

College of Health Professions Executive Committee – Meeting Record

DATE	May 26, 2016	FACILITATOR	Douglas Murphy	LOCATION	Winters Conference Room, Administration West Building
TIME	8:30-9:30 am	RECORDER	Deborah Taylor	GUESTS	Wendy Backus

ATTENDEES (✓ INDICATES ATTENDANCE)

✓ Tony Baker	✓ Mitzi Efurd	Karen Hunter	✓ Douglas Murphy	✓ Mark Wallenmeyer
✓ Danny Bercher	Phyllis Fields	✓ John Jefferson	✓ Nannette Nicholson	✓ Bill Woodell
✓ Erna Boone	Reza Hakkak	✓ Trish Kelly	✓ Cindy Saylor	✓ Noelle Danylchuk
Lori Williamson Dean	Suzanne Hansen	✓ Susan Long	✓ Kathy Trawick	✓ Wendy Bailey
		✓ Tina Crook	✓ Katie Lewis	✓ CJ Carrell

AGENDA

MEETING RECORD

Time	Item	Presenter	Main Points / Discussion
8:30	I. Announcements	Varies	<ol style="list-style-type: none"> Recruitment brochure progress – pending the dean’s approval, most brochures should go to programs for final review by May 18; anticipated completion date is June 1 Save the date for the CHP Faculty Showcase on Wednesday, July 13, tentatively 9:00 am to 4:00 pm. Additional details to come. Contact Mary Ellen Nevins or Susan Long with any questions. Deadline for Faculty Excellence Awards nominations is June 24
8:35	II. Faculty Recruitment and Onboarding Process	Wendy Backus	<p>Handout</p> <ul style="list-style-type: none"> There will be standard items for all colleges; CHP will need to identify additional items unique to us. Some of the additional items we need are: licensure and credentialing; hospital privileges (CDE); outside employment issues, training (Epic, Eaglesoft, GUS, Blackboard); Academic Senate and Faculty Grievance process; exit survey; access process for faculty working at ACH and VA; mentor assignment; We will continue to work on what we will need and invite Wendy to come at a later date to go over
9:05	III. Commencement and Hooding Ceremony Debriefing	Susan Long	<p>Observations and suggestions (will plan to review all in January when planning for Commencement 2017: <u>Commencement</u>)</p> <p>CHP students had difficulty due to signs with the old college name – CH”R”P</p> <p>Honor Societies – announced for one of the colleges; tedious and added time (faculty gold key only)</p> <p>Question of whether or not honors or high honors be announced for graduate programs</p> <p>Screening didn’t take as long as thought, so revise arrival time to later for next year</p> <p>CON students left after receiving diplomas (will be addressed)</p> <p>Audio – still issue; audience could hear the announcer clearly, but other was garbled</p> <p>Music ended before both processional and recessional (CHP graduates)</p> <p>Not enough room in the hallway for faculty sitting in the faculty sections to line up</p> <p>IRS was listed as department only and not divided into programs</p> <p>Programs weren’t announced</p> <p>Room should be left on CHP name cards to list the program</p> <p>Some colleges did their own name cards and used a larger font</p> <p>Suggestion made to reduce number of CHP marshals to two rather than two per program</p> <p>Not having a speaker helped shorten the ceremony</p> <p>Lori Dean set a good pace and good example as announcer for the other colleges</p> <p>Tina Crook did an excellent job as Vice Marshall</p>

			<p><u>Hooding</u> Too hot on stage (from the spotlight) Not enough room in the "Green Room" for faculty and students We'll outgrow the Stella Boyle Smith Concert Hall in 2018 with the addition of PT's first graduating class coming from NW Arkansas; discussed alternative day and times (afternoon or evening) on the Friday before commencement The chancellor or provost may not be able to make it on Friday evening We'll plan to go ahead and make this change for 2017 to work out any issues before adding the PT graduates Will make reservations for the Smith Auditorium in the JTS Spine Institute in 2017 for both Thursday, May 18 and Friday, May 19 as well as request a reservation for the UALR Center for Performing Arts</p>
9:30	Adjourn		

