

Advanced Practice Provider Toolkit—Checklist

- ☐ Understand the licensure and regulations for APPs for your state
- ☐ Develop a list of interview questions so you can easily compare responses of one candidate to another
- ☐ Discuss expected roles, responsibilities, call coverage obligations, and collaboration agreements during interview process
- ☐ Check references
- ☐ Develop a contract and extend offer to candidate (the contracts your practice already uses for new physicians can be used as a basis)
- ☐ Obtain APP's licensure/credentialing/certification information for employment file
- ☐ Contact MPL carrier to add the provider to insurance
- ☐ Contact healthcare facilities to add privileges
- ☐ Obtain any required child abuse and criminal history clearance information for employment file
- ☐ Confirm APP is not on the Federal Exclusion List
- ☐ Obtain required new hire forms (i.e., confidentiality agreement, employee handbook acknowledgement, etc.)
- ☐ Provide identification badge; APP's photograph and role should be easily observed by patients
- ☐ Collaboration Agreement is signed by APP and supervising physician following role/expectation discussion between the two parties
- ☐ APP completes mandatory trainings
- ☐ Outline and follow onboarding/training process including length of time to complete
- ☐ Conduct performance evaluation after first 30 days and outline future evaluation dates, considering any relevant state guidelines
- ☐ Enroll new provider in benefits plan when applicable