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1. Introduction

Welcome to Emory! This guide is intended to supplement the onboarding materials that you will receive from the Credentials office, Human Resources and from your own Department and Division within the Emory Clinic. Onboarding can be a rather lengthy so this guide attempts to help you navigate the many steps that will be necessary to become an effective member of the faculty in the Department of Otolaryngology. Because this document liberally utilizes links, it is recommended that you use it primarily on a computer or tablet and **not** in printed form. Hold down the CTRL button on your keyboard when clicking links to open them in a web browser. Some links may not allow you to access the web content until additional accounts have been created or activated (see Section 6).

If you identify significant errors or omissions in this document, please alert [Amy Chen, MD](#) or [Josh Levy, MD](#).

2. Training

Please note that training requirements may change, so double-check the list you receive from Credentialing and Emory HR.

Required

ELMS: Sexual Harassment / Title IX

This takes forever and will be your first encounter with ELMS.

Site: <https://elmprod9.emory.edu/>

Login: same as email

Course: Bridges: Building a Supportive Community

(should be set up in My Learning, or just search for it using Find Learning)

Notes: Microsoft Edge seemed to work better for this (requires Adobe Flash), remember to allow popups for the whole site.

You will also have to take separate, in-person Title IX training (watch email for reminders and an invite to a group training event for the Department).

Credentialing

Site: <https://www.emoryhealthcare.org/app/providerassessment/>

Login: PIN - you set it up the first time you access

Courses: complete all courses related to privileges you are requesting plus the generic patient safety.



Provider assessment needs to be completed annually.

EeMR Training (Canvas)

This is your third online training stop and covers Cerner / PowerChart.

Site: <https://emoryhealthcare.instructure.com/login/canvas>

Username: firstname.lastname01

Password: [fi][li]18##xx\$ (where [fi] and [li] are your first and last initials respectively)

Course: New Provider EeMR Training - Course A

This will be supplemented by a one-on-one training after you arrive that's super helpful.

Bloodborne Pathogens, OSHA-type stuff

Instructions: <http://www.ehso.emory.edu/training/index.html>

Site: ELMS (see above)

Notes: after logging in, go to Find Learning, then lookup the modules by codes (240107). Add each to your learning plan by clicking Plan for Later so you won't have to look them up again.

HIPAA

Instructions: <http://compliance.emory.edu/training/index.html>

Site: ELMS (see above)

Notes: after logging in, go to Find Learning, then lookup the modules by codes (210001 and 210003 +/- 210002 if doing Human Subjects Research). Add each to your learning plan by clicking Plan for Later so you won't have to look them up again.

Opioid Prescribing

Site: <https://www.acponline.org/meetings-courses/focused-topics/safe-opioid-prescribing-strategies-assessment-fundamentals-education>

Login: free American College of Physicians [registration](#) required.

Notes: State-mandated CME for controlled substance prescribing. The easiest is probably the ACP Safe Opioid Prescribing 2018 (above). Set aside a few hours and submit the certificate to the Georgia Composite Medical Board when applying for or renewing your license.

Telehealth Training

Site: <http://www.healthstream.com/hlc/ehc>

Your HLC User ID is your seven-digit EHC employee ID.

You can find your employee ID in e-Vantage ([link](#)).

- In Self-Service, select the Personal Information tile, select Name and Profile Details, select Employee Profile.
- Or In Self-Service, select the Personal Information tile, select Emergency Notification System



First-time users, use ehc as a temporary password. You will be prompted to change your password after this initial login.

Optional

Dragon Training

Site: Canvas (see above)

Notes: This will get added as a required course if / when you request VDI (full remote desktop, not just the individual applications, also enables Dragon dictation)– IS will not enable VDI unless you have completed this.

CITI

If you will be involved in Human Subjects Research, you'll need training as described by the Emory [IRB](#). After completing the [training](#) you will be able to submit and maintain studies on the [eIRB site](#) (uses your EU credentials).

Site: <https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English®ion=1>

Login: can re-use existing CITI account or create new

Notes: After registering (or logging into an existing account) with the CITI site, add an Institutional Affiliation For Emory University, which will allow you to view the list of Courses required by the IRB. Start with the **Human Subject Research Track (RCR)** course and add any additional courses as required by the IRB (see above).

Safety Training (BioRaft)

Might need this for research training, depending on your focus (basic science labs).

Site: https://emory.bioraft.com/frontpage_panel

Login: same as email

Courses: Varies by research focus (hazardous materials, animal studies, etc.)

