



Division of Audit

MaineCare Audit Unit

New Staff Member Orientation Checklist

EMPLOYEE INFORMATION			
Name:		Start Date:	
Position:		Supervisor:	
Telephone Number:		Email Address:	
ADMINISTRATIVE PROCEDURES (Office Specialist)			
<input type="checkbox"/> Review general administrative procedures.			
<ul style="list-style-type: none"> • Add new hire to scanners • Notify staff of new hire • Photo for proxy card • Notify Norma to add to Global 			
<ul style="list-style-type: none"> • New Hire Paperwork - HR and Internal • Desk setup/Name tag • Keys/Badges/Proxy Card • Mail (incoming and outgoing) • Request computer/printer setup • Request telephone 			
<ul style="list-style-type: none"> • Audix setup • Workstation evaluation • Internal personnel folder • Org chart/Seating chart/Phone list • Evaluation Spreadsheet • Storm Policy 			
INTRODUCTIONS AND TOURS (Office Specialist)			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:			
<ul style="list-style-type: none"> • Restrooms • Mail rooms • Copiers • Fax machines • Bulletin board • Parking • Printers • Office supplies • Kitchen • Cafeteria • Coffee/vending machines • Fire drill/emergency procedures • Locations of other Divisions • Conference rooms • Smoking Area 			
COMPUTER SETUP AND ACCESS (Office Specialist)			
<input type="checkbox"/> Outlook/Email		<input type="checkbox"/> QNXT	
<input type="checkbox"/> TAMS		<input type="checkbox"/> DSS	
COMPUTER SETUP AND ACCESS (Cont.) (Manager of Data Analytics)			
<input type="checkbox"/> Shared Network Drives		<input type="checkbox"/> SharePoint	
<input type="checkbox"/> Audit Databases		<input type="checkbox"/> Adobe Acrobat DC/Stamps	
REGULATORY REVIEW (Supervisor)			
<input type="checkbox"/> Provide employee with State employee handbook and links to the MaineCare Benefits Manual, DHHS State Rules, CMS Provider Reimbursement Manual, Maine Statutes and Federal CFRs.			
POLICIES AND PROCEDURES (Supervisor)			
<input type="checkbox"/> Review key policies (Paper)		<input type="checkbox"/> Review location of AED	
<input type="checkbox"/> Online Policy Training Completed (DHHS will send an email with the link http://inet.state.me.us/dhhs/setu-training.shtml)		<input type="checkbox"/> Review locations for fire extinguishers	
<input type="checkbox"/> DHHS personnel policies: (http://www.maine.gov/dhhs/policies/)		<input type="checkbox"/> Review emergency contact numbers	
		<input type="checkbox"/> Review emergency protocols	



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New Staff Member Orientation Checklist (Cont.)

POSITION INFORMATION (Supervisor)

- Review job description (copy of FJA), schedule, and hours.
- Review performance expectations and standards (copy of performance appraisal form).
- Review payroll timing and policies and procedures.
- Review initial job assignments and training plans.
- Review the Core Values for the Division of Audit.

ACKNOWLEDGEMENT

By signing below, we acknowledge that the above items were completed by the specified responsible staff member. As a new staff member, I acknowledge that I have received an orientation on the above items and that I have fulfilled all requirements of this orientation.

_____	_____
New Staff Member	Date
_____	_____
Office Specialist	Date
_____	_____
Manager of Data Analytics	Date
_____	_____
Supervisor	Date