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Team members,

We are quickly approaching an important milestone in your Sept. 1 integration to CareMount which includes distribution of employment transition letters for the licensed clinical professionals. Today, we want to help you understand the onboarding process as well as highlight the contents of your transition letter.



## **Onboarding Process**

Starting July 9, all employees transitioning to CareMount on Sept. 1 will receive an email from CareMount Medical, P.C./CareMount Health Solutions, LLC which will include information on the UKGPro Onboarding, screening requirements and Form I-9 requirements.

To help you with the onboarding process, please reference the [onboarding checklist](#) posted to the [transition website](#) (enter CareMount2022 as the case-sensitive password).

## **UKGPro Onboarding**

As part of the onboarding process, you will be asked to create a username and password in UKGPro Onboarding to complete the following by July 15:

- Personal Information
- Employment Eligibility Forms (I-9)
- Pay, Taxes & Direct Deposit Forms
- Policy & Documents Forms

## **Screening Requirements**

Your welcome email will also include a link: [caremounthealthsolutions.asurint.com](https://caremounthealthsolutions.asurint.com) (portal code: StandardCMPC) to complete the screening authorization through CareMount's third-party vendor, Asurint. This takes less than 5 minutes and must be completed by July 13. Successfully completing and clearing a background check is required to remain eligible for transition and continued employment. The background check includes:

- Criminal searches
- Verification of your Social Security Number
- Licensure check if you're in a professional role that requires a license

## Form I-9 Requirements

One of the most important things you need to do as part of your Sept. 1 integration is to complete a new Form I-9, also known as Employment Eligibility Documentation, in UKGPro Onboarding. This form is required by law because your legal employer is changing.

You must have original and unexpired employment eligibility documentation as of Sept. 1 as described in the [Form I-9 Lists of Acceptable Documents](#) located on the [transition website](#) (enter CareMount2022 as the case-sensitive password).

After you submit Section 1 of the Form I-9, please meet with your manager so they can physically review your employment eligibility document(s) to satisfy Section 2 of your Form I-9 by July 31. Your manager will be required to scan or copy your document(s) and securely email them to [CMM-BenefitSupport@caremount.com](mailto:CMM-BenefitSupport@caremount.com). If you present a List A document, copies of the front and back must be securely emailed to CareMount.

**By law, both sections of your Form I-9 must be successfully submitted by 4 p.m. ET on Sept. 6 otherwise, you will not be able to continue employment with CareMount.**

## Benefit Education Sessions

There will be CareMount benefit education sessions held virtually between July 18 to 22 to help prepare for the enrollment. An email with meeting details will be provided in the near future. Please mark your calendar and save a date to attend one of these sessions. All one-hour sessions will cover the same information. A recording will be posted to the [transition website](#) (enter CareMount2022 as the case-sensitive password) after the last session.



## Understanding Your Employment Transition Letter

On July 11, licensed clinical professionals will receive an employment transition letter via DocuSign. Your letter will include your compensation information and new CareMount system title. The new system title may be different than your current ProHEALTH title. This new title corresponds to an internal job code identifying your position within UKG, CareMount's HR system. Please review the letter and sign it no later than July 15.

*Physicians and APCs who received an employment agreement earlier this year will not receive a transition letter.*

Please know we are committed to supporting you and offering you several resources to help navigate this transition – please reference your onboarding checklist to stay on top of your onboarding activities and utilize the email mailbox on your transition website if you have any questions.

Thank you, again, for staying focused and prioritizing these important actions during this very busy time!

Thanks,  
Deb Bierman  
VP of People, Optum Health



For transition information, visit [welcome.optum.com/prohealthny-caremount](https://welcome.optum.com/prohealthny-caremount) and enter **CareMount2022** as the case-sensitive password.

*This website is only for physicians, APCs and licensed clinical professionals transitioning to CareMount on Sept. 1. It is not relevant or intended for chiropractors transitioning to American Health Network or non-licensed staff transitioning to Optum on Sept. 25.*