3. HR / Benefits / Financial

PeopleSoft / Self-Service

Anything that relies on accessing the PeopleSoft / HR system:

Site: <https://leo.cc.emory.edu/>

Login: same as email

The site will not work until pretty close to your start date. You might get emails from HR asking you to update your protected veteran status in that system, which probably indicates that it's at



least partially set up. This is also where you do all your benefits elections. You can wait a few days after your start to do benefits enrollment (it's possible to have your TEC benefits available and your University benefits not up on the site). This is also where payroll stubs and Direct Deposit live.

Expense Reporting

Compass Delegation

If you plan to submit expenses against your Faculty Development Fund (\$5,000 + \$3,000 at Chief's discretion, resets 9/1), you will want to delegate reporting to your University coordinator Antionette (note that faculty outside the Division of General and GI Surgery will need to substitute their own staff in the directions below):

Site: <https://compass-login.emory.edu/>

Login: same as email

1. Click on Travel and Expense Center
2. Under Profiles and Preferences, select "Delegate Entry Authority"
3. Click the plus box in the lower row.
4. Enter AMGILB4 and click the search (magnifying glass) button
5. In the dialog that appears, click on Antionette's username (AMGILB4)
6. If you have a different primary coordinator, repeat steps 3-5 with that person's user name (Diop = DDGANT).
7. Click on the Save Button.
8. Sign out using the link in the upper right.

Retirement Accounts

Details appear below, but **key points apply to most new hires:**

- **Enroll in both EU and TEC 403(b) plans with 100% pre-tax contributions.**
- **Select contribution of at least 2% to EU 403(b)**
- **Select contribution of at least 5% to TEC 403(b)**
- **Select index funds or target retirement date funds that meet your goals**
- **Review your investment mix quarterly or semi-annually to ensure investment mix matches your [financial plan](#)**

Note that neither Emory nor the Department of Otolaryngology endorse the information provided on White Coat Investor or the recommended key points above; these and other external information sources are provided as a convenience and for illustrative purposes; for help with your particular financial situation, consult a qualified financial advisor, preferably one who will agree to act as [fiduciary](#) to you.



The IRS imposes annual limits (updated for each tax year – check HR or IRS site for most up-to-date limits) for combined:

- Employee contributions: \$19,500 (\$26,000 if >49yo)
- Total contributions (employer + employee): \$57,000

Contributions can be:

- Pre-tax reduces taxable income now, taxed at withdrawal (generally the best choice)
- Post-tax (Roth) which will not be taxed at withdrawal
- 457(b): does not provide employer match; designed for specific circumstances that likely do not apply to you (more info at the HR site).

Emory University 403(b)

Contributions from the EU portion of your salary. Plan info and enrollment instructions [here](#).

- Vendors: [Vanguard](#), [Fidelity](#), [TIAA](#)
- Basic (paid by EU): 6% of salary
- Match: **employee contribution of 2%** matched with additional 3% (paid by EU)
- Basic and Match contributions vest after three years of service.
- Enroll in Self Service (see above) and at vendor site.

The Emory Clinic 403(b)

Contributions from TEC portion of your salary. Plan info in [Benefits Guide](#) (updated each year).

- Vendors: [Vanguard](#), [Fidelity](#), [TIAA](#)
- Basic (paid by TEC): 2% of salary (starts after 1 year of service)
- Match: **employee contribution of 4%** matched with additional 4% (paid by TEC)
Increases to **5%** after 10 years of service.
- Enroll in Self Service (see above) and at vendor site.

Misc. Services

Get a [FreedomPay](#) tag (can pay for meals with a discount); enrollment packet is available in the physician dining area. Register and link to a bank account (no recurring fee) or to a credit card (\$2.50 / mo); can either set up auto-debit or get an email when your balance falls below \$5.

First Steps at EUH Campus:

1. Attend your I-9 Completion Appointment, which is required to get you into the HR system (the invite email has good directions)
2. Go to the [EmoryCard](#) office (200 Dowman Drive Atlanta, GA 30322) to get your University ID.



