

ORIENTATION PLAN: AMBULATORY CASE MANAGEMENT

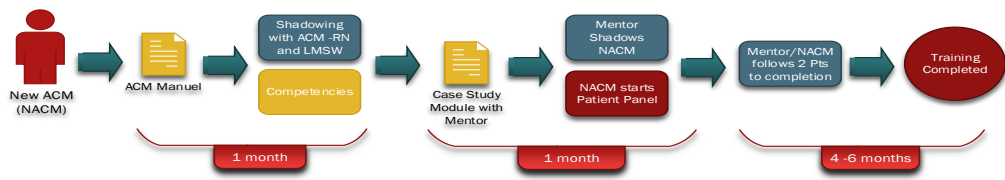
Employee Name:

Employee ID #:

Mentor Name:

Date Hired:

CCM Exam to be completed- estimate:



1. One hour weekly meetings will be set up with the mentor/mentee for the first 1 -2 months.

DATE	MEETING TIME	Comments on Progress/Next Steps

***These meetings may continue past this date and are up to the discretion of the mentor/ mentee/ department manager.

2. The mentee (NACM) will spend a minimum of 20 hours observing a current CM in the ACM program.

NAME OF ACM	DATE	TIME SCHEDULED	HOURS WORKED

TOTAL HOURS MENTEE HAS OBSERVED A ACM:

***This observation must include 2 different ACM. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 3. After completing competencies and shadowing with a current ACM, the mentee will complete the case study module with the mentor.

Date Module completed:

- 4. The mentor will spend a minimum of 10 hours observing the mentee (NACM) in the ACM program.

NAME OF ACM	DATE	TIME SCHEDULED	HOURS WORKED

TOTAL HOURS MENTOR HAS OBSERVED A NEW ACM:

***This observation must include at least 2 different ACM. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 5. The NACM will spend a minimum of 4 hours observing practice staff.

PRACTICE STAFF	DATE	TIME SCHEDULED	HOURS WORKED

TOTAL HOURS MENTEE HAS OBSERVED IN :

***This observation must include 2 different practice staff. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 6. All ACM notes will be carbon copied to the designated mentor for review for the first two months.

Date to begin sending the notes:

Date to end sending the notes:

***This time may be extended based on the discretion of the mentor and/or department manager.

Employee Signature

Employee Printed Name/Title

Date

Mentor Signature

Mentor Printed Name/Title

Date

Manager Signature

Manager Printed Name/Title

Date