



Banner
University Medical Center
Phoenix

On-Site Onboarding

- a. **Benefits Navigators:** Our Benefit Navigators will be on-site to offer one-on-one sessions. You must have completed the Workday Onboarding Steps in order to enroll in benefits.
 - i. Required materials to bring:
 1. Dependent documentation such as marriage certificate, domestic partner affidavit, and birth certificates for children.
 2. You will also need to know DOB and SSN for each dependent.
- b. **PECOS:** Enrollment of PECOS is a requirement. Please have completed your Pecos Enrollment Guide through MyHR Learning and enrolled in PECOS through CMS before your onsite onboarding.
- c. **NPI Number:** Ensure this is completed and you provided your NPI number to your program coordinator
- d. **New Innovations/Workforce Messaging/Virgin Pulse:** Program Administrators will assist with downloading specific apps and signing up for the X-Matters Emergency notification system
- e. **IT Access:** [Clinical Applications Support](#) (PDF) team members will assist with the following:
 - Setting up
 - Banner portal (Windows vs MAC)
 - Imprivata for EPCS
 - Outlook Mobile App
 - Azure MFA
 - Dragon (PowerMic Mobile PMM)
 - PowerChart Touch
 - Up to Date
 - Tap and Go

Note: Please bring your Banner Health username and password information with you. This will be the same username and password you utilized to log into MyHR/Workday. If you don't have this, our Clinical Applications Support team members will help you recover this data.

Our Clinical Applications Support team members and HR Recruitment Coordinators will be on site to capture your digital fingerprints for Imprivata, an app required to prescribe controlled substances.