

REHAB TRAVEL DOCUMENT CHECKLIST

Complete and return the following:

- Employment application
- Tax home representation form—Please fill out the 2nd page.
- Employee Handbook acknowledgement—Sign the last three pages of the booklet and return those to us.
- I-9 Employment Verification form—Please complete top portion only and return to us.
- W-4 form
- Direct deposit form—Complete and return to us with a voided check.
- Dental insurance—After enrollment, please visit www.deltadental.com to view a list of providers and basic coverage information. We will send your ID card by mail or email.
- Medical insurance—After enrollment, please visit www.principal.com to find in-network providers and get coverage information. Your Social Security Number is your log in to your personal account. We will send your ID card by mail approximately 10-15 business days after your enrollment.
- Vision insurance—After enrollment, please visit www.eyemedvisioncare.com to set up online access to your member account (using your Social Security Number), where you can look up providers and benefits. ID cards will be sent directly to you.
- Life and long-term disability insurance—If you wish to enroll in these benefits please complete the Boston Mutual application enclosed in your benefits packet. Your payroll contributions will begin once your application has been approved by Boston Mutual.
- Accident, cancer and short-term disability insurance—Please contact Allstate at 877.542.2072, option 7, to obtain a personalized quote for these benefits.
- Pet insurance—Please contact MetLife at 800.GET.MET8 to obtain a personalized quote for pet insurance.
- Drivers' license, CPR card, Social Security card, license and resume.
- Vaccination verifications. Verification of HEP B and TB test is required. Your TB must be current within one year of the skin test or two years for chest X-ray. Hep B requires the three-shot series. You will be required to complete a Hep B titre, including antigen and antibodies, if you haven't already done so.
- Drug testing—See enclosed form from Quest Diagnostics, along with instructions.



- 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.

All employees will be required to take Competency and OSHA testing via the website, nursetesting.com. In the days ahead you will receive an e-mail with a link to the website that includes your username and password.

Please fax the completed documents ASAP to: 1.800.774.9252.

Send original copies to Foundation at 416 West 15th Street, Bldg. 700, Edmond, OK 73013.

If you have questions, call us toll-free at 800.774.9251.