

Denver Health- Program Coordinator Onboarding Instructions 2020-2021

For ALL 20-21 Incoming Interns, Residents, & Fellows:

- **Residents and Fellows** need to complete the ***Resident Badge, Information Service Access Request, VPN & Non-Employee Handbook Acknowledgement Forms*** (leave the dates as specified on the form) and submit them to the Program Coordinator.
- Encourage Residents to review the Non-Employee Orientation and Training Handbook prior to orientation and sign the acknowledgement on the last page of the handbook.
- **Program Coordinator** emails the following forms to the Office of Education at OfficeofEducation@dhha.org
 - Badge, IS, VPN & Non-Employee Acknowledgement forms
 - Signed VPN Form to be emailed **individually & saved by “Last name, First name” in jpeg or pdf format** for each Resident/Fellow. Multiple forms can be submitted in one email for each department/program.
 - Residents ERAS photos, Fellow’s professional headshot photos with white background. *File names must include the Resident's full “legal” name & saved by “Last name, First name” in jpeg format*). These photos will be used to process Denver Health (DH) ID badges. *Please do not make them too small or the image will not be clear on the badge.

Scheduling Pick-Up for ID Badges:

For Interns:

Alyssa Maxfeldt in the GME office will schedule the DH ID Badge Appointments for **Interns**.

New PGY2s and Above:

DHHA Administrative Assistants/Department Coordinators will schedule the DH ID Badge Appointments for new **PGY2s and above with a July 1st, 2020 start date (See Information below)**.

Once all forms and ERAS photos/fellow’s professional headshots are sent to the **Office of Education** at OfficeofEducation@dhha.org , Residents and Fellows will receive:

- A DH Picture ID Badge & Parking Tag from the DH department AA’s as they come on to rotate

OR

- CU Program Coordinators can contact DH coordinators (directly) prior to July 1st and/or rotation to schedule a date/time to pick up

DH will set up Residents and Fellows computer access and reactivation of computer accounts. The process has been streamlined to help Residents obtain everything on the same day.