

ONCO Professional Services Colleagues

Welcome to Savista!





Who We Are

Savista is a nationally recognized, trusted RCM partner supporting over 770 clients across 49 states in the U.S. We're proud to be:

- A 5-time Great Place to Work-Certified organization
- A 2024 Top 10 BPO Healthcare Outsourcing Company
- A HFMA Peer Reviewed™ organization
- A strategic partner with the NCRA for development and education

By joining forces, Savista and ONCO are bringing together the largest pool of Certified Oncology Data Specialists in the industry, establishing a new gold standard in cancer registry services

Savista Culture – An Ecosystem of Engagement, Encouragement and Excitement

Vision

To improve the business of healthcare, empowering providers to enrich the quality of patient lives and nurture their communities.

Mission

We partner with healthcare organizations to problem solve and deliver revenue cycle improvement services that enable their success, support their patients, and nurture their communities.

Values

Commitment

We exemplify our brand pillars and values at all times, serving, encouraging and inspiring our fellow colleagues, clients and communities.

Authenticity

We build honest relationships with our clients and colleagues, seek candid feedback and take responsibility for our actions.

Respect

We nurture an open and inclusive culture, treating everyone with respect and dignity, valuing people for who they are, what they believe and their unique contributions.

Excellence

We drive change, doing our best and ensuring we make a lasting positive impact on everything we do for our colleagues, clients, patients and communities.

“I love Savista’s service culture and the collaboration this creates. Our company is our colleagues, and because of this, every challenge faced by one colleague is important to us all.

–Shelia McReynolds
Senior Manager, Registry Education and QA



SAVISTA

“Savista lives the positive culture and proves they are about people. There are no growth limits, other than your own ambition.”

–Stephanie Fernandez
Director, Financial Clearance

We keep colleagues informed

- **Town Halls**
Provide updates to colleagues from ELT members and more
- **Savista Central Intranet**
Centralized resource that connects colleagues to the organization and each other
- **Viva Engage**
Internal community social platform for company news, updates and colleague recognition

We recognize and support each other

- **Spark Shout Outs**
Recognize outstanding performance and representation of values
- **Heart and Soul**
Grants paid-time-off annually to colleagues who volunteer with an approved charity organization
- **PTO donations**
For colleagues in need of extra time off
- **CARE Fund**
Provides financial and other assistance to colleagues facing emergency circumstances
- **Winter Wishes**
A holiday tradition that grants colleague wishes for a child, a family, a registered charity, or for a dream

We encourage colleague growth

- **Recruit**
Workforce planning, recruiting, onboarding
- **Retain**
Culture, benefits, leadership, diversity, inclusion
- **Reward**
Recognition, benefits, perks, compensation
- **Develop**
Performance management, career path, coaching, leadership development, succession planning, continuous learning

Statistics show...
Engaged Corporate Cultures Result In:

26% LESS
Employee Turnover

15% GREATER
Employee Productivity

30% GREATER
Customer Satisfaction Levels**

**Source: Forbes, contributed by Dan Pontefract, author, "If Culture Comes First Performance Will Follow" Statistics provided in article reference, "Which comes first, organizational culture or performance?" and published in April 2015 edition of the Journal of Organizational Behavior.

We're all **Colleagues** here!

- At Savista, you'll notice something a little different. We don't call the amazing people who work here 'employees.' We call them **colleagues** ...and that's intentional.
- Why? Because the word 'employee' can feel a bit one-directional - like someone who works for a company.
- But the word **colleague**? That means we work with each other. Side by side. As teammates. As partners.
- It reflects how we see you - not just as part of a company, but part of a **community**.
- So when you hear **colleague** around here, know that it's not just a label, it's a reflection of how much we value what you bring to the team.

ONCO Onboarding Microsite

ONCO Onboarding Microsite



Welcome ONCO Professional Services Colleagues!

We're excited to have you join us and want you to know how much we value the work you do — not only for your clients, but for their patients and the communities they serve.

What's Included

- Savista Information
- Transition Timeline
- FAQs
- Benefits Information
- Important Documents & Policies
- Webinars & Office Hours
- I-9 Virtual Meetings Calendar
- Key Support Contacts

Onboarding FAQ

FAQS

Have Questions?

