Welcome to Cotiviti, below are the first ten tasks that should be completed, once you have completed the Cotiviti training modules.

1. Confirm access to Outlook/Office365

2. Thoroughly examine all the materials contained within the "Welcome Packet Documents" In SharePoint under Portfolio Prospecting.

   - [Welcome Packet Documents](#) (Start with "Welcome letter. Ace Student if you have not already read it")

3. Access the specified tools by logging into Asana and Marco Polo.

   - You will receive an invite for Asana via email.
   - MarcoPolo link: https://onmarcopolo.com/groups/z86QSfdbdbgD/ipm-red-cell

4. Accepting the weekly ACE meeting invitations in your email.

5. Initiate your participation on Marco Polo by sharing your first ACE report.

Allocation - How is your load tolerance? Green-Yellow-Red.

Crisis - Do you have any risks or issues? Green-Yellow-Red.

Enablement - Do you have any resource Dependencies? Green-Yellow-Red.

   - Example: "Josh on comms. Green, Yellow, Green"

6. Fill out the "Learning Objectives and Expectations forum". The forum can be found in SharePoint under the "Welcome Packet Documents" folder.

   - [Welcome Packet Documents](#)

7. Watch any videos in the "orientation" packet under SharePoint.

   - [Welcome Packet Videos](#)

8. Attend the ACE meetings as scheduled.

9. Attend the introduction / QA call.

10. Add a profile picture or create an avatar, choose a background for conference calls (https://cotiviti.sharepoint.com/sites/mktcreative/SitePages/Brand-Essentials.aspx), and add a gif of your favorite movie to the intern's chat.

If you have any questions or concerns, please contact:

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