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| **MONDAY****All Staff****Every Other Week** |
| **Time** | **Responsible Party** | **Items Covered** |
| 8:00-8:15 | HR | Warm up/Ice breaker/Pictures |
| 8:15-8:30 | Senior Leadership Team | Welcome to VMG |
| 8:30-8:50 | Leadership | Patient Experience / Core Values |
| 8:50-9:00 | HR | Tour |
| 9:00-10:00 | IT | IT Orientation |
| 10:00-10:10 | Break | Break |
| 10:10-11:00 | HR | New Hire Paperwork |
| 11:00-12:00 | HR | Harassment Prevention Training  |
| 12:00-1:00 | Leadership Meet & Greet Lunch | Lunch provided |
| 1:00-2:30 | HR | Handbook/Policies |
| 2:30-2:45 | HR | Break |
| 2:45-3:30 | HR | BBP, Hazmat, Emergency Codes, Facilities |
| 3:30-4:15 | HR | Benefits |
| **TUESDAY****Clinical, Providers, Reception, Billing, Admin, Radiology & Lab Staff etc.****Every Other Week** |
| **Time** | **Responsible Party** | **Items Covered** |
| 8:00-10:30 | Informatics | EMR Training-Athena login, passwords, chart, patient cases, scavenger hunt |
| 10:30-11:30 | Quality/Risk Management | Incident Reporting, HIPAA |
| 11:40-12:15 | Quality/Risk Management | Fraud Waste & Abuse, Compliance & TB |
| 12:15-1:00 | Lunch | Lunch on their own |
| 1:00-1:30 | Informatics | Patient Portal |
| 1:30-2:00 | Outreach / HI | Overview of department |
| 2:00-3:15(break incorporated) | Leadership | Managing Challenging PatientsActive Threat Training |
| 3:15-3:45 | HR | LGBTQ Video |
| 3:45-4:00 | HR | Wrap up |