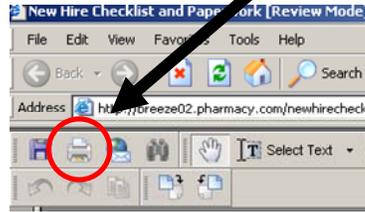


To print this document:

- Click the **Adobe** print icon  – contained within the **Adobe** toolbar.



Instructions: The checklist includes *guidelines* and NOT directives for Area Manager Orientation. It is not required to go in order of the checklist. If there is a need to change the sequence, please do so, however, all items must be completed on this list.

Day 1 with RM

Educational Focus	Description	RM Initial
<p>Access to the Home Page. As many of these documents and information included within this Orientation are found on the Home Page, someone will need to provide daily access to the Home Page for the new employee. Once the new employee receives their email address, they can then access the Home Page using their own email address and password.</p>		
<p>COMPLETE FORMS</p>		
<p>A. New Hire Paperwork</p>	<p>Form HR 500. http://breeze02.pharmacy.com/newhirechecklist/ This 130+ page document includes the New Hire Packet Checklist and all forms required to complete on the first day of employment.</p> <p>Note: Only managers have rights to access this document.</p>	
<p>B. Order Business Cards</p>	<p>Universal Order Form. http://static.pharmacy.com/formsanddocs/universalforms/UCF002.doc</p>	
<p>C. Email Request</p>	<p>Email addresses are automatically created by RSG. Therefore, the Email Request Form does NOT have to be submitted any longer. After the email address is created by RSG, the direct manager (as listed in Lawson) will receive an email – advising to give the new employee a temp password.</p> <p>Note: if the direct manager needs assistance with creating a temporary password, refer to the job aid on Rotech U – under Training by Department, Technical Training, Password Reset (Job Aid).</p>	<p>n/a</p>
<p>D. Direct Deposit</p>	<p>Effective February 19th 2007, Payroll took over the data entry for all Direct Deposits.</p> <ul style="list-style-type: none"> <i>Form.</i> Use the HR712 Authorization for Direct Deposit form http://static.pharmacy.com/formsanddocs/humanresources/HR712.pdf <i>Voided check.</i> Required backup for checking accounts is a voided check (NO deposit slip) and for savings accounts use a savings deposit slip. In lieu of either of these, 	

Educational Focus	Description	RM Initial
	<p>Payroll will accept a letter from the Financial Institution that shows the routing number and account number.</p> <p>Notes to the RM:</p> <ul style="list-style-type: none"> • <i>Submission.</i> Fax all new hire requests with backup to Payroll at (407) 297-6221. You may also scan them and email them to your Location's Payroll Processor. Stamp the originals Faxed (or emailed) xx/xx/xxxx and place in personnel folder. • <i>Effective.</i> Payroll no longer pre-notes with the bank – so these are effective upon the next check after entered. • <i>Mailing.</i> Remember to tell all new hires checks will be mailed to the home – while the direct deposit statements will be only available online. See <i>Day 11 with RM, line E for Payroll – Online Direct Deposit Statements.</i> <p>As always, if you have any questions, please call Payroll at (888) 828-6880.</p>	
<p>ONLINE TRAINING</p> <p>Important! If the AM does not have a Rotech email account, they can log in using the AM Guest account. It is important that the AM does NOT take any Breeze assessments with the AM Guest account. Assessments should be scheduled when the AMO has an email address.</p> <p>Login: use the AM Guest account amtraining@rotech.com.</p> <p>Password: the RM will provide the AM Guest account password; if you are an RM and need the login information, click the link below.</p> <p>For RMs only: http://breeze02.pharmacy.com/guestrm</p> <p>Note: once the AM receives an email address, they can access Breeze training with their own email – the day AFTER the email was provided. Specifically, Breeze is updated with new user information the day AFTER an email was created.</p>		
E. Company Overview	<p>This content can be discussed by the RM. There is a Breeze module (with no audio) and a handout. The module includes a brief history of Rotech, an overview of the organizational and corporate structure, and the mission and vision of Rotech.</p> <p>http://breeze02.pharmacy.com/companyoverview/</p>	
F. Checking Web Mail/Outlook	<p>Web Mail (Job Aid) – this is a 1-page job aid that demonstrates how to access your email from the Home Page.</p> <p>http://breeze02.pharmacy.com/webmail</p> <p>Outlook (Job Aid) – this is a printable 2-page job aid on the basic functions of Microsoft Outlook</p> <p>http://breeze02.pharmacy.com/outlook2003/</p>	
G. Excel Training	<p>This <i>35 minute</i> Breeze demonstrates how the basic functions of Excel. The following link will launch a spreadsheet you will use for the exercises.</p> <p>http://static/ru/sample_spreadsheet.xls</p> <p>Note: once in the spreadsheet, follow the instructions within the document to launch the Breeze training.</p>	

