

**From:** [Harris, Carlon A](#)  
**To:** [Mack, LaKisha](#); [Drew-Jelks, Daron Michelle](#)  
**Cc:** [Johnson, Jorice](#)  
**Subject:** FW: Updates: Provider Onboarding & Credentialing/Privileging  
**Date:** Wednesday, May 13, 2020 12:51:00 PM

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Good Afternoon LaKisha,

Please see the email below from Marleigh Young. Would you please send the provider information to the Executive Administrators ?

Daron, I will disseminate the information to the departmental PGs/HR personnel shortly.

Thank you both,

**Carlon Harris, MPA**

**HR Administrator & Dean's Office BOT Liaison**

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**From:** Young, Marleigh R <mryoung@uabmc.edu>  
**Sent:** Wednesday, May 13, 2020 11:27 AM  
**To:** Harris, Carlon A <carh1203@uab.edu>  
**Subject:** Updates: Provider Onboarding & Credentialing/Privileging

Carlon,

I hope you are doing well! Can you please forward this message to appropriate SOM HR Staff, Personnel Generalists & SOM Executive Administrators? Thank you!

Onboarding Personnel & Leaders,

Please see below updates related to provider onboarding, credentialing & privileging. A lot of details, read carefully. **Please forward to appropriate members on your team.**

**ALBME & ABN Licensure**

Alabama licensure boards implemented telework & flexible work schedules and are working hard to ensure essential services are not disrupted. However, we understand that there have been some processing delays. Please encourage your providers to check in routinely with ALBME/ABN regarding their licensure status and provide documents/applications immediately due to potential concerns with delays.

## Credentialing & Privileging

- The UAB and CEH Medical and Dental Staff Office staff continue to work remotely and are facilitating virtual Committee meetings to continue credentialing processes.
- Coordinators are encountering delays in receiving verifications from some hospitals/places of training. It is important, now more than ever, to ensure you/your providers return applications & documents timely to allow the Coordinators time to pursue & follow-up on verifications needed.
- **If anticipated start dates have changed, please email [MDSOCredentialing@uabmc.edu](mailto:MDSOCredentialing@uabmc.edu).**

## Pre-Employment Health & HR Visit

- While UAB Medicine is on a limited business model, we will be scheduling Health & HR visits to occur on Fridays for providers with May & June anticipated start dates. To accommodate the volume of July new hires, visits will be scheduled throughout the week in June.
- The visit will still include: pre-employment health visit in Primary Care (physical, TSpot TB test, bloodwork immunizations & urine drug screen), I-9 verification(s) for UAB, HSF & OSF. parking set-up & will take OneCard badge picture. The Benefits Review may occur by teleconference with appropriate documents sent to the provider.
- **Please do not delay sending in requests for Health & HR Visits to [PhysicianOnboarding@uabmc.edu](mailto:PhysicianOnboarding@uabmc.edu).**
- **If anticipated start dates have changed, please email updated PAF and LOI/LOO to [PhysicianOnboarding@uabmc.edu](mailto:PhysicianOnboarding@uabmc.edu).**

## New Provider Orientation

- Due to infection prevention precautions, New Provider Orientations will occur virtually until further notice.
- Virtual New Provider Orientation Details – short Zoom kick-off meeting (instructions & questions/answers) & then new providers view all Orientation presentations assigned to them in the Medicine Learning System (HealthStream).
  - When building your new hire provider's onboarding schedule, please ensure you schedule a full day for New Provider Orientation on the scheduled orientation date to allow for attendance on the Zoom call & completion of online assignments.
- Providers & their department contacts will be notified with details on how & when to pick-up ID badges and parking permits
- Until in-person orientations resume, we will not be taking professional pictures. Hiring Departments are responsible for scheduling new hire providers for professional portraits – [schedule online here](#). We will attempt to schedule professional portrait make-up sessions at the Whitaker building when normal business operations resume.
- Upcoming New Provider Orientation Dates:
  - June 1
  - July 1, July 6, July 20
  - August 3, August 17

## Impact Training

Impact class sizes are now limited to allow distancing to promote infection prevention. Additional classes are now scheduled in July to accompany New Provider Orientation Dates:

New Provider Orientation Dates	Impact Training Dates
June 1	June 2 & 3
July 1	July 2 & 6
July 6	July 7 & 8
July 20	July 21 & 22
August 3	August 4 & 5
August 17	August 18 & 19

Training dates may change if volume of training requests exceeds class size availability. Please submit requests for training timely (after Credentials Committee approves new provider) to [nettrain@uabmc.edu](mailto:nettrain@uabmc.edu) to secure training slots. Online training may be assigned, when appropriate & needed.

Please note that the above is subject to change and we'll make every effort to keep you updated. If you have any questions or issues, let me know. **Please DO NOT reply all.**

**Marleigh Young | Sr. Director, Med Staff/Provider Support Svcs**  
[mryoung@uabmc.edu](mailto:mryoung@uabmc.edu)