

# THE ONBOARDING PROCESS

with medhub

Streamline incoming trainee onboarding processes and ensure that required documentation is completed prior to a trainee's start date.



### ELIMINATE MANUAL PROCESS

related to data collection and streamline Primary Source Verification for incoming trainees.



### TRIGGER EMAIL NOTIFICATIONS

to designated approvers when a trainee completes a step in the process that requires review.



### GAIN REAL-TIME VISIBILITY

to the status of all trainees who are in the process of onboarding.

1

## GME OFFICE CREATES ONBOARDING PACKAGE

Create an electronic onboarding package that specifies all documentation and data required of trainees prior to their start date.

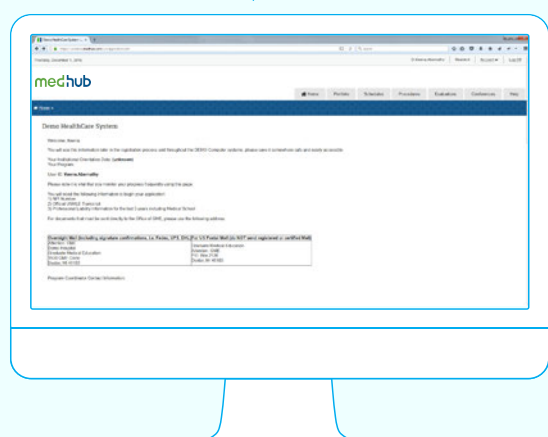
- + Custom Dynamic Forms facilitate the collection of data and information defined by the GME office.
- + Electronic file submission simplifies the manual process of collecting and associating documentation with trainee profiles.



- + Demographic Information
- + Contact Information
- Medical School Information
- + Test Scores & Dates
- Certifications
- Training History
- + Medical License Information
- + Work/Lapse History

2

## GME OFFICE DELIVERS ONBOARDING PACKAGE ELECTRONICALLY TO TRAINEES

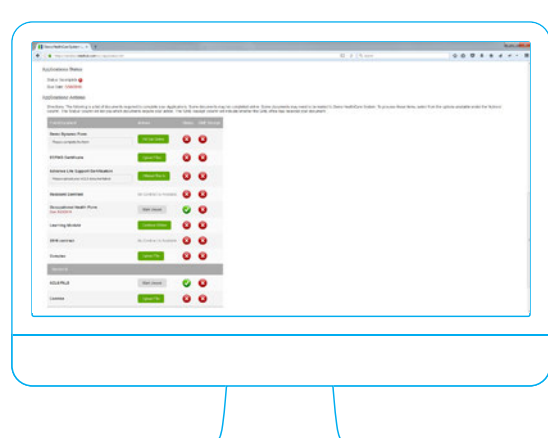


Send out the onboarding package via an email link for the trainee to complete.

3

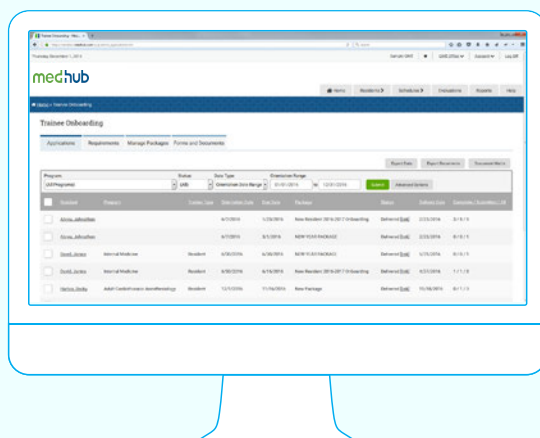
## TRAINEES UPLOAD ALL DOCUMENTS TO ONBOARDING PORTAL

Trainees gain access to their own personalized onboarding portal, where they upload all required documents. Automatic alerts and reminders keep the trainee on task so that all data is received by an institutionally defined deadline.

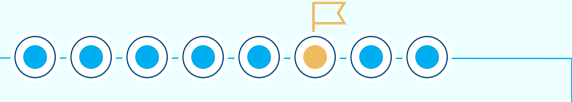


4

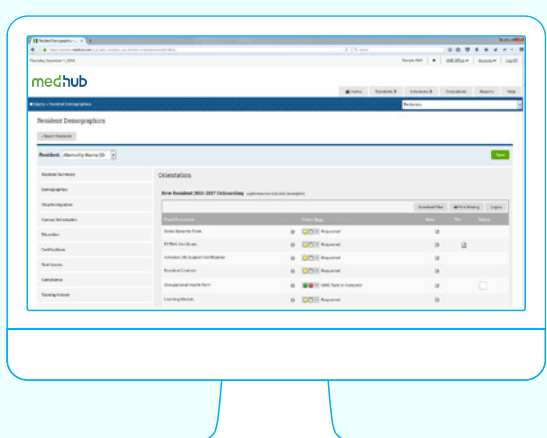
## INFORMATION IS AUTOMATICALLY VALIDATED AND APPROVED, OR ROUTED FOR APPROVAL BASED ON DYNAMIC WORKFLOWS



If the trainee misses any information or submits information that needs to be reviewed, a notification is sent to the designated approver for that step.



Once all fields are approved in the onboarding package, MedHub automatically verifies and updates the information trainees fill out in the onboarding portal, eliminating the need for administrators to copy information over to multiple systems.

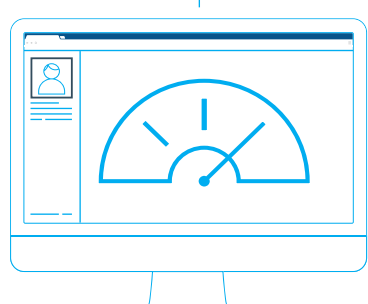


5

## INSTITUTIONS GAIN REAL-TIME VISIBILITY INTO TRAINEE ONBOARDING STATUS



Check trainees' status throughout the onboarding process in real time.



Upon final approval, a dynamic PDF document is sent to the GME office, the trainee's program administrators, the trainee and hospital finance.

