



Onboarding Process

1. Practice completes enclosed forms (*listed above*)
2. **Consultant schedules the Implementation Training Webinar (within 2 weeks).** Go to “Login” and login (“PAS123!” for PAS site or “OAS123!” for OAS site) and click on “Schedule Implementation Training Webinar”. Enter Practice information (not the consultant information). **In Comments, enter either PAS (pediatricians) or OAS (PCPs).**
3. Practice will receive a welcome email with the following attachments:
 - a. Implementation Manual (*covering all aspects of the program*)
 - b. Customized Prescription Sheet (*pre-filled per provider - to be printed at practice as needed*)
 - c. Patient Questionnaire - *Please hand out this questionnaire to all patients upon check-in to assist in determining whether or not your patient may be suffering from allergies or secondary asthma.*
 - d. PDF - How to Draw Blood for the Fingerstick Test
4. Appropriate tracking information will be emailed to practice from supplies@pediatricallergysolutions.com after supplies have been sent.
5. Practice will receive an initial supply of Test Kits, Signs for each Exam Room and Reception area, a supply of Trifolds, shipping bags and shipping labels from the home office.
6. Practice will receive an email with Reports Portal login information from the Lab.
7. Practice will receive a Ring Central invite for the Implementation Training Webinar.
8. Implementation Training Webinar with Staff & Providers (*Consultant, home office and Medical Director*).