



Welcome! We want to express how pleased we are that you are joining us. You'll find that VA Premier is a unique place to work, with a challenging, diverse, and exciting community.

Staff, members, and providers — all combine to make this health plan one of the best Medicaid HMO's in Virginia.

So congratulations and welcome aboard.

New Employee Orientation

New Employee Orientation meetings are held to welcome new employees into our environment. The meetings provide new employees with the opportunity to network with one another, meet key leaders at VPHP, and receive information on the mission, vision, values, and goals of the organization, HR policies, and the importance of excellent customer service in our environment. Benefits are explained and employees have the opportunity to ask questions and complete benefits forms.

Orientation Agenda

Day 1

8:00 a.m.	Sign-In
8:30 a.m.	Welcome / Introductions
8:45 a.m.	Employment Overview
9:15 a.m.	Benefits Overview (<i>Health, Welfare & Retirement</i>)
10:30 a.m.	Tour
11:00 a.m.	Forms Review and Completion
12:00 p.m.— 1:00 p.m.	Lunch
1:00 p.m.— 2:00 p.m.	Sexual Harassment Prevention Training
2:00 p.m.— 4:30 p.m.	Compliance & HIPAA Training

Day 2

8:00 a.m.— 9:00 a.m.	Company and Industry Overview
9:00 a.m.— 12:00 p.m.	Departmental Overviews
12:00 p.m.— 1:00 p.m.	Lunch
1:00 p.m.— 4:30 p.m.	Departmental Overviews

Please note that all activities take place at the Richmond Office, 600 East Broad Street, Ste 400, Richmond, VA 23219.