



A People Resources Company
Healthcare Solutions

Procedure:

1. All items listed in section A must be submitted to Dunson & Associates before candidate submission/approval for facility assignment.

2. All Items in section B must be completed upon approval of new hire for facility assignment before the start date.

Clinical & Allied Health New Hire Credentialing Checklist	
Name/Title Facility:	
Date:	A. Before Hiring
	Online Healthcare Employee Application - www.blueskymss.com/dunsonandassociates (Must provide complete addresses of qualifying education/Training)
	Resume (Word Format)
	References (must cover 2 years exp in previous 3 years)
	Scanned copy of Valid Driver's License (scanned required to create work badge ID)
	Scanned copy of Social Security Card -- Required for completion of I-9 e-verify
	Copy of Active Professional Licenses/Certifications/Registrations
	Copy Current CPR/First Aid Card
	Copy Current ACLS/PALS/NRP (If applicable) - AHA only
	Copy Current TB/PPD screening record (within past 365 days of start)
	If Applicable - PPDQ (must be signed by physician)
	CXR (w/in 5 years to start and updated every 5 years - must show proof of PPD pos history)
	Copy Immunization history or titer (include MMR, Varicella, Tetanus, Hepatitis B)
	Flu Vaccine 10/1/1-4/1 **Client specific
	Physical examination statement w/in past 365 days of start (Signed by MD or NP only)
	Color Blind Exam
	Hepatitis B Vaccination Waiver/Declaration Form - (E-Sign) or Positive Titer
	Drug, Criminal Background (Facility Specific), Employment Verification Release Forms (E-Sign)
	DUNSON & ASSOCIATES EMPLOYEE STANDARDS POLICY - (E-Sign)
	Online Skills Checklist
	Online Applicable Competency Testing Exams (passing score of 85% or higher)
	Other Applicable Clinical Certifications (i.e. Chemotherapy Cert)
	B. After Hiring
	Human Resources - Payroll Status Form and W-4 (E-Sign)
	I-9 form completion (Must be notarized prior to start date)
	New Hire and Annual OSHA & Joint Commision Mandatories (Online Training)
	Offer Letter & Welcome Letter (upon hire)
	Orientation - Unit Specific