

Important Onboarding Milestones & Department Contacts

Stay on track & start on time!

Interview & Offer:

Samantha White, Recruiter * 484-526-6181 * samantha.white@sluhn.org

Meg Parmar, Recruiter * 484-526-8259 * meg.parmar@sluhn.org

- Sign consent & release forms
- Provide references
- Sign & return original offer letter & agreement

Medical Affairs:

Venus Williams, Credentialing Assistant * 484-526-4620 * venus.williams@sluhn.org

Faith Weeast, Collaborative Specialist * 484-526-6008 * faith.weeast@sluhn.org

- PA- Supervising Agreement
- NP-Collaborative/Prescriptive Authority Agreement
- DEA Application for each state
- App. for privileges (online-complete w/in 5 days)
- Additional disclosures & malpractice application

Enrollment:

Susan Chiavaroli, Enrollment Center Supervisor * 484-526-3569 * susan.chiavaroli@sluhn.org

- NPI Number- Enrollment will assist you with applying for your NPI #.
 - If you have a current NPI#, Enrollment will assist you in changing it to SLUHN.
- *Please note that Enrollment Paperwork will be completed either in person or via US Mail. You will be assigned an enrollment Specialist to guide you through the process.

1 Month Prior to Start Date:

Maryann Drageland, Provider Recruitment Coordinator * 484-526-8235 * maryann.drageland@sluhn.org

*Instructions for the following steps will be sent by your Recruitment Coordinator

- Schedule pre-employment physical
- Schedule professional photo
- Complete fingerprinting
- Submit online Child Abuse Clearance Application

*Separate instructions will be delivered by email to provide you with login instructions for Workday

- Complete Workday Onboarding (Inbox items)

Orientation:

Maryann Drageland, Provider Recruitment Coordinator * 484-526-8235 * maryann.drageland@sluhn.org

- 1-2 weeks prior to your start date you will receive an email from your Recruitment Coordinator with details about New Employee Orientation. Typically, this orientation will take place at St. Luke's Center in Allentown, 8:00 a.m.- 4 p.m. on a Monday.
- New Provider Orientation typically takes place the second Tuesday of each month. Please anticipate being scheduled to attend the first occurrence after your start date. You will receive an email reminder with details.