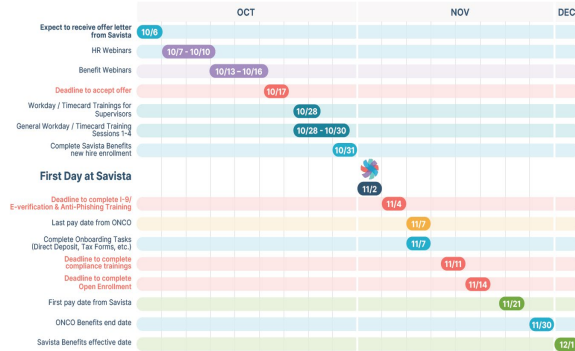
We've got answers. We realize that current Onco employees will have questions related to roles, hiring, and onboarding. Here are some answers to questions you may have about your Onco to Savista colleague transition.

— What change is happening?

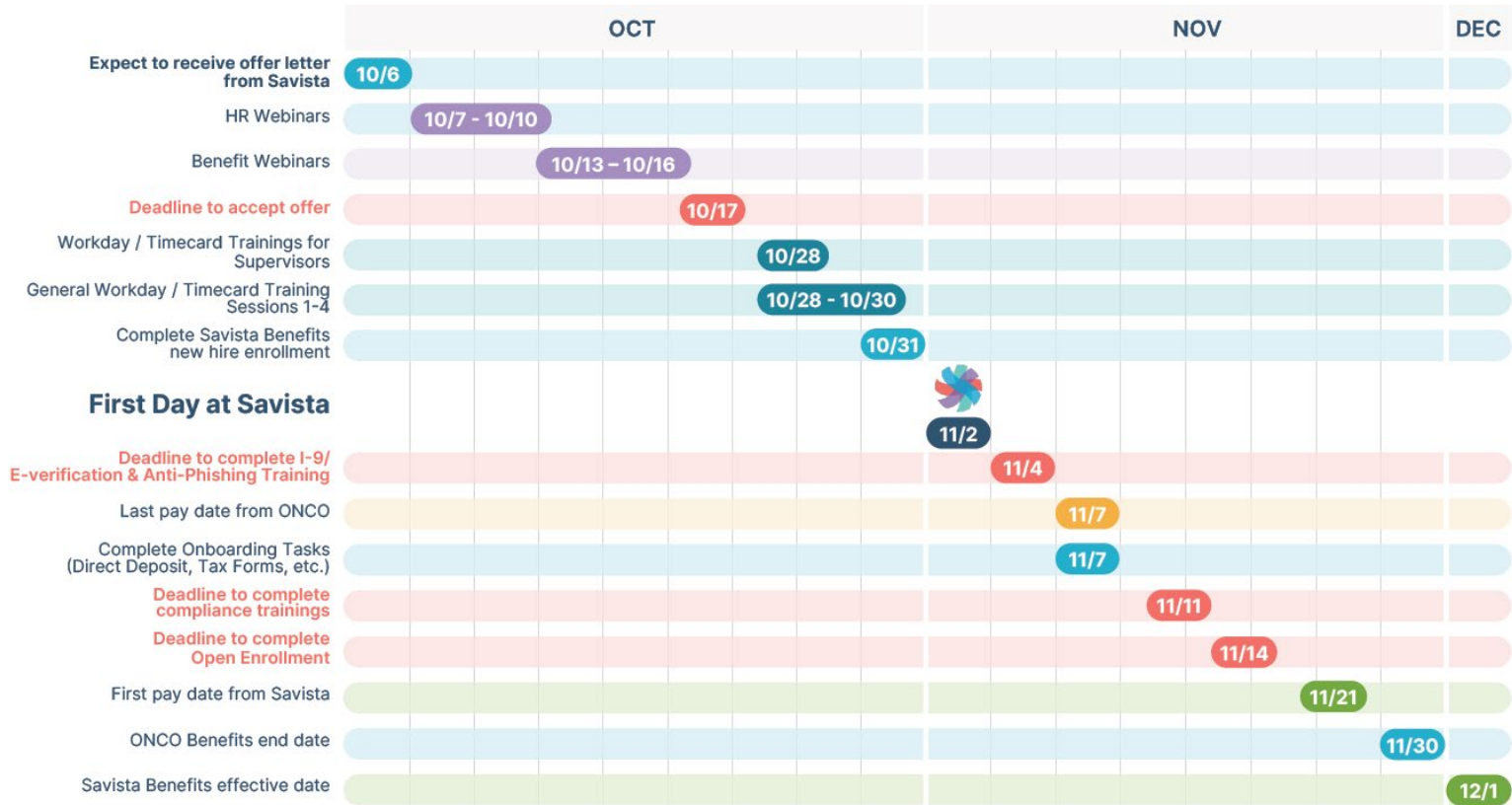
Savista has entered into an agreement to acquire the Professional Services business from Onco, including the transfer of operational functions and staffing resources. As a result of this, employees currently supporting these functions at Onco will transition to become employees of Savista, effective August 10, 2025 (the "Transition Date"). This means your employment will transition from Onco to Savista, and you will continue your role under Savista's employment and policies.

