



DCHS | New Employee Orientation Resource Page

WELCOME & CONGRATULATIONS TO OUR NEW EMPLOYEES!

ON THIS PAGE YOU WILL FIND TOOLS AND RESOURCES THAT WILL HELP YOU THROUGHOUT YOUR ORIENTATION AND ONBOARDING.

IF YOU ARE A HIRING SUPERVISOR OR MANAGER SEEKING RESOURCES TO HELP YOU GUIDE YOUR NEW HIRE(S) THROUGH THEIR ORIENTATION & ONBOARDING PROCESS. [PLEASE CLICK HERE](#) TO BE REDIRECTED TO THE CORRECT PAGE.

2017

Points of Contact

Administration	Kathe Hirschman x.7504
Payroll	Vicki Shaw x.7553
Accounts Payable	Loretta Gertsch x.7510
HIPAA/Medical Records	Kayla Sells x.7607
EHR/EPIC	Rich Drombetta, Kacy Burgess & Nicole Chunestudy
IT Help Desk (hardware & software)	Help Desk x.4759

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
	Welcome Week
	Week 2 Orientation/Systems Training
	Holiday
★	County H.R. Orientation & Risk Training

DCHS Resources Quick List:

InsideDC – AKA Intranet /SharePoint	insidedc.deschutes.org
Policy Central – County-wide policies	Policy Central
Departments-Health Services	Home - Health Services
AKA DCHS SharePoint	Directories
- Directories	DCHS Internal Services Directory
- Deskbook	Policies & Procedures
- Policies & Procedures specific to Health Services	Forms & Publications
Departments-Health Services	
How-to & Reference - All Documents	How-To & Reference
- Cisco Phone Quick Start Guide	Cisco Phone Quick Start Guide
- Who You Gonna Call	Who You Gonna Call
Employee Reimbursement Form	Employee Reimbursement Form 2016 (calc)
Departments-Human Resources	http://insidedc/personnel/default.aspx
- Department Contacts	
- Commonly Requested Documents	
Laserfiche	http://weblink.deschutes.org/hhs
Credentialing	Karen Olsen, Karen.Olsen@deschutes.org - Credentialing Questions
Contracts	Nancy Mooney, Nancy.mooney@deschutes.org - Contract Search directions
Relias/Learning Management System	http://deschuteshealth.training.reliaslearning.com/
User name/password	Kathe Hirschman, Kathe.Hirschman@deschutes.org
Training/other	Nicole Chunestudy, Nicole.chunestudy@deschutes.org
Electronic Health Records (EHR)	
HIPAA/Medical Records	Kayla Sells, x7607, Kayla.sells@deschutes.org
EPIC	Kacy Burgess/ Rich Drombetta, help_ehr@deschutes.org
EPIC Training/Workflows	Nicole Chunestudy, x7550, Nicole.chunestudy@deschutes.org
IT Help Desk	541-617-4759 (or just x4759), helpdesk@deschutes.org
Shared Drive	S:\Health_Services
Outlook Calendars	
Vehicle reservation calendars	Public Folders>All Public Folders>Department Folders>Health & Mental Health>Health Services>Car Reservations
Meeting room calendars	Public Folders>All Public Folders>Meeting Room Calendars>Health & Mental Health
DCHS Administrative Points of Contact:	
Payroll	Vicki Shaw, x7553, vicki.shaw@deschutes.org
Accounts Payable	Loretta Gertsch, x7510, loretta.gertsch@deschutes.org
Administration	Kathe Hirschman, x7504, Kathe.Hirschman@deschutes.org

New Employee Documents

Tvoe Name

 Behavioral Health Related Acronyms
 DCHS Main Building Parking and Permits
 Equity and Inclusion DRAFT 5.2016 JRH
 New Employee Checklist - OnBoarding-Orientation
 Office Supply Request Process and Form
 Resources Quick List
 Super-DCHS Systems by Program_User logging info
 Virtual Scavenger Hunt
 Visual Org. Chart _12.22.16

Add document