

What do I need to know as a new associate? Important People, Places, and SpecialtyCare Things



EMAIL

**check email daily
for important info*

These associates will reach out to you, sometimes before your start date, and you are most welcome to contact them anytime.

- Benefits:** Benefits enrollment information is emailed to you after your start date. Benefits@specialtycare.net
- Credentialing:** Credentialing@specialtycare.net your service line Credentialer will reach out to you directly via email
- Education:** Learn@specialtycare.net SCU associates will email you to book travel for SCU and New Hire Orientation
- HR Business Partners:** HumanResources@specialtycare.net your HR Business Partner will reach out to you via email
- IS Helpdesk** Need technical assistance? Contact the Information Services Help Desk at ISHelpdesk@specialtycare.net
- Payroll:** Payroll@specialtycare.net
- Salesforce Chatter:** You will receive emails from our company internal social networking, file sharing, and communications website, noreply@chatter.salesforce.com, and will be automatically enrolled into groups that pertain to you, these are not spam.
- Recruiting:** Have questions for recruiting? Contact your recruiter or email them at Careers@specialtycare.net



WEBSITES

- Associate Website** For employees only; go here to login to your email, or the webportal which takes you to Connections and the LearnCenter specialtycarehealth.com/
- Connections** This is our central hub for nearly everything; go here to access CDS billing, benefits, time entry, expense reporting, policies, company directory and much more connections.specialtycaresg.com
- LearnCenter** Go here to access courses for compliance, professional, and personal development, as well as service line specific education <https://specialtycr.learn.taleo.net/employees>
- Main Website** Go here to learn more about our services and information about our company like SCOPE Registry, education/training, and research, or direct someone to apply for a job specialtycareus.com
- Salesforce Chatter** Go here to post stories, photos, as well as achievements or learn about new company initiatives and other communications www.salesforce.com

**note, until your start date the only website that you will have access to is the LearnCenter*