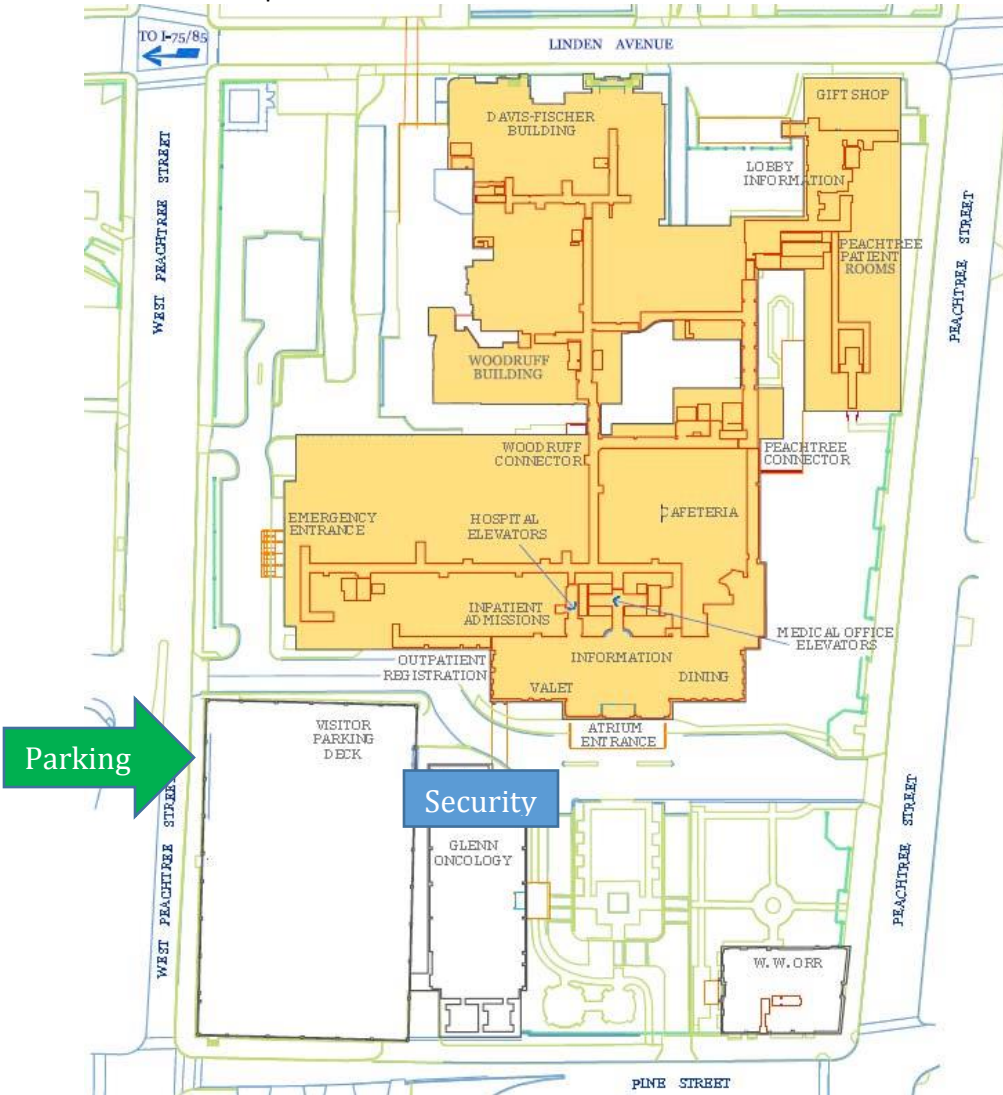
3. Attend your TEC Orientation in Clinic A – mostly covers benefits – decline the parking permit if you will not be primarily at EUH (see #8) and drink the bottled water (see #5).
4. Immediately after #4, go to Wing D of the hospital, Security and Occupational Health are next door to each other. Fill out your Hospital ID badge application and take your picture, then go over to Occupational Health for your drug screen while the ID is being made. Confirm with Security that you are being granted access to both Clifton and Midtown campuses and test the badge before you leave (I had to add on Clifton after the fact).
5. Proceed to the D elevators and go up to the 3rd floor. Coming off the elevators, directly ahead and slightly to your right will be the doors to the main ORs. Test your badge at that door and proceed through the door, keeping to the left and the Front Desk will be on your right. Present your new badge there and request scrub access. You can also test your badge on the locker rooms (to the right after going through the doors where you tested your badge).



4. Midtown

First Steps

1. Review this map.



2. Go to the Security Office (2nd Floor, Glenn building next to the parking deck) to activate your badge access to the hospital and to physician parking. Fill out the vehicle registration form for parking (you will need your license plate number) – you can activate up to 2 vehicles (put the provided stickers on your **rear windshield** at the **lower left corner**).



