



Policy & Procedure

DEPARTMENT: Medical Staff	ORIGINAL: November 2010	PAGE: 1 of 1
POLICY: Medical Staff and Allied Health Orientation	REVIEWED:	
APPROVAL:	DATE:	REVISED:

POLICY: Medical Staff and Allied Health Orientation

PURPOSE: To ensure that essential information regarding the hospital, Medical Staff, Health Information Services, Quality Management and Utilization Management is provided for new Medical Staff members and Allied Health Professionals.

OBJECTIVE: To outline the process by which new medical staff members and new allied health professionals are provided essential information regarding the facility and the various departments within the facility, as well as the hospital's expectations for new members.

PROCEDURE: New members of the Medical Staff and new Allied Health Professionals will undergo a brief orientation, which will be coordinated by the Physician Liaison and Chief Quality Officer.

Medical Staff Services will provide new members with information regarding Health Information Services, Quality Management, Utilization Management, any forms to complete, dictation information/number and ID badge.

The physician Liaison and Chief Quality Officer will meet with new members and provide a brief orientation and tour, and arrange computer training for the physician portal and the intranet. Additionally, the expectations of all medical staff members and allied health professionals will be explained and access to the bylaws, rules, regulations, policies and other important information will be provided.

It is also requested that all members of the Sections of Surgery and OB/Gyn meet with the OR Director and OB Director as appropriate, so equipment needs can be discussed prior to the applicant scheduling his/her first procedure.