



A FREE FIELD GUIDE

Physician Onboarding Quick-Start Checklist

The first steps that protect a new physician's start date and first impression.

BEFORE THE OFFER IS SIGNED

- ☐ Active state license and board certification confirmed.
- ☐ DEA registration and NPI verified as current.
- ☐ Realistic start date agreed upon and tied to the credentialing timeline.

WEEK ONE AFTER SIGNING

- ☐ CV, licenses, certificates, and peer references collected.
- ☐ Physician CAQH profile updated and attested.
- ☐ Hospital privileges and all payer applications submitted together, not one at a time.
- ☐ One accountable owner named for every application.

WEEKS TWO THROUGH TWELVE

- ☐ Every application, submission date, and follow-up tracked in one shared place.
- ☐ Payers and committees followed up with on a set schedule.
- ☐ Committee meeting dates confirmed and worked backward from.
- ☐ EMR, email, and system access requested early.

FIRST 30 DAYS

- ☐ Physician introduced to staff, leadership, and referral partners.
- ☐ Early schedule built around confirmed payer effective dates.
- ☐ Practice website created or updated with the physician bio, photo, and booking info.
- ☐ Easy patient pathway set: how patients find, book, check in, and follow up.
- ☐ 30-day check-in held to ask what is getting in the way.

THE COMPLETE FIELD GUIDES

For licensure, privileging, payer enrollment, EMR and security access, compliance training, stakeholder introductions, 30/60/90 day check-ins, and referral activation, see the full Physician Onboarding Field Guides for practices and hospitals at ltprovidersolutions.com/resources.