

New Employee Orientation Checklist

Support Staff	
Notify Support Staff of Credentials and supervisor	
Block Schedule/Add Supervision Times	
MIS	
Username and Password	
Add to CIS	
Add to Xact	
E-Dictation	
Picture ID	
Phone extension/voice mail	
Email setup	
Clinical	
Supervisory Relationship Form	
Professional Disclosure Statement	
Supervisory Agreement	
Supervision Log	
Board Forms (PC Training Supervision Agreement, Clinical Resident)	
Express Dictate Aids/E-dictation	
SAL/Scheduler Instructions	
Clinical Timesheet Instructions/Electronic link	
Psychosocial History Instructions	
Case Note Structure and Type/Dictation Guidelines	
Testing: H-T-P, Bender, DAF, WRAT	
Macsis, Outcomes, PHA (completion and locations in file room)	
CIS (ROIs, ISPs, Checking Schedule, Reports)	