

# Onboarding FAQ

Coaxion Radiology

## Abstract

This document outlines the onboarding process for new physicians at Coaxion Radiology, covering key steps such as credentialing, licensing, workstation setup, and initial training. The process is structured into three phases over 90 days, ensuring physicians are fully prepared before their start date.

Key requirements include the timely submission of credentialing documents, licensing for multiple states, and workstation setup with company-provided equipment. The document also provides guidance on handling delays and essential IT policies.

By following this structured process, physicians can transition smoothly into their roles with the necessary credentials, equipment, and support in place.

Coaxion Radiology

<https://coaxionradiology.com>

<https://www.linkedin.com/company/coaxion-radiology>

## Onboarding FAQ Sheet

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## Onboarding FAQ Sheet

### What does the onboarding process entail?

Once you sign your Physician Services Agreement (PSA), your recruiter will introduce you to our dedicated onboarding team. The team will guide you through every step necessary to complete licensing, credentialing, and documentation requirements before your start date.

As part of the process, you will receive an Introduction Call and Welcome Email, which includes:

- Overview of next steps and expectations
- Confirmation of your information
- A list of required forms to complete.
- A detailed timeline outlining the next steps.

**If you have questions or need clarification at any stage, your onboarding specialist will coordinate with the relevant team members to streamline the process.**

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### Physician Timeline

#### Phase 1: Initial Steps (0-30 Days)

- **CV Submission:** Recruiter collects your Curriculum Vitae (CV).
- **Document Preparation:** Using your CV, the recruiter pre-populates and sends the Determination of Eligibility (DOE), Immunity and Release (IR), and Procedure Checklist via DocuSign.
- **Credentialing Submission:** DOE and IR forms are forwarded to the Credentialing team.
- **NPDB Report:** Credentialing team reviews the National Practitioner Data Bank (NPDB) report for malpractice history, requesting clarification if needed.
- **Approval Call:** A call with Dr. Chad Cox is scheduled if on-site services are required or if malpractice history exists.
- **Contract Finalization:** Recruiter coordinates Physician Service Agreement (PSA) details, which is sent via DocuSign for signature.
- **Welcome Communication:** Onboarding team provides introductory call and sends a welcome email with file requirements and internal contact details.
- **Operational Notification:** Once PSA is signed, the organization is notified to initiate Credentialing and Licensing processes.
- **Credentialing Packet:** Credentialing and Licensing team submits your completed documentation to all required facilities and states. This step is the most time-intensive.

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### Phase 2: Midway Progress (30-60 Days)

- **Kimedics Access:** An invite and login instructions for Kimedics are sent via email.
- **Equipment:** Onboarding team sends a survey to assess equipment needs and works with IT team to deliver equipment at least 4 weeks prior to start date.
- **Facility Applications:** Credentialing team sends facility application to provider for completion then to facility once completed.

### Phase 3: Final Preparations (60-120 Days)

- **Equipment Delivery:** Onboarding/IT team ensures equipment is delivered before the start date.
- **First Shift Confirmation:** First shift is established in coordination with the Account Management team, depending upon provider availability, credentialing, and licensing.
- **General Orientation:** Onboarding team schedules training on general information about Coaxion, two weeks before first shift.
  - Example: Kimedics walkthrough, payment schedule, etc.
- **OnePacs Training:** IT team schedules training on OnePacs software, completed, at least, one week before the first shift.
- **Physicist Review:** If applicable, a physicist reviews mammography monitors one week before the start date.
- **Schedule Creation:** Account Management team provides your first month's calendar.

**\*Timeline may vary depending on level of engagement, hospital limitations and licensing\***

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## Do I need to return the credentialing packet within 72 hours?

To ensure you meet your desired start date, we request that the credentialing packet is returned within 72 hours. This timeframe helps prioritize the necessary steps to avoid delays.

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## Onboarding FAQ Sheet

### What should I do if I cannot submit the credentialing packet on time?

If you are unable to return the credentialing packet within the required timeframe, please promptly contact the credentialing team (**Credentialing@coaxionradiology.com**) and CC your onboarding specialist (**rrembecki@coaxionradiology.com**) to notify them of the situation.

Additionally, if you have a contact at your current facility who may assist in providing the required documents, share their contact information with our team as soon as possible to expedite the process.

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### What is included in the standard workstation setup?

Your workstation will include the following:

- **Monitors:** A choice between three 27-inch monitors or two 32-inch monitors.
- **Computer:** A company-provided tower (personal computers are not permitted).
- **Keyboard & Mouse:** Both are included as part of your setup.
- **Dictation Software:** Fluency Direct

*\* Any special accommodation must be accepted by the IT team regardless of previous approval or circumstances. Please contact your onboarding specialist to communicate the situation. \**

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## Onboarding FAQ Sheet

### What licenses should I expect to obtain?

Our organization serves hospitals in the following states:

- IMLCC (If Applicable)
- Alabama (AL)
- Arizona (AZ)
- Florida (FL)
- Georgia (GA)
- Indiana (IN)
- Iowa (IA)
- Kentucky (KY)
- Missouri (MO)
- New Mexico (NM)
- North Carolina (NC)
- North Dakota (ND)
- Oklahoma (OK)
- South Dakota
- Tennessee (TN)
- Texas (TX)
- Wisconsin (WI)

Licensing is dependent on status

of commitment. We aim to ensure you are licensed to practice in as many of these states if you are considered full-time. Licensing for providers who are moonlighting will be decided based on group needs. Our licensing team will assist throughout the process to maximize your eligibility.