3. Practice the dizzying array of left turns that is necessary to reach the [staff entrance](#) to the parking deck. (Use 481 West Peachtree St. in your mapping app of choice)
4. Stop by the Inpatient OR Front Desk on 2nd floor and ask them to activate your badge for scrubs access.
5. Also next to the IP ORs, stop by Sandra Hunter's office (next to the Surgeons' Lounge) to inquire about a locker assignment. You must keep the hospital's lock and sometimes the combination you get is wrong. Check the locker out and test the lock immediately after it's assigned.
6. Test your EUH login (see Accounts below) and attend your in-person EeMR training.
7. Check your pager assignment on the web-based paging system. The number associated with your name in the system is the PIC and you will need that to get listed in the call schedule. Site: <https://ehconnect.eushc.org/smartweb/> (EUH login, see Accounts below)



5. Accounts, Information Services and Tech Stuff

2-Factor Authentication (required)

Enroll here to use the [Duo app](#) as a second factor (you confirm logins to EU systems by tapping a button in the app; you can also use phone calls, texts or numeric codes, if you prefer).

Site: <https://duo.emory.edu/>

Email

It's web-based Outlook, so your calendar lives here, too. If you want your clinic schedule on Outlook, you can delegate control of the calendar to your clinical coordinator and your program coordinator.

Site: <https://outlook.office365.com/owa/?realm=emory.edu>

Notes: Probably works best on Microsoft Edge browser.

Phone / Tablet settings:

Can also use the Microsoft Outlook app for iOS.

Account Type: Exchange

Email address: (long form alias: firstname.lastname@emory.edu)

SSL: on

Outlook settings (Windows / Mac):

- On VDT / VDI (see below), Outlook will set itself up automatically when you start it for the first time.
- If you have Outlook (2013 or later) installed elsewhere, you can add a new account (provide the short form of your email address - e.g., achen@emory.edu) and Outlook should automatically configure itself to use the proper settings (after you log in using your University credentials).

Notes on email:

- Deleted items get wiped off the server after 7 days by Emory's data retention policy. If you routinely like to search your Deleted Items folder to find old emails, they won't be there. There are similar policies can be set on all your email folders – ensure that email that you want to preserve is stored in a folder without an auto-deletion policy (right-click on the folder, select Properties and check the Policies tab).
- At your convenience, set up email signature in accordance with the [branding requirements](#). Probably best to run Outlook from the [VDT](#) or [VDI](#) when not on a mobile device, unless you want to have Office installed on the desktop computer in your office.

Receive Rules for Email



Detailed instructions on how to manage incoming email with Outlook Receive Rules can be found in [this document](#). You can also mark sending addresses or address domains as spam using the [Outlook Junk Email Filter](#).

EUH: Emory Healthcare Login

Your login for your desktop at Midtown and all clinical applications is different from your University login. The two are sometimes interchangeable, but it's safest to think of the EUH account as a "clinical only" login.

Username: nxxxxxx (xxxxxx is a 6-digit number that you will be given shortly before starting) - you can get your user name before the email announcement by calling the Help Desk at 404-778-HELP).

Password: [fi][li][SS]##xx\$ (where [fi] and [li] are your first and last initials respectively and [SS] are the last two digits of your social security number)

Electronic Prescribing of Controlled Substances (Imprivata ID)

To be onboarded to EPCS, first install the [Imprivata ID](#) app on your phone or tablet (wait to configure the app until you can be assisted by IT). Submit a request via the EPCS Incident Form on the [EeMR Support intranet](#) page (must be logged in to the VDT/VDI to access) or call 8-HELP (404-778-4357). You will be contacted by an EPCS coordinator on how to complete the enrollment process. They will guide you through the following:

- Being identity proofed against a government-issued ID (locations have been established throughout Emory Healthcare, mainly at Security Services sites – list in the "more details" section below)
- Meeting with the coordinator to implement the Imprivata app on your mobile device
- Understanding the ins and outs of EPCS

After a provider completes the in-person steps for EPCS, we will fully enable EPCS for him/her as quickly as possible. However, there are three additional steps that must take place by three different departments for us to remain in compliance with the DEA, which may take several weeks. Once a provider is enabled, he/she will receive an email notification.

Remote Access / Virtual Desktop (VDT)

Site: <https://workspace.emory.org/>

Login: EUH (see above)

Notes: you will need [Citrix Receiver](#) installed on any non-Emory computer or tablet that you want to use for remote access (see below). You will also need to change the password after the first login (and the web site takes a few minutes to propagate the changes).



Faculty Accounts

These will be used in your teaching capacity.

