

# Instructions for Logging on to the Northeast Intranet Community (NIC)

*This site is accessible at work only!*

1. Open Internet Explorer to launch your web browser
2. If the default page is not on the homepage for NIC, type NIC in the URL web browser. To access additional New Hire Orientation information, follow instructions 3 and 4.

**NIC Northeast Intranet Community** Wednesday, March 25, 2020

SEARCH »

ABOUT US | CONGRATULATORY! | DEPARTMENTS | NI-CHATTER | PEOPLE SEARCH

SEARCH »

POLICIES

### 2020 Cancer Institute 5K Walk & Run

Join your colleagues on June 27 at the Lahey Cancer Institute 5K Walk & Run!

Lahey Health 5k Cancer Walk and Run

Coronavirus Information

New Brand Resources

DAISY Award

Email Signature Generator

#### EMPLOYEE CORNER

» <a href="#">2020 holiday schedule</a>	» <a href="#">CSI/Cost Savings Idea</a>	» <a href="#">Paperless Instructions</a>
» <a href="#">Ambassador Program</a>	» <a href="#">Directories, In-house</a>	» <a href="#">Paperless Payroll</a>
» <a href="#">Behavioral Services Intranet (StaffMatter)</a>	» <a href="#">Diversity Committee</a>	» <a href="#">Philanthropy Office</a>
» <a href="#">Brand Resources</a>	» <a href="#">Earned Sick Time Law - MA</a>	» <a href="#">Purchasing Department New Contact Numbers</a>
» <a href="#">Business Case Proposal (ERC)</a>	» <a href="#">Earned Sick Time: Notice of Employee Rights</a>	» <a href="#">Recycling Containers</a>
» <a href="#">Business Travel Form</a>	» <a href="#">Employee Assistance Program</a>	» <a href="#">Request Form for Meeting/Event Table and Chair Set Up</a>
» <a href="#">Cafeteria Menus</a>	» <a href="#">Employee Benefits - (781) 744.3539</a>	» <a href="#">Respiratory Protection Program</a>
» <a href="#">Capital Equipment Request Form</a>	» <a href="#">Employee Orientation</a>	» <a href="#">Safe Patient Handling</a>
» <a href="#">Cashless Purchases</a>	» <a href="#">Facilities &amp; Maintenance Service Request</a>	» <a href="#">Senior Management</a>
» <a href="#">Catering, Dining Services</a>	» <a href="#">Flu Central</a>	» <a href="#">Service Excellence</a>
» <a href="#">Central Supply Catalog</a>	» <a href="#">Gmail Access</a>	» <a href="#">Smart Web/Online Paging</a>
» <a href="#">Chaplain Visit Request</a>	» <a href="#">Information Systems Service Request/Ticketing</a>	» <a href="#">Star of Excellence</a>
» <a href="#">Clinical Engineering Service Request</a>	» <a href="#">Intranet - Shared Services LinkSS</a>	» <a href="#">TEMPLATES: Agenda, Ltrhead, more</a>
» <a href="#">Colleague Connection</a>	» <a href="#">Lahey Engagement Team Primary Care</a>	» <a href="#">Vendor ACH form</a>
» <a href="#">Colleague Direct Deposit Enrollment</a>	» <a href="#">Lahey Intranet (MassNet)</a>	» <a href="#">Voucher Check Request Form</a>
» <a href="#">Community Benefit</a>	» <a href="#">WB Mason Furniture</a>	» <a href="#">Voucher Check Request Form Process</a>

#### RESOURCES

» <a href="#">ACLS</a>	» <a href="#">Kronos, Management Login</a>
» <a href="#">ADA Nutrition Manual</a>	» <a href="#">Labor Analytics</a>
» <a href="#">ADA Pediatric Nutrition Manual</a>	» <a href="#">Labor Analytics SharePoint</a>
» <a href="#">BLS</a>	» <a href="#">Lahey Epic Link</a>
	» <a href="#">Library Resources</a>

#### BLS Skills Heart Code

BLS Skills check must be done within 60 days of completion of Heart Code Part 1.

Open the calendar icon below and choose the date listed on your Heart Code Part 1 course completion certificate to determine your last day to complete Part 2.

Make Today Epic

#### SafeSpot

[Click here](#) to log in to SafeSpot and enter a Patient Safety, Employee Injury, or Compliance Report.

[Resource Library](#)

#### Smart Web, Send A Page

#### Ask a Coder Your ICD-10 Questions

#### PROVIDER PRIVILEGES PORTAL

Do you need to access or verify a provider's privileges at NHC? Please click [here](#) or access the link under RESOURCES: PHYSICIAN/AHP Delineation of Privileges Database

3. Type "Orientation" into the search bar

The screenshot shows the NIC Northeast Intranet Community website. At the top, there is a blue header with the text "NIC Northeast Intranet Community" and the date "Wednesday, March 25, 2020". Below the header is a navigation bar with links: "About Us", "Congratulations!", "Departments", "NI-Chatter", and "People Search". A search bar is located in the top left, containing the word "ORIENTATION" and a "SEARCH »" button. Below the search bar is a "POLICIES" link. The main content area shows "Search Results" for the query "orientation", which returned 7 results. The first result is a link to "New Employee Orientation".

4. Click on the first link for New Employee Orientation. Here you will find links to policies and helpful information.

The screenshot shows the "New Employee Orientation" page on the NIC Northeast Intranet Community website. The page has a blue header with the text "NIC Northeast Intranet Community" and the date "Wednesday, March 25, 2020". Below the header is a navigation bar with links: "About Us", "Congratulations!", "NI-Chatter", and "People Search". A search bar is located in the top left, containing the word "ORIENTATION" and a "SEARCH »" button. Below the search bar is a "POLICIES" link. The main content area shows "New Employee Orientation" with a welcome message and a list of 12 human resource policies. A button for "NEW EMPLOYEE ORIENTATION" is located in the top right corner.

**NEW EMPLOYEE ORIENTATION**  
» [HR Contact List](#)

Welcome to Northeast Hospital Corp. and congratulations on your new job! We're glad that you have made the decision to join our team.

Below you will find policies, forms, information and DVD presentations that further support your introduction to the organization. We hope that this information, along with all that you learned in our New Employee Orientation presentation will provide the necessary information that you need to get started in your new job.

If you need additional information or if you have questions, please do not hesitate to contact the Human Resources Department at extension 2300.

Please take a moment to read the following Human Resource policies and procedures. This should be completed during your first week of employment, unless otherwise indicated:

1. [HIPAA Privacy Standard Compliance Plan](#), Policy 1.0
2. [Information Privacy & Security](#)
3. [Workplace Violence](#), Policy 2.8
4. [Workplace Rules](#), Policy 5.3
5. [Time & Attendance](#)
6. [Disciplinary Process](#), Policy 5.5
7. [Sexual Harassment](#), Policy 5.6
8. [Parking](#), Policy 5.8
9. [Cultural/Religious/Ethical Treatment of Conflicts](#), Policy 5.14
10. [Code of Conduct](#), Policy 5.16
11. [Tobacco Free](#), Policy 5.17
12. [Electromagnetic Interference](#), Policy 6.7