

Below is a list of potential items needed for employment and medical credentialing.

General Forms

New employee paperwork (usually additional to online job application; could be a paper form)
W-4 for Federal Income Tax Withholding
Form I-9 Employment Eligibility Verification
Credentialing application

Signed/Dated Accompanying Documents

Immunization requirements
Code of Conduct, Integrity and Compliance acknowledgement
HIPAA (Health Insurance Portability and Accountability Act) Privacy agreement
Medicare attestation
EMTALA (Emergency Medical Treatment and Labor Act) – Specialized capabilities attestation
Practitioner Education Attestation
Privilege delineation form – checked, signed and dated
Sedation form signed and dated (as applicable)
Temporary privilege request (if needed)
National Patient Safety Goals and Acknowledgement
Request for access (EPIC, employee badge, computer log-in, etc. as applicable)

Copies of the Following

Medical license(s)
DEA (Drug Enforcement Administration) (with current practice address)
Certificates of Insurance for the last 10 years
Proof of Immunization- MMR, HepB, Varicella (or attestation of chicken pox), Current TB test
Copy of government-issued ID
As required document: BLS (Basic Life Support), ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support), TALS (Trauma Advanced Life Support)
Requested case lists, education to support privileges – new practitioner or new privileges.
Hospital activity reports for last two years, including number of admissions and consults from ALL hospitals, as well as procedural lists
Documentation of CME credits earned from the last two years
Colored passport/wallet sized photo



General Tips:

- Include all relevant dates, work history, hospital affiliations, and contact information.
- Provide explanations as required on attestations, and for any gaps in training and/or practice history.
- Have a back-up copy of all documents. Digital version on a secure cloud server is ideal, such as iCloud, OneDrive or DropBox. Physical copies of documents should be kept in a fireproof safe.