ACTION PLAN		
Action Item	Owner	Target Date
Promotion and Tenure Guidelines – Incorporate suggestions into revised guidelines for presentation to faculty	Douglas Murphy	
College Planning Process – Set future "workshop" dates during EC and retreat in summer	Douglas Murphy / Deborah Taylor	
Fall Enrollment Process – Review of updated enrollment procedures	Clinton Everhart	June 2 or June 9
Recruitment brochure progress	Douglas Murphy	June 1
Introduction of the OSPAN (Office of Sponsored Programs Administrative Network) Team 1	Renee Rains	After July 1
Collect information on CHP's diverse and unique needs for the new UAMS Faculty Service Center	Jan Shorey	TBD
Faculty Recruitment and Onboarding Process – discuss needed additions unique to CHP	Wendy Backus	TBD

NEW FACULTY INFORMATION SHEET

**** Note: this document is as reference only. Please file the online form in the candidate's JFR position to send to FGP group.**

APPLICANT INFORMATION

PERSONAL INFORMATION

Candidate Name: _____

Degree: _____

Address: _____

Contact Phone # _____

Secondary Phone # _____

Email Address: _____

SSN: _____

Visa # _____

Visa Type: _____

Gender: MALE FEMALE

Date of Birth: _____

ETHNICITY

- Asian (Not Hispanic or Latino) Black/African American (Not Hispanic/Latino) East Indian Latino/Hispanic Middle Eastern
 American Indian or Alaska Native (Not Hispanic or Latino) Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 White/Caucasian (Not Hispanic/Latino) Two or More Races (Not Hispanic or Latino)

DEPARTMENT INFORMATION

Department: _____

Division: _____

Department Contact Name: _____

Approved JFR #: _____ Patient Care Provider? YES NO

Appointment/Effective Date: _____ Visa Issues? YES NO

Work Location: _____

Campus Mail Box: _____

FGP BENEFIT SALARY

UAMS Salary: _____ VA Salary: _____

Incentive Pay: _____ %FTE: _____

Add-Ons: _____

Total Annual Salary: _____

Total Insurance Income for LTD: _____

POS Health Insurance Upgrade: YES NO

Cost Center Account#: _____

Internal Order/WBS: _____

NEW FACULTY INFORMATION SHEET

NOTES, SPECIAL ARRANGEMENTS, SALARY SPLITS, ETC. ASSOCIATED WITH OFFER:

HR INFORMATION

Practice at ACH: YES NO

Cleared –Credentialing: YES NO

Cleared – Privileging YES NO

Position #: _____ Applicant ID #: _____

Drug Test Date: _____ PASS FAIL

FGP Information: _____

SAP ID: _____

TRAINING DATES:

EPIC: _____

MediTech: _____

EMR: _____

General Orientation: _____

Other: _____

Faculty Recruitment and Onboarding Processes and Procedures

For all faculty recruitment activity:

- **Immigration**

Link for Faculty Immigration Policies and Services:

<http://www.uams.edu/academicaffairs/facultyresources/immigration.asp>

Additional information located on Office of Human Resources website under Immigration Services:

<http://hr.uams.edu/other/work-life-balance/immigration/>

- **Licensure**

ARKANSAS MEDICAL LICENSE

Arkansas State Medical Board (ASMB)

2100 Riverfront Drive, Suite 200

Little Rock, AR 72202-1793

Contact: Executive Secretary (Peggy Pryor Cryer)

Phone: 296-1802 Fax:296-1805

Website: www.armedicalboard.org

The State of Arkansas has two (2) types of medical licenses: a Permanent License and an Educational License. Requirements of licensure are available on their website. The main difference between the two licenses impacts foreign medical graduates. To be eligible for a permanent license, the applicant must have completed three (3) years as a resident or intern in an accredited postgraduate medical education program in the United States; or completed one (1) year as an intern or resident in an accredited postgraduate medical education program in the United States and be currently enrolled in an accredited postgraduate medical program in Arkansas. The Educational License requires that the applicant be employed by UAMS; have the full support of the Chairman;

present before the Board with the Chairman and be properly educated and trained, but the training can be outside of the United States.

