

## Sample Physician Orientation Checklist

### Prior to Physician's Arrival

- Special instructions:
  - Does physician need to wear/bring anything specific?
  - Where should physician park?
  - When will first patient be scheduled?
- Determine who will perform orientation, e.g., another physician or the nurse/administrator
- Inform staff about physician's start date

### Staff Introductions

- Introduction to management, medical, and supervisory staff
- Introduction to scheduling manager
- Introduction to emergency contact

### Facility Tour

- Coordinate ID/Security badge
- Location of employee resources, including restrooms, break room, cafeteria, etc.
- Equipment orientation, e.g, dictation machine, phone system, paging system
- List of access codes for computer along with training (identify point-of-contact for technical assistance)
- Electronic health record (EHR) system (identify point-of-contact for technical assistance)

Source: CompHealth® white paper "Locum Tenens Physician Orientation"  
<http://www.comphealth.com/client-resources/white-papers/>