New Innovations

Site: <https://www.new-innov.com/login/Login.aspx>

Login:

Institution is: Emory

Username: [fi][lname]

Password: [fi][lname]

where [fi] and [lname] are your first initial and last name respectively

Notes: for resident evaluations

OASIS

Site: <https://emory.oasisscheduling.com/>

Login: Select Emory NetID User, then enter EUH or SOM login.

Notes: for medical student evaluations

Setting up Mobile Devices

1. To set up Emory email on your phone, see the Email section above.
2. Wifi – connect to
EUH: on any Emory clinical campus – the device will then reconnect automatically until you change your password.
Login: EUH (see above), you may need to add “EUH\” in front of your username, but probably not.
EmoryUnplugged: available at all clinical and non-clinical Emory campus locations.
Login: same as email
3. Access EeMR (including imaging) on your non-Windows tablet. Install [Citrix receiver](#) on the device and connect to <https://mobile.emory.org>
Login: EUH (see above)
Domain: EUH
4. Install the Emory app store on your phone or tablet.
Site: <http://mobile.apps.emory.edu/>
Login: same as email
Notes: Access the above link directly from the device on which you want the apps installed. There are pretty detailed instructions to get this up and working at the link above.



Misc. Tech Stuff

Office 365 and Other Software

1. Set up your free copy of [Office 365](#) at home (Windows, Mac, mobile)
2. Set up [OneDrive](#) (Microsoft's version of Dropbox, free to all Emory faculty with a 5 TB quota).
3. If you don't already have a preferred reference manager, EU provides a free license to EndNote and [Mendeley](#) is completely free to use. Both have similar features, but you prefer Mendeley, since it theoretically allows you to collaborate with anyone since reference collections can be shared online. EndNote and other software (SPSS, MatLab and SAS) are all available via the [Software Express](#) site.
4. There are lots of academic discounts available to faculty from various software developers ([AutoDesk](#) has completely free licenses and Adobe has discounted versions of [Acrobat](#) and Creative Studio)

Password Resets

If you forget your University password, there is an automatic reset option at:

<https://mypassword.emory.edu/sspr>

You will be required to change your password annually.

Obtaining Your Employee Number:

Emory describes this process. Use the intra-net to access E-vantage ([link](#))

- In Self-Service, select the Personal Information tile, select Name and Profile Details, select Employee Profile.

If you do not see all of these tiles then:

- In Self-Service, select the Personal Information tile, select Emergency Notification System

Leave and Vacation:

When away from Emory at meetings or on vacation, take care to manage coverage for your clinical and academic communications:

- **Paging / EH Connect** - Log into [EH Connect](#), then select the Personal Profile Tab, then the Profile Subtab, then select the Coverage radio button and click on the New button (with a green plus), then enter dates, times and the covering provider and click on Save.
- **Email / Outlook** - to create an Out of the Office Message, see the Microsoft articles for [Outlook](#) or [Outlook Web App](#).
- **EeMR / PowerChart** – Open Message Center, then select Manage Preferences from the Inbox menu. In the Setup dialog that appears, select the Manage Proxy tab. Under the header "Proxies Given by Me," click the Add button on the lower left. In the New Given Proxy dialog, enter in the covering provider, together with the start and end date. Click the Grant All button in the center and click Accept & Next in the lower right.



6. Clinical Care / OR

Clinical Messages and Plans

Expect a telephone Meeting with [Frankesha Hardrick](#) to discuss how to manage inbound calls from your patients. There are several options when patients call the answering service.

1. Clinical Pool (response within 2 hours)
2. Clinic Nurse / PCC
3. Hold with online consultation with surgeon.

From there the patient can be triaged and the surgeon updated according to directives that you specify. For example,

- Urgent / Emergent – go to ER (after call to surgeon’s cell to confirm) vs. escalation directly to nurse and call to surgeon’s cell +/- arrange same-day nurse visit in clinic.
- Critical labs: routed to nurse, who will follow up with a call to surgeon’s cell.
- Non-urgent – surgeon alerted via messages on the Portal / PowerChart
 - Can copy residents / APPs / PCCs on these messages.

Clinic schedules

- Clinic templates are designed by you and Reid Willingham
- Generally two full clinic days a week
- Must provide PCC/ AA at least 40 calendar days of notice before closure of any clinic.
- You will have a MA assigned to your clinic on your clinic days
- Clinic notes/ charges/ depart summary/ med rec are to be completed each day.
- Powerchart inbox should be checked regularly for clinical messages

OR schedules

- OR block time should be released at least two weeks prior to closure. Offer block time to other faculty in Otolaryngology, if possible, before general release
- Eric Eaton, RN is the Lead RN at EUHM. Please contact/ meet with them prior to your first OR day to ensure you have the instruments you need, etc.
- Scrub ex and locker access: check with front desk at each hospital for process.
- There is tight oversight of block utilization. High block utilization is dependent on timely release of OR block time, and is also a metric by which the OR block committee grants more OR time.