Background checks are now required on all initial applicants for licensure. The fee for the background check varies and is in addition to the \$400 application fee and \$100 processing fee.

Note: The applicant or his/her representative is responsible for checking the status of his/her application for licensure; the ASMB will only notify the physician of deficiencies. Expect the licensing process to take several months to complete. The application and all verifications must be received by the ASMB at least one month prior to the ASMB Board meeting for review.

Temporary Permits: Once an application for licensure and primary source verifications are complete, temporary permits to practice are available from the ASMB. It must be requested in writing with a \$50.00 check attached. Processing a temporary request will take about one week. Contact the ASMB for more information.

Once an application has been reviewed, the ASMB notifies only the applicant of the status of the application. However, the physician or employer can check the status of the application by contacting the appropriate representative at the ASMB. Representatives are assigned based on last name of the applicant.

Arkansas Medical Board License Instruction (See Appendix):

http://www.armedicalboard.org/Professionals/pdf/MD_AppPack.pdf

- **Academic Appointment**

An appointment is employment by written contract ("Notice of Appointment") by the Board of Trustees of an individual in a given capacity for a specified time period at a stated salary. An appointment is valid only when the appointment form is approved and signed by the President of the University or the President's designee in accordance with authority delegated by the Board of Trustees, and the Notice of Appointment is signed by the individual being appointed and returned to the specified University official.

Link to University of Arkansas Board Policy regarding Appointment, Promotion, Tenure, Non-Reappointment and Dismissal of Faculty (See Appendix):

<http://www.uasys.edu/policies/405.1.PDF>

Link to UAMS Promotion and Tenure Guidelines through the Faculty Affairs Office (See Appendix):

<http://medicine.uams.edu/faculty/promotion-and-tenure/>

Link to the Faculty Affairs website and contact information:

<http://medicine.uams.edu/faculty/>

- **Lab Space**

The Office of Academic Services (OAS) coordinates support services to faculty, staff and students in the five UAMS colleges, graduate school, University Hospital, and the northwest campus. Support Services provided are related to classroom and laboratory teaching, space management and scheduling, and instrumentation repair.

Academic Services is composed of three support divisions: Room Scheduling, Laboratory Support and Instrumentation Repair.

Link to OAS:

<http://oas.uams.edu/>

Guidelines for Assignment of Laboratory Research Space are located in the UAMS Administrative Guide Policy 16.1.16 (See Appendix)

Link to Facilities Planning and Design Move, Add, Change (MAC) Request form:

<http://www.uams.edu/campusop/depts/fp/forms/spacerequest.aspx>

- **Relocation of household and lab**

Moving Expenses – In addition to the salary and benefits, we will provide up to [amount] to assist you with moving and other relocation expenses. These expenses may include moving personal/household goods (e.g., personal and professional books, professional papers and other materials, furniture), but may not include automobiles, boats, or other non-household items. We will ask you to obtain in advance of your move a bona fide bid from the Brandon Moving and Storage Company (10505 Maumelle Blvd., Maumelle, AR 72113; 501-228-5757) as required by UAMS. Please contact Department Administrator for more details.

The form can be found at:

http://www.uams.edu/supplychain/contract/menus/moving_menu.asp)

The contact email is mail@brandonmoving.com

- **Research Faculty – OSRP for grant transfers**

Link to Office of Research and Sponsored Programs:

<http://orsp.uams.edu/>

- **Research Compliance Meeting (after start)**

Link to the Office of Research Compliance:

<http://orc.uams.edu/>

- **Blackboard and Educational Support Resources (OED, etc.)**

Link to Office of Educational Development and Blackboard:

