

# Novant Health Independent Practitioner Orientation Checklist

## Be sure to complete all of the following:

You have been given a user name to login to our systems (this is a combination of your initials and numbers) and you have a password. Remember these!

There are required online education modules that you have completed (in the I-Learn system):

- z0321 New Practitioner Orientation Part 1
- z0322 New Practitioner Orientation Part 2
- z2891 First Do No Harm for current practitioners and applicants
- z1911 First Do No Harm addendum for applicant practitioners only
- z1909 Privacy and Information Security / Choices and Champions for practitioners
- Dimensions (EMR system) courses (ask leaders or Medical Staff Services which ones to complete)

To review any of the orientation content in the future, go to [www.novanthealth.org](http://www.novanthealth.org) and click on “Employee Connections” and “Online Education Courses”. Login to I-Learn and the New Practitioner modules will be in your “completed” transcript for you to review at any time.

## Do the following at a Novant Health facility:

- Pickup your ID and parking stickers (if applicable)
- Ask your leader or medical staff services if you need access to something that you don’t currently have (computer systems, doors, etc.)

- Report possible conflict of interests (whenever they arise) online
- Review policies and procedures online on I-Connect in the Document Manager system
- Read your emails (at least weekly) and let us know if it changes by emailing [PhysInfoUpdate@novanthealth.org](mailto:PhysInfoUpdate@novanthealth.org)
- Every 90 days** the password must be reset using password management (this will synchronize all systems to one password). Then immediately login using the new password to activate. If you get locked out call, 1-866-9NOVANT