

SOM- Department of Obstetrics and Gynecology	TITLE: Faculty Appointment Process	Policy: HR010
Department Guideline	Date: October 12, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

Item/Task	Contact
Complete PAR with Active Date	Fathy EILaissi/Cindy Haley
Submit Badge Form/ID	Fathy EILaissi/Cindy Haley
MCG Benefits Process In (Schedule Appt)	Human Resources Anita (x3631)
PPG Benefits/Process In (Schedule Appt)	Lauren Neville 828-6401
New Employee Screening and Physical Exam If receiving benefits from PPG	Lauren Neville
OR Access and Locker (If applicable)	Cheryl (x6770)
Network/Email/Computer Section rep to complete the online data support form to request account access	Jeff Blalock
Ordering of devices	Fathy EILaissi/Valinsa Gainey
Pager Must submit online request to MCGHI	Sheila Jankus/Anne Todd
Phone	Jeff Blalock
Keys Submit Key Request Info and badge or employee number	Valinsa Gainey
Night Call Scheduling/Coordination	Dr. Irwin Anne Todd OBGYN Pat Connell (x8500)
Office Supplies Business Cards	Section Administrative Fathy EILaissi/Valinsa Gainey by IDR
Stationary Yellow Page Listing Y/N OBGYN Web Page Update Marketing – other promotional consideration	

Parking	Parking Office MCGHI
Lab Coats	Section Administrative
Scrub Forms/Cards	Section Administrative
Dept. PPG Account established	Valinsa Gainey/Sheila Jankus
Dept. Checklist Completed	
Off Campus Policies	
IDX Clinical Bump Forms	
Travel Policies/Process	
Coverage	
Admin Support	
Annual Reviews/Feedback	
Palm Pilot	Fathy EILaissi/Valinsa Gainey
Printers	Fathy EILaissi/Valinsa Gainey
Cell Phone	Fathy EILaissi/Valinsa Gainey
Home Connectivity needed	Fathy EILaissi/Valinsa Gainey
Special Needs	Administrative Support
Transcription	Dept. Administrative Support via Valinsa Gainey MTE-Cinnamon Hood