

**SVMIC
STRATEGIC
SERVICES**

*Human
Resources
Essentials*

SVMIC offers consultative discussions, assessments, education, and a robust HR Toolkit



Human Resources Essentials

Human resources is time consuming, difficult, and of supreme importance for the practice executive. Your employees are the face of your practice and can impact a patient's perception of their experience and care as much as their physician. From consultative discussions to assessments and education, SVMIC can help you develop a recruiting and retention strategy and provide assistance with the inevitable HR-related questions. *These services are included in the premium you already pay and are provided at no additional charge.*

HR Toolkit

Checklists provided by SVMIC present best practice recommendations on the life cycle of an employee from recruitment to departure. Consistency is the key to avoiding an accusation of discrimination. Some of the items available in SVMIC's HR Toolkit include:

- Interview Process Checklist
- Retention Checklist
- Recruitment and Hiring Checklist
- Policies Checklist

Gauging the Pulse of Your Practice

To attract top talent, you need an effective recruiting strategy. Hiring a great candidate is only the beginning of the process. Culture assessments and/or staff surveys are useful tools to gauge the status of your practice's current environment. SVMIC's private consultations are a helpful tool to assist your practice in performing and interpreting all-staff surveys and assessments.

Ongoing Education

Education helps to build a cohesive team and improve your workplace culture. Access courses and resources through Vantage®, SVMIC's member-only online portal. Some of the courses we offer for staff include the following:

- HIPAA Training for the Medical Office
- OSHA - General Safety in the Medical Practice
- Workplace Violence
- Embracing the Generations
- Practice Management 101
- Harrassment Free Workplace

How Do I Get Started?

The sooner you get started, the sooner you will see the benefits in your practice. To begin this complimentary process, reach out to SVMIC's Medical Practice Services at ContactSVMIC@svmic.com or 800.342.2239.