

Coding Services New Hire Request

Manager Name:

New Employee Information *Start Date:

** Training Form must be received 3 business days prior to start date*

Name:

Credentials:

Department/Specialty:

Is this specialty new to the Coder?

Entry Coding Test Score:

Years of Coding Experience:

*E-Mail Address:

** New Hire MUST have active UPI e-mail account and access to computer to start training*

SYSTEMS REQUIRED TO PERFORM JOB DUTIES: CBI/ETM EPIC OTHER

Dates of New Coder Trainings:

Encoder Pro/EPIC Training (if known):

HR Training:

CB Training

Estimated Date for Compliance Overview

Estimated Start Date for QCAE Training:

Please ensure the following for the training environment:

Clean cubicle, headphones, computer access, printer set-up, flash activated, ICD-10 and CPT Books.

Comments/Notes:

Please select "Submit" to send your request. You will receive a confirmation shortly.