<http://educationaldevelopment.uams.edu/>

- **Outside Employment (See Appendix for Policies)**

Outside employment for full-time faculty and UAMS institutional officials
([University of Arkansas Systems Board Policy 450.1](#))

Outside employment for part-time tenured faculty
([UAMS Academic Affairs Policy 2.3.2](#))

Consulting, speaking engagements or other business arrangements with the
Healthcare Industry
([UAMS Industry Interaction Policy, Admin. Guide 4.4.12](#))

Legal Consulting
([FGP Policy 7000-0100-520](#))

Moonlighting or Volunteer Clinical Activities
([FGP Policy 7000-0100-510](#))

Information Technology ([Policy](#))

If you have questions about these policies, Contact the IT Help Desk at 686-8555 or Institutional Compliance at 686-5699.

For Clinical Faculty Recruitment Activity:

- **Provider Enrollment**

Initial Request for an application packet is received by email, JFR, or department request. Emailed requests should be directed to FGPProviderEnrollment@uams.edu.

- **Credentialing/Privileging**

Credentialing consists of verifying the providers' graduation from an accredited program, post-graduate specialty training (if applicable), past history of practice (through letters of recommendation and inquiry to the National Practitioner Data Bank), and current licensure. Federal law requires criminal background checks on persons for any history of child abuse prior to employment in Federal facilities if children are to be patients. State laws may also add this requirement. All licensed providers as well as all support personnel requiring state certification (e.g., certified dental assistants) should undergo the credentialing process.

Privileging is accomplished through each facility and is the process by which the provider's scope of services at the facility is defined. The granting of privileges is based on the provider's training and experience, practice history, and the ability of the facility to provide the support and services for which he/she is privileged.

Credentialing Flow Chart (See Appendix):

<https://jfr.uams.edu/help/CredentialingARMedicalLicenseProcessing.pdf>

Link to Credentialing/Privileging Instructions for Requesting the Initial Application Packet from the Professional Services Offices within JFR (See Appendix):

https://jfr.uams.edu/help/AccesstheCredentialForm_3.1.08.pdf

IMPORTANT: Form must be completed in its entirety, including department section numbers for billing purposes. Make sure the applicants start date allows time to a) obtain licensure (if applicable), b) complete and return the application, and c) allow 60 days for hospital Credentialing and Committee review.

PROFESSIONAL STAFF OFFICE (PSO):

Director: Cheryl Starnes 686-6328

Credentialing Coordinator: Diana Sorce

Phone: 526-4249 Fax: 603-1436 Slot: 738

PHYSICIAN BILLING:

Contact: Provider Enrollment Manager: Susan Ward

Phone: 614-2006 Fax: 603-1436 Slot: 738

ARKANSAS CHILDREN'S HOSPITAL (ACH) PRIVILEGES:

Contact: Becky Foor

Phone: 364-7548 Fax 364-6865

VA HOSPITAL PRIVILEGES:

Contact: Diane Goggans, VAMC Medical Staff Office

Phone: 257-4002 Fax: 257-4004

NWA FGP Credentialing:

Provider Enrollment Manager: Susan Ward

Phone: 614-2006 Fax: 603-1436 Slot: 738

NWA Credentialing Process for Northwest Health System:

Contact: Cindy Cabaniss

Phone: 479-757-4059 Direct: 479-757-4015 Fax: 479-757-2946

ccabaniss@nw-health.com

- **Malpractice Insurance**

Medical professional liability insurance, sometimes known as medical malpractice insurance, is one type of professional liability insurance which protects physicians and other licensed health care professionals (e.g., dentist, nurse) from liability associated with wrongful practices resulting in bodily injury, medical expenses and property damage, as well as the cost of defending lawsuits related to such claims.

A medical professional liability insurance policy covers bodily injury or property damage as well as liability for personal injury such as mental anguish. The complexity involved in discovering negligence results in a higher percentage of premium dollars going toward defense and cost containment expenses. Medical liability insurers spend substantial funds investigating and defending claims where there is an adverse patient outcome not resulting from negligence.

