

## Items to Complete Before Your Start Date

1

### REVIEW DOCUMENTS PROVIDED BY YOUR RECRUITER

#### PROVIDER LICENSURE AND CREDENTIALING:

- Upon receipt of email entitled [Congratulations on Becoming a Renown Health Provider](#), please
  - Open PDF entitled **New Provider Onboarding Guide** and carefully review information provided which will be needed during your Licensure/Credentialing application process.
  - Open Link provided at top of page in the [New Provider Onboarding Guide](#).
  - Once Open - Review information and follow each step on the New [Provider Onboarding Portal](#) to accomplish for Licensure, Credentialing and HR Onboarding steps.
  - If you have any questions, please contact your recruiter directly or your Provider Onboarding Specialist.



#### PROVIDER HR NEW HIRE PAPERWORK:

- Complete HR New Hire Paperwork Assigned by your recruiter by clicking link provided in [the Congratulations on Becoming a Renown Health Provider email](#).
- Complete **Background Check questionnaire** within 2 days of receiving email request.

2

OCCUPATIONAL HEALTH APPOINTMENT:

- An Occupational Health representative will contact you to schedule your appointment.

*NOTE: Appointment must be a minimum of one week prior to your start date and cannot be more than 30 days prior to your start date.*

- Plan for a 2-hour appointment, which includes:
  - Pre-employment physical
  - Drug screen
  - Immunization (as applicable)
  - I-9 completion
    - Bring your documents for completion of this important I-9 employment document [Click Here to see a list of acceptable documents to provide at time of appointment.](#)
- Location: 975 Ryland St., Reno, NV 89502
- Phone: 775-982-4754



3

PRE-EMPLOYMENT TRAINING



- Complete approximately 8 hours of web-based training when you receive an email titled *Renown Health Pre-Employment Training*
  - Email will include login information to Online Learning Academy and directions
  - You will receive this email 1 week before your start date.
- **Modules must be completed by 12pm on the Friday before your start date**
- [Click Here to access](#) Online Learning Academy

4

SEND BADGE PHOTO

- Send a photo for your badge to [Badge Security](#)

Badge photo requirements:

- Plain, white background
- Front-facing, from the shoulders, up
- Please, no poses and no filters

SUBMIT CERTIFICATIONS:

- Email a copy of applicable current BLS, ACLS, PALS, or other certifications indicated as required to [HrRepresentative@renown.org](mailto:HrRepresentative@renown.org).

Resources:

American Heart Association (AHA) - 800-242-8721  
American Red Cross Training Services - 844-335-7326  
Advanced Medical Certifications - 877-822-0375  
ACLS Certification Institute 888-364-1202



## Items to Complete After Your Start Date

### STEP 1

#### COMPLETE NEW EMPLOYEE ORIENTATION

- Orientation is held at 10315 Professional Circle, Reno NV 89521 Great Basin Conference Room- 9:00 am-12:00 pm.
  - You will receive badge, keys, parking information and your training schedule.



### STEP 2

#### SINGLE SIGN ON

- Once your leader has provided your Windows login credentials, [Click Here](#) to register for single sign on, then click the 'Registration | Profile Update' section



### STEP 3

#### COMPLETE ESSENTIAL TASKS

- [Click Here](#) to access Kronos:
  - Enroll in or decline benefits
  - Verify W-4 tax withholdings
  - Enroll in Direct Deposit
- [Click Here](#) to review Renown's benefit offerings



### STEP 4

#### ATTEND ENTERPRISE TRAINING (as applicable)

- Many roles in the organization require additional job-specific training such as Electronic Medical Records, clinical skills, etc.
- This schedule will be provided at orientation



### STEP 5

#### START YOUR NEW ROLE!

- Each of our employees plays a role in providing the best care for our community. We encourage you to get involved, connect with your leader and team, and grow in your role. We are excited for you to be starting your career with us as we **FIGHT THE GOOD FIGHT!**



# **Renown<sup>®</sup>** **NEW EMPLOYEE CHECKLIST - PROVIDER** *HEALTH*

## **STEP** COMPLETE NEW EMPLOYEE ONBOARDING SURVEY

# 6

- You'll receive and email to complete a survey after 60 days of employment, the survey is voluntary, and we appreciate your feedback about your onboarding experience!

