Foundation
Medical Staffing

DIALYSIS TRAVEL DOCUMENTS CHECKLIST

To receive additional forms, please contact your personal agent. Complete and return the following:

- ☐ Employment application
- ☐ Background Check Release
- ☐ Drug & Alcohol Testing Release
- ☐ Time card (make several copies for future pay periods)
- ☐ Tax Home Representation Form
- ☐ Employee Handbook Acknowledgement
- ☐ I-9 Employment Verification form (please complete top portion only and have notarized)
- ☐ W-4 form
- ☐ Direct Deposit Form (include a voided check)
- ☐ HIPAA – Please read the HIPAA agreement and take the test. Return the test and the signature form to us.
- ☐ Drivers license, CPR card, Social Security card, license and resume
- ☐ Physical Exam
- ☐ Color Vision
- ☐ Vaccination verifications
- ☐ Verification of TB test. Your TB must be current within one year of the skin test or two years for chest X-ray.
- ☐ Verification of Hepatitis B. You will be required to complete a Hepatitis B titre, including antigen and antibodies, if you have not done so.
- ☐ Verification of MMR and Varicella titre (or records of the original series). After reviewing your records, your agent will notify you of any additional documents needed.
- ☐ If you have a current NPI # on file with Medicare, please submit that number to us. If our client requires an NPI for billing purposes, we will request that number from Medicare.
- ☐ Complete the competency and OSHA exams online at nursetesting.com. You will receive an e-mail with a link to the website that includes username and password.

If you elect to register for any of the following benefits, you will need additional forms.

- ☐ Explanation of group dental plan
- ☐ Explanation of group health insurance coverage
- ☐ Life insurance and AD&D forms

If you have questions, call toll-free: 1-800-774-9251

Please fax completed documents to: 1-800-774-9252

Send original copies to Foundation office:
416 West 15th Street, Bldg. 600, Edmond, OK 73013