

Job Sheet

Process Name: Systems Access Process for Non-Health-System Employed Providers
 (eg: contracted/Locums, community providers)

Position: Credentialing Enrollment Liaisons (CELs) for Sponsoring SOM Department

Main Steps	Breakdown Steps	Red Flags (Items to watch out for, what can go wrong)	Why
1. Letter of Academic title (LAT) needs to be completed and submitted by Sponsor Department via Letter of Academic Title Application form Smartsheet and include:	a. Current Curriculum Vitae (CV) as of submission (with a month and year format) b. Sponsoring department views State Medical license name (if already issued) matches government issued ID (eg: driver's license or passport) and ensures LAT names on IDs match exactly with LAT application c. A full LAT application form signed by the sponsoring department chair. d. The full LAT application form can also be submitted by the department to the (Credentials Verification Office Provider Data Management Team (CVO PDM) with the Credentialing Application Request (CAR) form to initiate credentialing. e. The date on the LAT application is the date that a provider can begin using their Banner ID for training.	Any differences in names will result in incorrect information being entered into systems and delays in start of practice.	A disconnect in the name on the application and the state medical license can result in systems errors.
2. Approval of the LAT by the Sr. Associate Dean of Faculty Affairs			
3. Faculty Affairs team will generate a Banner ID (if not already issued) in Banner and assign an affiliate role through GZAAFIL 4. Faculty Affairs uploads the signed approval letter (including the Banner ID #) to the LAT	a. GZAAFIL includes the sponsoring department org code b. Expect 1 week to generate the LAT.	Any differences in names will result in incorrect information being entered into systems and delays in start of practice.	

smartsheet to notify the LAT submitter			
5. Department Liaison (or designee) will ensure appropriate setup of provider UNM Net ID and Learning Central and will notify the provider.	<ul style="list-style-type: none"> a. Departmental Liaison will ensure that core Learning Central trainings and any additional departmental specific trainings are assigned. b. Departmental liaison (or designee) will email new provider, advising them to log into Learning Central to complete trainings. c. Departmental Liaison will set up the UNM Net ID at: https://netid.unm.edu/ d. Click the blue button to create New. The HSC Net-ID should be automatically created after the UNM Net ID is created. 	See core list of Learning Central Trainings below	
6. Provider will contact PowerChart synergy to get PowerChart training added: powerchartsynergy@salud.unm.edu	<ul style="list-style-type: none"> a. Providers who have not completed HIPAA training have 60 days to complete from the LAT approval date before the LAT is terminated. b. Note: Computer Learning Technologies (CLT) offers an in-person class every Monday from 12:30-5:00 pm to providers as well. They can register by emailing the powerchartsynergy team or calling the provider's phone. It is CLT 050 Powerchart for Providers. 	If HIPAA training is not completed, all provider accesses may be terminated.	
7. Provider should complete all required Learning Central Trainings at least 2 weeks prior to starting.			
8. CLT places a ticket to UH IT Helpdesk to begin Cerner account creation		Once the provider is on-site, they will need to complete their training immediately if not already completed as this will prevent their ability to log into Cerner	
9. Department should	Examples:		

<p>help provider complete other departmental specific accesses or items</p>	<ol style="list-style-type: none"> 1. Scrub requests 2. Submitting the HSC security badge form for UNMH physical access. 		
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Helpful Resources	
<p>1. For questions with the process reach out to:</p>	<p>For Steps 1-4: Carmen Lazos Email: som-facultyaffairs@salud.unm.edu</p> <p>For Step 6: powerchartsynergy@salud.unm.edu</p> <p>For step 7: CLT Contact For Steps 8 and 9: powerchartsynergy@salud.unm.edu Phone: 505-321-6709</p>
<p>2. LAT Form</p>	
<p>3. LAT Dashboard</p>	<p>Contact Carmen Lazos for access to the dashboard. https://app.smartsheet.com/b/publish?EQBCT=ebff2ab2529e498dbf2c2cc3bd9c69fc</p>
<p>4. Name Change Form</p>	<p>https://hr.unm.edu/docs/employment/name-and-demographic-data-change-form.pdf</p>

Learning Central Trainings – current as of Fall 2024

Course #	Provider Trainings
COMPLIANCE 2024	UNMH/HSC Compliance Training
OAT 2427	Fraud, Waste and Abuse
HSC 2425	HSC Codes of Professionalism and Conduct
CLT 101-A/CLT 110-A	Citrix or VPN
CLT 055	Dragon
CLT 161	PAC
CLT 155	HIE
CLT 888	Cerner
PS 106	Consent
HIPPA 24	HIPAA/HITECH
HIPPA SEC 24	HIPAA Security
CE 461.11	BabyFriendly Certification for HSC Providers
	Electronic Clinical Quality Measure (eCQM) Submission
CLT 204	Attestation
HSC 2482	Bloodborne Pathogen Training for HSC
HSC 2484	Infection Prevention and Control Best Practices for HSC
HR/OPD 005	LoboSTEPPS (Online general training)
	Suicide Screening - Non-Psychiatric Settings - Provider
BHS 500	Training
EOD 8001	Ethics: A Framework for Ethical Decision-Making
ACSH 2024	Active Shooter on Campus: Run, Hide, Fight
BAST 2024	Basic Annual Safety Training
	Prevention of Sexual Harassment and Discrimination for
MT 2024 Gateway	New Employees