

Staff Change Form

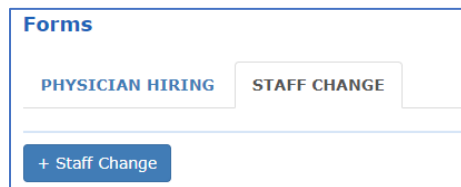
1. Click **CMAP Admin Files** (only those with rights to this area will have access)



2. Click **Forms**



3. Forms: Click the **Staff Change** tab and then the **+Staff Change** button



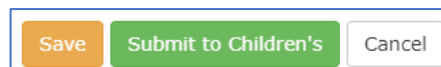
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Staff Change Form

4. Once you have clicked the **+Staff Change** box..

1. **Practice Name:** Select the Name and location where the employee will work
2. **Prior CMAP Employee:** You MUST verify if the new employee has worked at a CMAP location. If they have, click the box.
 - If they have, select the CMAP where they worked from the list below the box.
3. **PCN/CMHN/CMAP/PBP:** because this form will be automatically delivered to several departments within Children's Mercy, it important to check the divisions the Practice belongs to.
4. **Dropdown of "New General Staff" etc:** Select the type of Staff you are hiring or terminating.
 - New General Staff
 - New Physician
 - New NP/APRN/PA/BH (Extenders)
 - Termed Staff
 - Termed Physician
 - Termed Extender
5. **Prior CM Employee:** You MUST ask the new employee if they EVER worked at Children's Mercy. If they have, click the box. This allows them to account for hours towards their 401k.
6. **Following fillable boxes:** Based on the Form you selected, add the employee's personal data.
This data will fill in their Staff List information as well.

Once complete, you can SAVE to add more information later OR **Submit to Children's**.
This form will be saved in the Portal so you can always refer to it.



A horizontal row of three buttons: 'Save' (orange), 'Submit to Children's' (green), and 'Cancel' (grey).

When you Submit to Children's, departments are only sent the First & Last Name, title, phone, email, and start date. The rest are stored in your Staff List.

IT IS THE PRACTICE RESPONSIBILITY TO KEEP THEIR STAFF LIST CURRENT AT ALL TIMES