Contact: Business Manager of FGP Risk Management 614-2077, slot 764

NOTE: All faculty members who provide any type of clinical care within the Medical Center (hospital or clinics) are required to have malpractice insurance. Coverage cannot be effective until the physician has secured a valid Arkansas medical license and a completed professional liability application has been submitted and processed. When the credentialing request is completed in JFR, Risk Management is automatically notified and will forward an application directly to the prospective faculty member.

- **Clinical Space**

Link to Facilities Planning and Design Move, Add, Change (MAC) Request form:

<http://www.uams.edu/campusop/depts/fp/forms/spacerequest.aspx>

- **Epic Templates**

Link to UConnect (EPIC) User Access Request Form:

<http://securityrequest.uams.edu/PdfGen.ashx>

Link to UConnect Training website:

http://cped.uams.edu/uconnect_info/

- **EMR Training (coordinate timing of)**

Department Administrator?????????

- **OR – equipment, supplies & preference card**

????????????????????????????????

- **Sites of Clinical Practice (UAMS, VA, ACH, Arkansas State Hospital, other)**
- **Billing Compliance**

Link to Faculty Group Practice:

<http://intranet.uams.edu/fgpbilling/>

Link to Clinical Billing Compliance:

<http://inside.uams.edu/compliance/clinicalbilling/>

- **DEA (no fees)**

Retain a copy of the DEA certificate and license. PSO may request a copy if a payor requires it. (DEA Change of Address Form is included in application packet.) Faculty member returns completed form to PSO, not to DEA. File in ApplicationXtender.

****NOTE:** UAMS practitioners are exempt from paying the DEA registration fees.

For ACH Faculty Recruitment Activity:

- **Provider Enrollment/Credentialing/Malpractice Insurance (see above under Clinical Faculty Recruitment Activity)**

Link to ACH Provider Credentialing at ACH:

<http://www.archildrens.org/Healthcare-Professionals/Other-Resources/Provider-Credentialing-at-ACH.aspx>

- **Clinic Space**

Contact Cindy Collie, Director of Operations, 501-364-4424

- **OR – equipment, supplies, & preference card**
- **MediTECH Templates/EMR**

Link to MediTECH:

<http://achweb.archildrens.org/WebForge/PhysicianITInformation/Home/>

- **Sites of Clinical Practice (UAMS, VA, ACH, Arkansas State Hospital, other)**

APPENDIX

Faculty On-boarding Checklist



Revised May 5, 2014

Faculty Member Information	
Name:	SAP ID:
Home/Cell Phone Number:	Current Non-UAMS E-mail Address:
UAMS Office/Room #:	Target Start Date/Department:

RECRUITMENT OF CLINICAL AND BASIC SCIENCE FACULTY		
(Assume the items listed below are complete before the on-boarding process begins)		
	Person Responsible	Date Completed
1. Create a folder (hard and soft) for the position that includes the checklist and notes.		
2. Complete and submit Justification for Recruitment (Business Plan). The excel form can be found online at: https://jfr.uams.edu .		
3. Notification (email) of approved JFR received from JFR system. Department may begin recruiting. Once candidate(s) have been established, add their name(s) and CV(s) to the JFR and the file.		
4. Candidates may begin visiting. Arrange visit (dates, hotel, and flights) and set up itinerary which includes dinners and meeting times with appropriate faculty members. Use the Candidate Checklist to complete.		
5. Send a reminder email to the people the candidate is meeting with the week before and attach a copy of the CV.		
6. After the interviews, email the Ranking Form to the individuals who met the candidate.		
7. Once a candidate has been decided on, create the Offer Letter from the Chair to the Dean of the College of Medicine. Upload in the JFR for approval.		
8. Have the candidate fill out the Disclosure Statement and upload in the JFR. Must have this form uploaded before the Dean will approve the Offer Letter.		
9. Follow the steps outlined in the JFR system. Once the Offer Letter is approved, send it to candidate for signature.		

