



**Orientation for New Supervisors/Managers**

New Staff's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

	<b>New Staff Person's Initials</b>	<b>Supervisor's Initials</b>	<b>Date</b>
<b>Website, <a href="http://www.cfhcnc.org">www.cfhcnc.org</a></b>			
<b>Patient Portal</b> <ul style="list-style-type: none"> <li>• How to Access</li> <li>• Function</li> </ul>			
<b>Performance Evaluations (PSN-5)</b> <ul style="list-style-type: none"> <li>• June/July</li> </ul>			
<b>Payroll Status Change (PSN-6)</b>			
<b>Attendance Policy (PSN-7)</b>			
<b>Employee Breaks (PSN-24)</b>			
<b>Overtime (PSN-35)</b>			
<b>Quality Management Plan (Admin-15)</b>			
<b>Drafting Policies and Procedures (Admin-20)</b>			
<b>Incident Reporting (RM-8)</b>			
<b>Corrective action (PSN-08)</b>			
<b>Safety of Employees Working Outside of CFHC, Inc. Facilities (RM-22)</b>			
<b>Introductory Performance Feedback (PSN-39)</b>			
<b>Purchasing (FIN-7) and POs</b> <ul style="list-style-type: none"> <li>• Office supply vendor (Staples)</li> <li>• Letterhead/envelops</li> <li>• Office supplies</li> <li>• Purchase Orders go to Finance Associate, _____</li> </ul>			
<b>Emails</b> <ul style="list-style-type: none"> <li>• "Reply all" when appropriate to include everyone in ongoing conversations</li> <li>• When replying attendance to a meeting only reply to sender</li> <li>• PHI and Personnel issues should be encrypted</li> </ul>			
<b>Conference Room Reservations</b> <ul style="list-style-type: none"> <li>• Admin Assistant to Chief Operating Officer, _____</li> </ul>			



# CAROLINA FAMILY HEALTH CENTERS, INC.



## Orientation Checklist for Supervisors/Managers

	New Staff Person's Initials	Supervisor's Initials	Date
<b>Administrative Support</b> <ul style="list-style-type: none"> <li>• Admin Assistant-Corp Compliance, houses all P&amp;P,</li> <li>• Admin Assistant is not responsible for writing content of policy and procedures</li> </ul>			
<b>Meeting Attendance/Monthly Calendar</b> <ul style="list-style-type: none"> <li>• Board of Directors meetings</li> <li>• Executive meetings</li> <li>• Management meeting</li> <li>• Central Committee and CIT</li> <li>• Departmental meetings</li> <li>• Staff meetings: Monthly &amp; Quarterly</li> </ul>			
<b>Human Resource Dept. Support</b> <ul style="list-style-type: none"> <li>• Posting positions and interviews</li> <li>• FMLA request</li> <li>• Advice regarding personnel issues</li> <li>• Creating Position Descriptions</li> <li>• Obtaining office and location keys</li> </ul>			
<b>Time Clock system</b> <ul style="list-style-type: none"> <li>• All time must be approved by Monday at Noon the week of payroll</li> <li>• Manage employee's time to avoid OT</li> <li>• Requests for time off</li> </ul>			
<b>Chain of Command</b>			
<b>FTCA</b>			