



Medical City Healthcare[™]

New Employee Orientation

PLEASE NOTE:

- You are expected to be here on time, as all the materials we cover are essential for your success in our organization. DFW traffic can be challenging early in the morning, so please allow yourself plenty of time in case of heavy traffic. If you are late past a certain time, you will be sent home and will need to return on another Monday.
- You are expected to adhere to company dress code. The attire is professional business or clinical scrubs. **NOT allowed are: jeans/denim clothing, leggings or tight pants, shorts, T-shirts, athletic clothing, flip-flops, sheer/low-cut blouses, or short skirts (>2 in. above knee). No exposure of any portion of abdomen, chest, cleavage, low back, or buttocks.**
- We recommend that you wear layered clothing in case you become warm or cool.
- Continental breakfast and full lunch are provided.
 - **If you have special dietary needs, please consider bringing your own food.**
- Our building is smoke-free.
- You will be here the entire day; we are scheduled until 5pm.
- Private lactation room is available.

TOPICS TO BE COVERED:

- Welcome and Company Overview
- Patient Satisfaction/Customer Service/Quality
- Infection Prevention
- Employee Health and Safety Program
- Environment of Care/Security/Emergency Preparedness
- IT&S and HIPAA/HITECH
- Code of Conduct/Ethics and Compliance
- Diversity/Culture
- HR/Healthy Work Environment/Benefits

If you have any questions, please call your facility HR department or the number below.

Doors open and check-in begins at 08:00 a.m.

Orientation begins at 8:30 a.m. and ends at 5:00 p.m.

ADDRESS: Medical City Healthcare (HCA North Texas) Resource Center

Plaza II Bldg., 7200 Highway 161, Suite 300, Irving, TX 75039

Phone: 972-969-8508