10. Confirm the letter was received by the candidate and if any questions need to be answered.		
11. Once candidate has signed the letter, a hard copy should be mailed to the department and uploaded in the JFR as candidate acceptance letter.		
12. Create Appointment Letter from the Chair to the Dean. Upload in the JFR for approval. There are different steps for Associate Professors/Professors than for Assistant Professors. You can view the guidelines here: http://www.uams.edu/facultyaffairs/Promotionandtenure/Appointments.asp		

AR MEDICAL LICENSE - CLINICAL FACULTY ONLY

<p>Arkansas State Medical Board (ASMB) 2100 Riverfront Drive, Suite 200 Little Rock, AR 72202-1793 Contact: Executive Secretary (Peggy Pryor Cryer) Phone: 296-1802 Fax:296-1805 Website: www.armedicalboard.org</p>	Person Responsible	Date Completed
1. Contact the faculty member to see if they have an Arkansas license. If they do not, they will need to fill out an application on the ASMB website. ***There should be one contact person in each department for the Board to give access to updated information.		
2. Request an updated CV from the faculty member. It must include the UAMS appointment and all education and work activities since medical school, listed in month/year format with no gaps. Be sure to list the beginning and ending month/year for each activity.		
3. Confirm the application packet was received by the faculty member.		
4. Confirm that completed packet was received by ASMB by the deadline. Once an application has been reviewed, the ASMB notifies only the applicant of the status of the application. However, the physician or employer can check the status of the application by contacting the appropriate representative at the ASMB. Representatives are assigned based on last name of the applicant.		
5. Receive notification of approval of AR Medical License from ASMB. Receive the NPI number, verify the license, and file in ApplicationXtender. ***DEA requires that the permanent state license be issued prior to processing an application for a new DEA or effecting a change of address.		

**UAMS MEDICAL CENTER PRIVILEGES / PHYSICIAN BILLING ENROLLMENT -
CLINICAL FACULTY ONLY**

IMPORTANT: Form must be completed in its entirety, including department section numbers for billing purposes. Make sure the applicants start date allows time to a) obtain licensure (if applicable), b) complete

and return the application, and c) allow 60 days for hospital Credentialing and Committee review.

PROFESSIONAL STAFF OFFICE (PSO):

Director: Cheryl Starnes 686-6328

Credentialing Coordinator: Diana Sorce

Phone: 526-4249 Fax: 603-1436 Slot: 738

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Contact: Becky Foor

Phone: 364-7548 Fax 364-6865

VA HOSPITAL PRIVILEGES:

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NWA Credentialing Process for Northwest Health System:

Contact: Cindy Cabaniss

Phone: 479-757-4059 Direct: 479-757-4015 Fax: 479-757-2946

ccabaniss@nw-health.com

****Refer to credentialing flow cart if more detail is needed.**

Person Responsible	Date Completed
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1. Once you add a candidate in the JFR, you can start the credentialing process by clicking on the credentialing button in the candidate section. PSO will send a blank application packet and billing enrollment packet as directed on the request form.		
2. Will candidate need to be credentialed by ACH, VA or an outside hospital? See contact list above to request separate credentialing packets.		
3. Request an updated CV from the faculty member. It must include the UAMS appointment and all education and work activities since medical school, listed in month/year format with no gaps. Be sure to list the beginning and ending month/year for each activity.		
4. Confirm that application packet was received, completed, and returned by the prospective faculty member.		
5. Confirm that completed packet was received by PSO within the specified time. Compare received date to start date and adjust to allow time for Credentialing and Committee review.		
6. Notify PSO when physician receives permanent license. PSO begins hospital credentialing after notification of a license and receipt of a complete application for Hospital Privileges.		
7. Retain a copy of the DEA certificate and license. PSO may request a copy if a payor requires it. (DEA Change of Address Form is included in application packet. Faculty member returns completed form to PSO, not to DEA. File in ApplicationXtender. **NOTE: UAMS practitioners are exempt from paying the DEA registration fees.		
8. Check status in PSO of applicant's progress.		
9. Receive notification of hospital ID# and approval of hospital privileges from PSO following Credentials Committee approval.		
10. Check the status on the assignment of provider numbers (when applicable) for Medicare, Medicaid, and Managed Care plans. (Communicate to clinic managers so they will know when faculty member can see patients and bill for services for the various managed care plans.)		