+ Am I guaranteed a position with Savista?

+ What happens if I don't sign my offer letter from Savista?



Transition Timeline

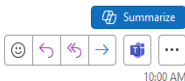
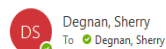


What to Look For

Email us immediately at AskHR@savistarc.com if you did not receive the Workday offer letter email.

Welcome Email

Welcome to Savista!



disrupting your day-to-day work.

Stronger Together

By joining Savista, you become part of a global, virtual-friendly team of over 3,000 colleagues, all dedicated to delivering innovation and excellence in revenue cycle management and Cancer Registry Services.

A Partnership That Elevates All of Us

Savista is a nationally recognized, trusted RCM partner supporting over 770 clients across 49 states in the U.S. We're proud to be:

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- A 2024 Top 10 BPO Healthcare Outsourcing Company
- A HFMA Peer Reviewed™ organization
- A strategic partner with the NCRA for development and education

By joining forces, Savista and ONCO are bringing together the largest pool of Certified Oncology Data Specialists in the industry, establishing a new gold standard in cancer registry services. You'll benefit from greater support, deeper specialization, and enhanced innovation—particularly in areas like rare tumor types, pediatrics, and AI-driven registry tools.

Savista's Investment in You

As part of Savista's Oncology Data Services team, you'll have access to an array of benefits and support:

- 18 compensated hours/year to attend external CEIP-qualifying events
- 10-12 hours of paid webinar training to earn CEUs at minimal or no cost
- Annual dues paid for one credential
- A fully certified, ODS-C Registry Leadership team

Savista Benefits Snapshot

Our comprehensive benefits package focuses on physical, mental, and financial health:

- Two Medical options with company-funded HSA
- Wellness Program

Offer Email

Welcome to Savista

Welcome to Savista! We're pleased to share that your offer letter is now available for your review and signature in Workday.

To access your offer letter:

1. Click on the **View Offer Letter** link below.
2. Log in to Workday using your credentials.
3. Navigate to your Workday inbox (on your Workday home page).
4. Look for the task titled **"Sign My Offer Letter"** and follow the prompts to review and sign.

For step-by-step onboarding instructions, click on the **Onboarding Job Aid** below. You can also visit the **Onboarding Microsite** for FAQs, important dates and other information.

If you have any questions or experience any issues accessing Workday, please don't hesitate to reach out by clicking on the **Contact Us** button below.

We're excited to have you join our team and look forward to the journey ahead!

Sincerely,
Savista HR Team

[View Offer Letter](#)

[Onboarding Microsite](#) [Onboarding Job Aid](#) [Contact Us](#)

Onboarding Email

Welcome to Savista

Congratulations on accepting your offer! As the next step in the onboarding process, there are a few important items for you to complete.

Download and review your Onboarding Checklist:

1. Click on the Onboarding Checklist button below.
2. Download and review your checklist for upcoming tasks and due dates.