On call guidelines

- Transfer center is the only way you should speak to non-Emory physicians regarding transfer or consult. All calls on this line are recorded.
 - i. Grady transfer center 404-616-5846



- ii. Emory transfer center 404-686-8334
 - Face call is every 3rd night
 - CHOA call has Peds Oto call schedule.
 - EMTALA means you must accept a transfer if medically necessary and the transferring hospital does not have otolaryngology.

Message pools

OTOLARYNGOLOGY MOT 9th Floor:

ENT Call Center – for scheduling sooner appointments > 10 days out (should be used sparingly)

ENT MOT Clinical – all clinical needs except Rx

ENT MOT Rx – prescription refills, Prior Auths

ENT Front Desk – for scheduling/rescheduling for <10 days (used internally), patients can also call 404-778-3381 to make their own appointment, internal referrals between ENT specialties

TEC MD Internal Referrals – for referrals to another specialty within Emory (e.g. your patient needs a pulmonary appointment – also ok to encourage patient to call independently)

ENT MOT Admin – anything re surgery scheduling, radiology scheduling, COVID testing, or if you need the PCCs

ENT MOT FC – Oto Financial Counseling, Self pay, Insurance Benefit level questions specific to our dept, Billing/Account ?, Hearing Aids

ENT Precert – this goes to Cheryce & Judia who manage pre-cert, peer to peer reviews, same day referrals, Kaiser questions

OTO Audiology – internal for audiologists to use (items pulled from clinical pool)

Emory Decatur ENT (Emory Decatur Hospital Doctors Office Building):

ESA ENT & Facial Plastic Surg at Decatur Clinical – any Decatur related clinical concerns

ESA ENT & Facial Plastic Surg at Decatur Rx – any Decatur related Rx concerns

ESA ENT & Facial Plastic Surg at Decatur Admin – not currently routinely checked - any Decatur related admin concerns (for referrals to Imhof & Harun, it is preferred that the patient call 404-501-7710)

Head & Neck Cancer (WCI) 10th Floor:

Head & Neck MOT 10th NPV Scheduling - All new patient appointment requests and completed intake forms.

Head and Neck MOT Clinical - Labs or Radiology giving results, orders or referrals outside of MDS, home health agencies, patients requesting results, medical concern or question, request to change providers and infusion appointments/rescheduling/questions/concerns.

Head and Neck MOT ADMIN - Reschedule of MDC appointment (within 48 hours of NPV), overbook request, sooner appointment requests and request for latest clinical notes.

Head and Neck MOT RX - Prescription related concerns (refill/renewal; NON-CLINICAL).

Head and Neck Surgery Admin - Surgery requests.

Emory Aesthetic Center (Facial Plastics):

Plastic Surgery MOT Admin – admin needs for Dr. Sethna

Plastic Surgery MOT Clinical – clinical needs for Dr. Sethna

Referrals

Inpatient

At EUH, EUHM and ESJH: use **EH Connect** – available:

- On the desktop of VDI (EHConnect – Paging)
- On the applications list of VDT
- [Here](#).

Outpatient

In PowerChart: use **TEC MD Internal Referrals**

- Open the patient’s chart.



- Click on the Communicate button in the upper toolbar:
- Click the search button next to the To field:

To:

- Select Pool and enter “tec md” and search.

Type a name or select from list:

Personnel Pool Distribution List

Right click to add/remove a name in the personal address

Name
TEC MD INTERNAL REFERRALS

- Double-click on the entry for “TEC MD INTERNAL REFERRALS” then click OK
- **Optional:** Right-click the entry in the To field and select “Add As Favorite”

Provider:

- Compose the message, specifying which Specialty is requested for outpatient evaluation and the reason for the consultation request.

Clinician Outreach and Marketing

Find out who your marketing contact is and arrange to visit local providers enhance your profile in the community and drum up referrals.



7. GCMB, CME, MOC, and Certifications

Address, Credentialing Updates

- If not already done, update your DEA, CMS and GA Medical Board info with your new address and practice locations
- Email a copy of your DEA and GA medical license certificates to [Kaltun Mire](#) for inclusion in your file

GA Composite Medical Board Profile

The board is required by law to collect information from each licensed doc to publish on its site. Somehow, despite the fact that they collect almost all of this, you are required to enter it all in again.

