



LOCUM/INTERIM CHECK LIST

In order to meet our clients' and The Joint Commission's compliance regulations, Mission Search has to ensure that all individuals are properly screened, have the proper training, and have the appropriate immunizations prior to providing care, treatment, and services at any of our client facilities. Copies of the following documentation are required **prior** to being scheduled for an interview with a client. Failure to comply with this policy may result in disqualification.

Name: _____

Position: _____

EXPERIENCE AND CREDENTIALS

Please send copies of the following documents to your Mission Search Consultant:

- Updated Resume
- List of References
- Skills Check List available here: <http://missionsearch.com/skills-locum.html>

LICENSES AND CERTIFICATIONS

Please send copies of the following documents to our credentialing department at credentials@missionsearchusa.com or by fax to 1-888-279-3272

STATE LICENSES (Copy of listed licenses required)

State	FL								
Lic #	123456								
Expires	01/31/2099								

PROFESSIONAL CERTIFICATIONS (copy of certificates required)

	CPR	BLS	ARRT	ASRT	CMD	ABR	RML	HIPAA*	OSHA
Number									
Expires									

ADDITIONAL CERTIFICATONS

Name									
Number									
Expires									

*HIPAA Review Available Here: <http://www.missionsearch.com/hipaa.html>

AUTHORIZATION FORMS

Background Check Authorization form (<http://www.missionsearch.com/docs/background.pdf>). The information provided in the Background Authorization will also be used to register you for a **mandatory** pre-employment drug screen.

Authorization to Release Information form (<http://www.missionsearch.com/docs/recordsreleaseauthorization.pdf>)

MEDICAL INFORMATION

INITIAL MANDATORY TITERS (copy of titer results or medical certification of immunity are required)

Titers	TB/PPD 2 step	Varicella	Hep B	Hep C	MMR 1	MMR 2	TDAP	Flu	H1N1	Physical
Date Drawn										
Results										
Positive/History										

Health Statement form available here: <http://www.missionsearch.com/docs/healthstatement.pdf>

Annual/unexpired TB (PPD, Mantoux) skin test is **mandatory**. **If you have had a positive PPD, X-Ray results AND annual TB Questionnaire* signed by Physician are required.**

*Questionnaire available here: <http://www.missionsearch.com/docs/AnnualPPDQuestionnaire.pdf>

To accept our contractors on assignments at their facilities, Mission Search clients require the above medical documentation. In order to be in compliance, Mission Search requests this documentation to be on file at our headquarters prior to being considered for assignment. In the event you decline* to provide immunizations information, please review and sign the declination form below. Please note that declining to provide this information may limit your assignment options.

*Declination form available here: <http://www.missionsearch.com/docs/ImmunizationsDeclination.pdf>

Please send copies of the requested documents to our credentialing department at credentials@missionsearchusa.com or by fax to 1-888-279-3272