MALPRACTICE INSURANCE

Faculty Group Practice

Contact: Business Manager of FGP Risk Management 614-2077, slot 764

NOTE: All faculty members who provide any type of clinical care within the Medical Center (hospital or clinics) are required to have malpractice insurance. Coverage cannot be effective until the physician has secured a valid Arkansas medical license and a completed professional liability application has been submitted and processed. When the credentialing request is completed in JFR, Risk Management is automatically notified and will forward an application directly to the prospective faculty member.

	Person Responsible	Date Completed
1. Will faculty member need Malpractice Insurance? If so, check the box in the JFR.		
2. If the department has not received a faxed copy of the malpractice face sheet, e-mail or call Risk Management (Christine Montgomery) to confirm that the application has been processed and coverage is effective.		
3. When you receive a copy of the malpractice certificate (face sheet), send a copy to the faculty member and file in ApplicationXtender.		
4. Is the prospective employee functioning as a Locum Tenen? If so, do they need coverage through FGP or do they have proof of appropriate personal coverage?		

FACULTY GROUP PRACTICE FRINGE BENEFITS REGISTRATION <i>Expanded LTD and Umbrella Insurance Policies ONLY</i> Contact Person: Wanda Hinton 614-2084 Slot 528		
<i>**Health, dental, life insurance and long term disability applications will be completed when the faculty member goes through orientation in HR.</i>	Person Responsible	Date Completed
1. Will the faculty member receive FGP benefits? If so, fill out the Faculty Information Sheet (FIS form) in the JFR and submit. Once the FIS form is completed in JFR, an application packet for faculty group practice fringe benefits will be sent to the faculty member.		
2. Confirm that the FIS was completed and sent back to the FGP Fringe Benefits Office. ***If fringe benefits are to be effective on the first day of the month, the new faculty member must complete the paperwork and return it to HR on or before the first day of the month. If not, the fringe benefits will become effective on the first day of the following month.		
3. If a new UAMS faculty member has a portion of their salary paid by the VA, details of the VA benefits/retirement plans can be obtained from the VA Human Resources Office. Contact Sandra Masterson (257-1760) or Judy Logan (257-1758). Orientation at the VA is not scheduled until the faculty member has started working at the VA.		

BEFORE ARRIVAL TASKS	Person Responsible	Date Completed
1. Notify faculty member of moving process. The form can be found at: http://www.uams.edu/supplychain/contract/menus/moving_menu.asp The contact email is mail@brandonmoving.com		

