



Welcome,

This packet includes the items we need to have on file in order to credential you at facilities for which you may want to work.

Your packet contains:

- TB skin test/Mantoux Form (required yearly). You may already have this.
- HIPAA Policy Handbook, Self-Test, and Acknowledgement Page
- Employee Handbook and Acknowledgement Page
- Federal Employment Eligibility Verification Form
- Federal W-4 Form
- Automatic Direct Deposit Form (Pay stub is also mailed to you)

Please return the following items in the self-addressed stamped envelope:

- Copy of your CNA License
- Completed TB skin test/Mantoux Form
- Copy of your Immunization Records (Measles, Mumps, Rubella, Hep B)
- Copy of your BLS/CPR Card (if you have one)
- Completed HIPPA Self-Test / Signed Acknowledgement Page
- Completed Federal Employment Eligibility Verification Form
- Copy of your Driver's License and Social Security Card (facilities require us to send them a copy of these items)
- Signed Employee Handbook Acknowledgement Page
- Completed Federal W-4 Form
- Completed Automatic Direct Deposit Form with your voided check or deposit slip
- Completed Medical Insurance Election Form