



LOCUM CHECK LIST

In order to meet our clients' and The Joint Commission's compliance regulations, Mission Search requires copies of the following documentation **prior** to being placed on a Locum Tenens assignment.

Name: _____ Position: _____

MSC Consultant: _____ City/airport traveling from: _____

EDUCATION AND EXPERIENCE	
Updated Resume	<input type="checkbox"/>
References	<input type="checkbox"/>
CPR Certificate for all professionals with direct contact with patients	<input type="checkbox"/>
Copy of each ACTIVE certification held	<input type="checkbox"/>
Copy each ACTIVE occupational state license held	<input type="checkbox"/>
Skills Check List (http://missionsearch.com/skills-locum.html)	<input type="checkbox"/>
Signed background check authorization form (http://www.missionsearch.com/background.pdf)	<input type="checkbox"/>
Signed Authorization to Release Information form (http://www.missionsearch.com/docs/recordsreleaseauthorization.pdf)	<input type="checkbox"/>
HEALTH HISTORY	
Signed Doctor's statement (within one year) (http://www.missionsearch.com/docs/healthstatement.pdf)	<input type="checkbox"/>
TB (PPD, Mantoux) unexpired skin test (within one year) For Positive PPD, results of x-rays and signed annual TB screening form signed by Physician are required (http://www.missionsearch.com/docs/AnnualPPDQuestionnaire.pdf)	<input type="checkbox"/>
Proof of annual Influenza vaccinations (including H1N1)	<input type="checkbox"/>
Titer results or medical certification of immunity for the following:	<input type="checkbox"/>
• Varicella (Chicken Pox)	<input type="checkbox"/>
• Hepatitis B Vaccination	<input type="checkbox"/>
• Proof of 2 MMR (Mumps, Measles (Rubeola), Rubella)	<input type="checkbox"/>

Please submit LEGIBLE copies or scans of the above referenced documents to mborland@missionsearchusa.com or fax to 813-870-9051

Please be aware that if you are selected for a job outside your city of residence and need to rent a car, you may be asked (by the car rental agency) to provide a credit or debit card. If you do not have a credit card and only have a debit card, they may withhold a minimum of \$500 from your checking account. Since rental terms and requirements vary from agency to agency, we recommend you read the specific terms and conditions on your rental confirmation page/e-mail. Or find your location to review your rental center's required credentials.

Here are the most-common extra demands placed on debit card renters. Some agencies impose more than one additional requirement.

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| <ul style="list-style-type: none"> • Hold of additional funds. • Credit check. • Full-coverage car insurance. • Copy of return airline ticket or e-ticket itinerary. • Debit connected to a major credit card brand, such as Visa or MasterCard. | <ul style="list-style-type: none"> • Age restriction. • Show utility bill. • Show proof of employment/income. • Address on driver's license or passport must match pay stub or utility bill • Can't leave the state |
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