Instructions: <https://medicalboard.georgia.gov/physician-profile-information-and-forms>
(the web-based submission appears to have been discontinued, so it's back to a paper form - submit by fax to 404-656-9723)

ACLS Renewal

1. Find your EHC Employee ID (should be a seven-digit number) in an email from HR.
2. [Log in](#) to HLC.
Username: EHC Employee ID number
Password: ehc (you are encouraged to change the password to the EHC Employee ID Number)
3. Click on Catalog in the upper banner menu.
4. Enter 312 in the search box and click the search button.
5. Select "ACLS HeartCode Provider Skills Val. – 312"
6. Click the green "Enroll" button.
7. Click the green "Choose Class" button.
8. Register for class by clicking the green "Register" box
9. Email your current ACLS card to [Kaltun Mire](#) so your expiration date can be added into the training system.
10. Bring a copy of the Online Portion Certificate to class.
11. Cards will be given at the end of class.

Optional: American College of Surgeons Fellowship Application (FACS)

Requirements:

- Board certified (or waiver)
- Unrestricted license, no adverse reports, practicing as surgeon



- 1 year out of training, 12 consecutive months in current location
- Up to date CV
- 12-month summary listing of all surgical procedures they have performed after completion of all formal (format is flexible, cannot contain PHI).
- speak with Chief of Surgery at each of your designated primary hospital(s).
- Submit online application: <https://web4.facs.org/eBusiness/ACS/domesticchecklist.aspx>
- Accept Authorization to Release Information for hospital, medical organization, etc.
- Name 5 Fellows of the College who can provide an evaluation based on their actual knowledge of your surgical practice, who will each complete a form about qualifications as a surgeon, professional and ethical standing in the community. 2 from your specialty and the remainder from local, geographic area.

Deadlines

Site (status check): <https://www.facs.org/my-profile/my-applications>

Login: ACS account

- August: Application cycle starts
- 10/31: Submit case list
- 12/31: all materials submitted - if your letters have not been marked as received, have your letter writers check at <https://member.facs.org/referencelist/>
- February: receive interview information from local committee.
- March-May: complete interview
- July: receive notification of approval via email, pay Initiate dues by 7/31
- **Optional:** Clinical Congress: Fellowship conferred to Initiates in Convocation Ceremony (registration fee is waived)
- **Do not use** FACS title until after convocation

Can call (800) 293-9623 to ask about outstanding letters (don't expect a response from voice mail or email).

You will get a confirmation once all materials are in – email stating “Your Fellowship application is complete.”

Optional: Triological Society

- First step is proposal for Fellowship by two voting Fellows of the Society (active, Senior or Emeritus).
- Must be certified by Am Board of Otolaryngology
- Must be at least three years post-training
- Must have minimum two papers in peer referred journals
- [Thesis](#) requirement
- Meet eligibility [requirements](#)
- Applications are usually due by October 1
- [Online application](#)



8. Faculty Development

New Faculty Orientation Checklist

This list adapted and amended from the email received from SOM administration (all logins should be University - same as email)

1. Attend EU Faculty Orientation (only offered once each year) in September.
2. Career Conference and Performance Review (CCPR) – review and promotion stuff; see: http://med.emory.edu/faculty_dev/reports/index.html
– reviews are annual with the Chair and require you to submit an Emory-formatted CV (see below)
2. Conflict of Interest Certification (eCOI) - there is also a brief training page that you can access at the top after logging in. Then click to link to complete COI under My Annual Certification after adding in any disclosures (due 7/15). Any external activity, such as consulting, must be submitted and approved prior to starting.
<https://ecoi.emory.edu/>
3. Effort Certification/Effort Reporting
<https://effort.emory.edu/GenericERS/custom/index.jsp>
4. Start work on your Emory-formatted CV – a template is available from the [SOM Faculty Development](#) site, but you can find an improved template [here](#).
5. Emory FIRST – recreates your CV – much faster import of your publications if you link an existing ORCID or Scopus ID. Keep references up to date for promotion review.
<https://profiles.emory.edu/login.html>
6. SOM Web Site Faculty Profile
Expect an email from Dept of Surgery Communications (or reach out to [Sean Moore](#)) shortly before you start that has your [web profile](#) that you need to edit and return – they want you to review and submit updates every 6 months or so.
7. Emory Healthcare Profile
Check your [EHC Profile](#) every 6 months to ensure that all information is complete and accurate. The profile is [managed](#) in a web service called Kyruus, which you can access here: <https://profilemanager.kyruus.com/emory/777084>
To log in, first enter your long-form Emory email address: [firstname].[lastname]@emory.edu and you will be redirected to an Emory login (SOM credentials). If you have questions, email providerprofilesupport@emoryhealthcare.org.
8. Faculty Photo
Will be taken at Faculty Orientation, otherwise contact Carol Pinto, (Woodruff Health Sciences Center) to coordinate an Emory headshot (photographer is Jack Kearsse). You can substitute a professional photo if desired.



