***Checklist for On-Boarding Hospitalists***

***EMR training***

* Locating the EMR on the intranet and internet
* Finding, updating, and printing the patient list
* Admitting patients, including admission requests
* Medication reconciliation
* Locating H&Ps, progress notes, procedure notes, discharge summaries
* Locating lab, radiology, echocardiogram, EKG results
* Creating note title folders
* Using department templates in notes
* Ordering labs (including now and future orders), consults, imaging, transfusions, medications (including now versus future doses)
* How to use and when to use order sets, including creating folders of frequently used order sets and frequently ordered medications and labs
* Determining the PCP
* Discharging patients
* Sending H&Ps and DC summaries to PCPs

***Radiology***

* Locating radiology software on the internet and intranet
* Finding specific images and reports
* Adjusting images in the radiology software
* Viewing images side by side

***Mandatory Trainings***

* Where to find mandatory trainings on the intranet or the schedule for inpatient required trainings
* Deadlines for training completion
* Protected time to complete required trainings

***Frequently called numbers***

* Nursing stations
* Pharmacy
* Emergency department
* Intensive care unit
* Operating Room
* Endoscopy
* Radiology
* Pharmacy
* Discharge planning
* Bed control
* Infection control
* Antimicrobial stewardship
* Utilization Review
* Consultants
* Admissions
* Patient advocate
* Billing and coding

**Other**

* Provide the call schedule for hospitalists and consultants
* Provide a schedule of hospitalist group meetings and hospital committee meetings
* Review compensation structure
* Review and sign up for benefits
* Care management team members and roles
* Hospital tour and maps