2. Communicate with the faculty member about drug testing and schedule a testing date. It has to be completed within 30 days of hire and at least 1 week before the start date. Once the authorization form is faxed to the testing facility (MLA 202-7382 & HR 296-1825), the faculty member has 24 hours to complete the test.		
3. If employee will be working out of state, contact Payroll at 686-6810 at least 60 days prior to employment so that arrangement may be made with the local employment tax authorities. Failure to perform this step may cause a delay in the pay check.		
4. Have the faculty member fill out the Non-Employee Information Form and confidentiality agreement in order to make them a non-employee in SAP. This will allow them to gain computer access to begin required computer training. http://www.uams.edu/ohr/Forms/Non-Employee_Information.htm		
5. Notify clinics and divisions of clinical activities. Work with clinic manager and clinical director to locate office space and support staff. Decide if furniture (desk, file cabinets, and chair, etc.) and a computer will need to be ordered.		
6. If office furniture (desk, file cabinets, chair, etc.) and computer needs to be ordered, work with procurement to pick out and order. Make sure it is received and set up prior to the start date. Furniture - Contact La Harpes at 372.6684 Computer - Contact IT helpdesk at 686.8555		
7. Work with the clinic manager to set up scheduling templates and meetings with clinical staff and/or OR staff. Determine what Epic training will be needed and either schedule or inform the faculty member.		
8. Schedule faculty orientation in SAP. Remind faculty member that two forms of ID are required to complete I-9 Immigration paperwork (Arkansas driver's license, original Social Security card, passport, etc). They will have their UAMS Badge made and schedule their New Employee Health Screening in orientation. NOTE: ID badges can be acquired prior to start date as long as the faculty member's SAP # has been entered into the system. UAMS Media Services: Monday 3-4:30, Tuesday 7:30-8:30, Thursday 8:30-9		
9. If the faculty member needs parking at UAMS, an online application will need to be filled out at http://www.uams.edu/parking/onlinerequest.htm		
10. Faculty member needs to contact the Help Desk (686-8555) to acquire initial password to install applications on computer, and have Remote Access system set up.		
11. Order pager by calling Telecommunications at 686-6420. Remember to transfer previously used pager numbers.		
12. If they need a cell phone, contact the department procurement specialist to order.		
13. Install office phone if it is a new office by calling Telecommunications at 686-6420.		
14. Order and receive office supplies (wastebasket, phone books, desk organizer, calendar, etc). Contact procurement specialist for questions and ordering.		

15. Verify with HR that the faculty member appears in ESS and email the ESS instructions to faculty member.		
16. Assemble the care packet (t-shirt, paper weight, note...) for the first day and place in their office.		
17. Order name plates for desks and/or doors, as necessary. Put in a maintenance e-request for signage.		
18. Have the faculty member sign the background check form and return to HR manager.		

UPON ARRIVAL TASKS	Person Responsible	Date Completed
1. Arrange an itinerary for the faculty members first week of work to meet with appropriate staff (OR, HR, IT, Docs, etc.).		
2. Order keys to office and other areas needed (lab space, hospital access, etc.) from the key shop. <u>UAMS Engineering & Operations Key Shop</u> : Monday - Friday 7:30 am - 9:00 am, 11:30 am - 12:30 pm, 3:00 pm - 4:00 pm		
3. Order business cards from UAMS Creative Services, if requested.		
4. Email the faculty member instructions on how to use their office phone and set up the voicemail. The instructions are located on the telecom website.		
5. Email the faculty member the Faculty Resources website (where they can obtain policies and information): http://www.uams.edu/academicaffairs/facultyresources/ .		
6. Provide documentation of having the Flu shot to Melissa Vandiver. If they have not had a flu shot in the past year, contact the Student and Employee Health Clinic to schedule. Beginning in 2011, the flu vaccination is mandatory for all UAMS employees and students.		
7. If the employee will be working out of the state, they will need to send a copy of their latest TB and Flu shot results to Teresa Brown and Melissa Vandiver, respectively.		
8. Email the new faculty member about completing the HIPAA Required Privacy and Security training, which is required within 30 days of their hire date: http://hipaa.uams.edu/employee_student_training.htm		
9. Email the faculty member the annual Conflict of Interest (COI) disclosure link; https://secure.uams.edu/uamsforms/ .		
10. Add faculty member to the appropriate email distribution/phone lists and websites.		
11. Once entered in SAP, create FTE sheet in FacFacts and email faculty member for approval.		
12. Notify the IT department to add career path to Training Tracker.		
13. Notify the department administrator to register for departmental orientation.		
14. Notify the department administrator to grant badge access to the building and appropriate areas.		

SAP Transactions		
		Date Completed
1. PB10 - Obtain applicant #	Applicant #:	
2. PV00 - Schedule orientation		
3. ZHRHIRE - Place person in new position	Position #:	
Fund/Cost Center:	Workflow #:	
4. PA40 - Finalize position and salary	Stat Order:	
<p>***Under the "Additional Indicators screen in SAP," be sure to check all that apply: TB Screening position, Drug Testable position, Practicing Physician, and/or Faculty Appointment.</p>		