Prepare your I-9 verification:

1. Begin gathering your I-9 documentation ([click here](#) for a list of acceptable documents).
2. Send a copy of your I-9 documents to onboarding@savistarc.com.
3. [Schedule a meeting](#) to verify your I-9 documents.
4. Submit Section 1 of your I-9 form in Workday by **November 4, 2025**.

If you have any questions, please don't hesitate to reach out by clicking on the **Contact Us** button below. You can also visit the **Onboarding Microsite** for FAQs and important information.

Sincerely,
Savista HR Team

[Onboarding Microsite](#) [Onboarding Checklist](#) [Contact Us](#)

What to Expect

Oct 6 – Oct 10

- Welcome email and offer letters sent via Workday **October 6**
- Review the Onboarding microsite
- Start gathering your I-9 documents
- Attend an HR Webinar
- Join an Office Hours session

WEEK 1

Oct 13 – Oct 17

- Attend a Benefits Information Session
- Return your signed offer letter by **October 17**
- Start your new hire onboarding
 - Update direct deposit and tax forms
 - Schedule a virtual I-9 review session

WEEK 2

Oct 20 – Oct 31

- Complete your new hire onboarding
- Complete your new hire Benefits enrollment
- Complete a virtual I-9 review session
- Attend a **required** Workday training session



November 2
Transition Day!

