical team and staff.

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- Provide support for adding any patients that may follow the new physician from another practice, such as compiling new patient “packets” or informational videos on where to find your practice, parking, office hours, and other important information.
- Encourage the new physician to participate in practice marketing efforts, such as community outreach events, to get to know your unique community!