Educational Focus	Description	RM Initial
REVIEW MATERIALS		
E. Job Description	Review and print job description for the Area Manager.	
F. Acronyms	Review and print Acronym Sheet. http://breeze02.pharmacy.com/acronyms/	
G. Applications	Review and print Applications List. http://breeze02.pharmacy.com/applstlcm/	
H. Abbreviations	Review Unacceptable Abbreviations for Homecare Records Policy 6.6 http://static.pharmacy.com/policies_procedures/chapter6/6.6.pdf	
I. Probationary Period	RM to discuss probationary period and review Performance Review - Form HR 513. http://static.pharmacy.com/formsanddocs/humanresources/HR513.doc	
J. Vision & Culture	Area specific; discuss Area vision and culture.	
K. Employee Handbook	The Employee Handbook is found in the <i>New Hire Paperwork</i> above in <i>Complete Forms</i> section.	
L. Policy and Procedure Manual	Table of Contents http://static.pharmacy.com/policies_procedures/policies.html	
M. Tour Rotech Home Page	Provide a <i>brief</i> overview of Rotech's Home Page . We recommend <i>only</i> demonstrating the following – as the AM will get exposure to the Home Page throughout the Orientation period. http://sgj/ <ul style="list-style-type: none"> • Expense Reports (more detail will be covered on Day 11 – unless RM would like to discuss today. Specifically, if the new AM needs to understand expense reports as they will be incurring expenses before Day 11, the RM should discuss today. Refer to Day 11.) • Breathe Easy • Rotech University • Operations 	
N. Dashboard Overview	A <i>brief</i> overview of the Dashboard occurs today. A more in-depth view of the Dashboard will occur on Day 2 or 3 with the RM.	
O. Goals	Discuss goals (i.e., BvA, Net Oxygen Report, etc.).	
P. Mentor	Introduce mentoring AM.	
Q. Travel Forms	<ul style="list-style-type: none"> • Travel Profile Form TR 150. http://static.pharmacy.com/formsanddocs/travel/TR150.pdf • Travel & Expense Reimbursement Policy 1.2.1. http://static.pharmacy.com/policies_procedures/chapter1/1.2/1.2.1.pdf 	
R. Expense Report	If necessary, discuss the expense report process. This information can be found on Day 11. Otherwise, this can wait until Day 11.	
S. Cell Phone Reimbursement	Complete Cell Phone Reimbursement Form. http://static.pharmacy.com/formsanddocs/systemsgroup/SG934.doc	
T. Office Supplies	Discuss process for ordering supplies.	
U. VPN Access	Discuss VPN access, ensure that the AM's laptop has VPN installed and the AM is able to access the network away from the home office.	
R. PLOA (Personal	Review the MOTW for the updated Personal Leave of Absence Policy.	

Educational Focus	Description	RM Initial
Leave of Absence)	http://static.pharmacy.com/motw/messages/0507PLOApolicy.pdf	
S. Conference Board	<p>Sign up for conference boards – to receive updates from RSG (i.e. IT Department.) Rotech uses the RSG Conference Board to communicate software releases along with announcements of system downtime and system updates. The Conference Board has the capability of sending email notifications to any Rotech employee who signs up for them.</p> <p>Instructions to sign up can be found on the Home Page – under Rotech U, Training by Department/Area, Technical, RSG’s Conference Board (Job Aid.) http://breeze02.pharmacy.com/confboard/</p>	
SCHEDULE RECURRING MEETINGS		
T. Schedule Recurring Meetings	Schedule area conference call and any other recurring meetings.	

We have fully completed the new employee education session on the items listed above.

AM signature: _____ Date: _____

RM signature: _____ Date: _____