Optional Tasks

1. Consider [registering at CMS Open Payments](#) to check your industry disclosures. These are readily available to the public (try Googling your name with “propublica” or “open payments”), so it is important to address any inaccuracies.
2. Consider registering with [ORCID](#), which will give you access to a unique identifier that is used across a variety of online research platforms to organize and promote your publications.



9. Research

Helpful Links

- [RAS Home Page](#) (Our RAS Unit is [ABOSS](#))
- Director of ABOSS is [Moreblessing Dzivakwe](#)
- Otolaryngology RAS General [email contact](#)
- Investigator's guide: [home page](#)
- [Link](#) to current policies
- [Link](#) to effort reporting

Keys to success—Pre-Award

The pre-award team is in charge of “routing” any extramural (non-Emory) funding applications. This includes managing budgets, obtaining all administrative approvals and entering proposals into Cayuse (for NIH proposals). This is an extremely complicated and time-consuming process. Contacting the pre-award team should be the first step in writing your proposal.

- Inform your RAS unit as soon as you decide to submit a proposal. Internal routing can take several weeks and must be started early. Plan to have a solid draft of your proposal several weeks prior to the published “deadline” for internal routing. Start by completing a RAS Intent to Submit [Survey](#)
- Go to RAS unit [home page](#) for process, links and contacts
- Participate in a proposal kick-off meeting with the pre-award administrator assigned to your proposal
- Communicate any pertinent changes throughout the proposal development process to the pre-award analyst in a timely manner. This is essential for budgets.
- Submit required documents in a time frame that ensures timely and thorough review by the RAS and the pre-award central office (OSP – Office of Sponsored Programs)



- Escalate any questions or concerns to the pre-award manager, the RAS unit Director or RAS AVP

Keys to Success—Post-award

Post award team is in charge of managing your study budgets and approving any expenses. They will also communicate with study sponsors on your behalf and arrange closeouts or no cost extensions.

- Participate in an introductory meeting with the RAS post-award administrator assigned to your award(s) and agree on frequency of future meetings
“Standard” meeting frequency is quarterly but can be more or less based on need. This is key to keeping your budgets balanced.
- Attend and actively participate in meetings to review the financial status on your awards and project future expenses. Money will disappear if you don’t keep a close eye.

Note: New EBI Reporting Tools in development which will provide a consolidated view of sponsored and non-sponsored funds

- Alert your post-award administrator of potential awards, including continuations, so a provisional account number (PAN) can be established for funding
- Inform your post-award analyst of any effort changes for you, your team, or anyone on your awards and certify prior to the deadline
- Escalate any issues to your post-award manager, the RAS unit Director or RAS AVP

Emory Institutional Review Board (IRB)

[Emory’s biomedical IRB](#) is responsible for reviewing all human subject research to ensure appropriate safety protocols are maintained. While there are several review meetings each week, the process can take some time, especially for clinical trials. Visit the [eIRB portal](#) to submit protocols and communicate with study analysts.

Complete the [Non-Human Subject Research Determination Form](#) to determine if your study is exempt from IRB oversight. This determination is typically made within 1-2 business



days. If exempt, an official notice will be sent that may be included with manuscripts and/or grant proposals.

Oncology studies may require [CTRC](#) review in addition to IRB. The Clinical and Translational Review Committee (CTRC) of Winship Cancer Institute provides scientific review of all oncology related protocols, in preparation for review by the Emory University IRB.

SOUP Funding

SOUP stands for “Sharing Organizational and Unit Performance.” This is discretionary funding that is awarded by the School of Medicine each year. Amount of funding is determined by meeting annual performance metrics. Recent examples include “time to review of pathology reports,” “patient satisfaction,” and “bump rates.” These targets have a direct impact on our discretionary funding.

The SOUP Committee allocates funding to support faculty, staff and students associated with our department. Current initiatives include research support, statistical mentorship and support for the Emory Innovation Group in Otolaryngology (EIGO). Proposals are submitted on a rolling basis and prioritized by the SOUP committee. The Chair has final say on funding.