







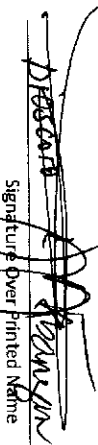


New Hire Training Agenda

				Day 1
Tool/Method	Subject		Facilitator	Signature
PPT	Welcome to iPloy	iPloy Presentation introducing Who is iPloy, history of the company.	Freddie Gutierrez	
PPT	What We Do	What services does iPloy Support	Freddie Gutierrez	
FLOOR	Production Floor	To get the trainees the feel of the office and the staff that they are going to be working with.	Freddie Gutierrez	
	Break			
LEADER LED	COCD (Code of Conduct and Discipline)		Freddie Gutierrez	
	Lunch			
LEADER LED	COCD (Code of Conduct and Discipline)		Freddie Gutierrez	
PPT	Payroll Talk		Freddie Gutierrez	
PPT	HR Talk		Freddie Gutierrez	
				Day 2
Tool/Method	Subject		Facilitator	Signature
LEADER LED	Review Previous Day		Freddie Gutierrez	
	Picture Taking with Archie with IT Talk		Freddie Gutierrez	
PPT/LL	DME (Durable Medical Equipment) Orientation		Freddie Gutierrez	
	Break			
PPT/LL	CSR Overview: Intake		Freddie Gutierrez	
PPT/LL	CSR Overview: Order Specialist		Freddie Gutierrez	
PPT/LL	Biometrics		Freddie Gutierrez	
	Lunch			
REVIEW ACTIVITY	TOSS THE BALL		Freddie Gutierrez	
REVIEW ACTIVITY	SBS	Get the feel of how every departments work	Freddie Gutierrez	
				Day 3
Tool/Method	Subject		Facilitator	Signature
LEADER LED	Review Previous Day		Freddie Gutierrez	
PPT	CSR Overview: Authorization		Freddie Gutierrez	
PPT	CSR Overview: Medical Billers		Freddie Gutierrez	
	Break			
PPT	CSR Overview: CPAP		Freddie Gutierrez	
PPT	CSR Overview: CPAP Resupply		Freddie Gutierrez	
	Lunch			
	Giving of Access Cards		Freddie Gutierrez	
REVIEW ACTIVITY	TOSS THE BALL		Freddie Gutierrez	
REVIEW ACTIVITY	SBS	Get the feel of how every departments work	Freddie Gutierrez	
				Day 4
Tool/Method	Subject		Facilitator	Signature
LEADER LED	Review Previous Day		Freddie Gutierrez	
PPT	CSR Overview: Rehab		Freddie Gutierrez	

PPT	CSR Overview: Enteral Department			Freddie Gutierrez	
	Break				
PPT	CSR Overview: Asset Recovery			Freddie Gutierrez	
PPT	CSR Overview: Documentation			Freddie Gutierrez	
	Lunch				
PPT	CSR Overview: Phones			Freddie Gutierrez	
REVIEW ACTIVITY	TOSS THE BALL			Freddie Gutierrez	
	SBS		Get the feel of how every departments work	Freddie Gutierrez	
			Day 5		
Tool/Method	Subject			Facilitator	Signature
LEADER LED	Review Previous Day			Freddie Gutierrez	
PPT	CSR Overview: Confirmation			Freddie Gutierrez	
PPT	CSR Overview: Posting			Freddie Gutierrez	
	Break				
PPT	CSR Overview: Insurance Change			Freddie Gutierrez	
REVIEW ACTIVITY	TOSS THE BALL			Freddie Gutierrez	
	Lunch				
PPT	CSR Overview: Patient Pay			Freddie Gutierrez	
	Ops Talk			Freddie Gutierrez	
	ID Distribution			Freddie Gutierrez	

I confirm that I attended the New Hire induction program. I listened, read and understood the training and I understand that as an employee, it is my responsibility to abide by iPlay Inc. Policy and Procedures, in accordance with the training. If I have questions about the training materials presented by iPlay Inc. policy and procedures, I understand it is my responsibility to seek clarification from the Human Resources/Training Department.


 Signature Over Printed Name

11/1/2018 2:36 PM
 Date and Time