WEEKS 3 & 4

Transition Essentials

What You Need To Know

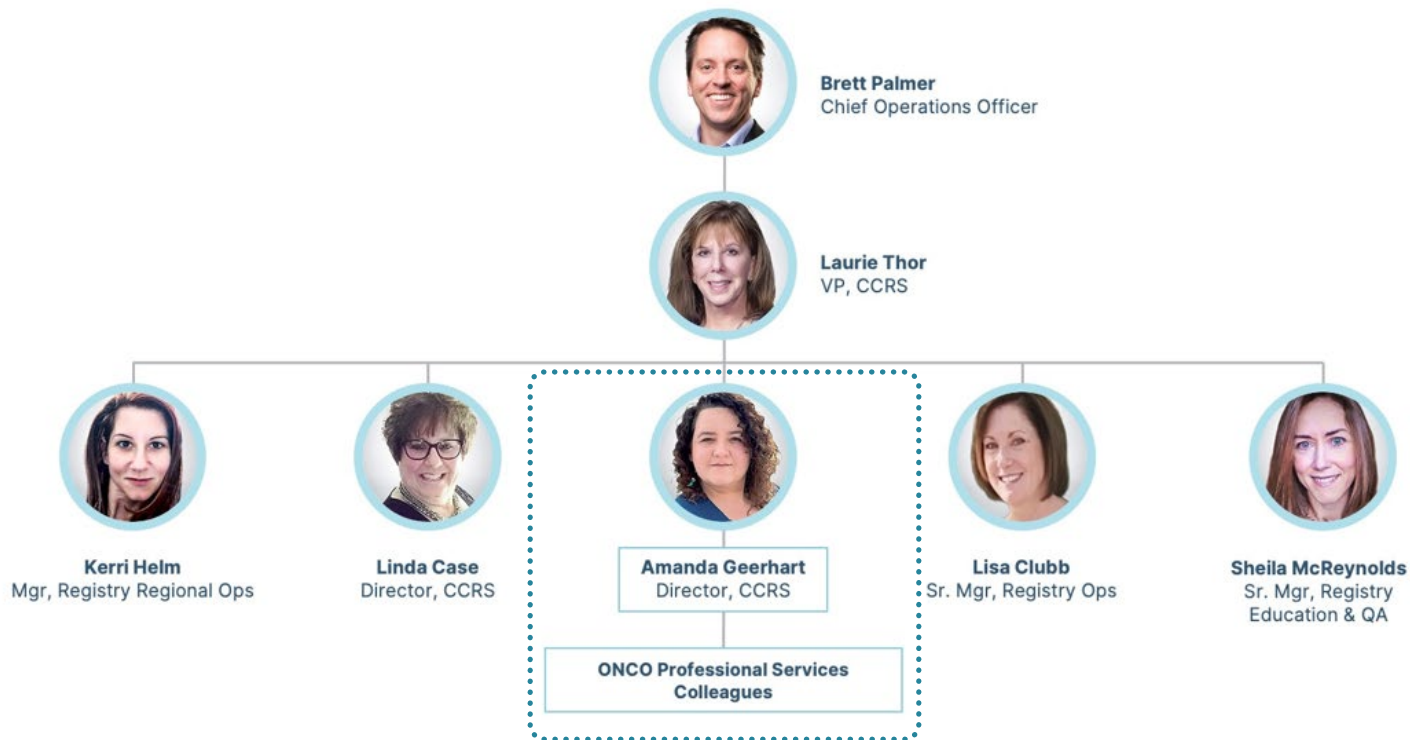


What's staying the same

- ✓ Your **pay**
- ✓ Your **manager**
- ✓ Your **role**
- ✓ Your **tenure**
- ✓ Your **payroll cycle**
- ✓ Your **clients**
- ✓ Your **pre-approved PTO**
- ✓ Your **equipment (for now)**



Meet the ODS Team



Colleague Employment Statuses

- **Full-time:** Regularly scheduled hours between **30 – 40** hours per week
 - Eligible for Full-time benefits package
 - PTO based on actual scheduled hours
- **Part-time:** Regularly scheduled hours **below 30** hours per week.
 - Eligible for Part-time benefits package
 - PTO based on actual scheduled hours
- **PRN/Variable time:** As needed, with **no regular set schedule**. Ineligible for PTO or benefits except 401K.



PTO Policy

Regular Full-time and Part-time colleagues are eligible for PTO

- **Front-Loaded**
 - Must be used by December 31 with no carryover
- **Accrued (based on state)**
 - Accrues over time and carryover, with max 120-hour balance
- ✓ **Onco tenure will be honored for PTO purposes**
- ✓ **PTO will be pro-rated based on the transition date**
- ✓ **2025 Pre-approved PTO will be honored**
- ✓ **Onco colleagues allowed to “borrow” hours in 2025**

Tenure	20 Hrs/Wk	21-24 Hrs/Wk	25-29 Hrs/Wk	30-34 Hrs/Wk	35+ Hrs/Wk
0-3 Years	68 Hours	85 Hours	102 Hours	119 Hours	136 Hours
4-6 Years	80 Hours	100 Hours	120 Hours	140 Hours	160 Hours
> 7 Years	100 Hours	125 Hours	150 Hours	175 Hours	200 Hours

*You will attain the next classification of PTO hours as shown above on **January 1st** of your anniversary year.



Company Holidays

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- One Floating Holiday



Training & Development

ODS Training

- 18 compensated hours/year to attend external CEIP-qualifying events for Full-time; 8 hrs for Part-Time
- 10–12 hours of paid webinar training to earn CEUs at minimal or no cost
- Annual dues paid for one credential

SOAR | Skills, Opportunities And Readiness Program

- **Required Learning**
 - Assigned via Workday
 - Examples include HIPAA | Security | Timekeeping
- **Optional Learning**
 - FREE LinkedIn Learning with over 23k expert-led personal development courses to grow your skills
 - Curated learning paths



CARE Programs



Heart and Soul

40 paid hours to volunteer with a 501(c)(3) charity of your choice



Charitable Giving

Payroll-deducted contributions to company sponsored **charities**



CARE Fund

Provides **financial hardship assistance** to colleagues in emergency situations



PTO Donations

Allows eligible colleagues to receive PTO **donated** by their fellow colleagues



Winter Wishes

Holiday program that grants colleague **wishes** for a child, family, charity, or dream

Reminders & Key Contacts

- ✓ Review your Offer Letter
 - ✓ Visit the Onboarding Microsite
 - ✓ Join Webinars and Office Hours
 - ✓ Contact us with any questions
-
- AskHR@savistarcm.com – General HR questions
 - Payroll@savistarcm.com – Payroll
 - Benefits@savistarcm.com – Benefits
 - Workday@savistarcm.com – Workday
 - LeaveInfo@savistarcm.com – Leave of Absence
 - SOAR@savistarcm.com – Training
 - IT Service Desk: 833-435-7155



Questions



Thank You

