



## Required Documentation

We appreciate your interest in our agency and look forward to you working through us. You are responsible for insuring that the following information is collected and on file in our Jackson, MS office. Being certified by The Joint Commission, we must have your current credentials at all times. There will be no exceptions. The information below must be updated annually, if applicable, and remain on file for a period of three years in “active” or “inactive” files. Please get this information to us as soon as possible. You will not be considered an active employee if any of this documentation is missing. Thank you for your cooperation.

- 1) Fully complete application
- 2) Verification and copy of current Nursing License, Roster Number or Certification
- 3) Fingerprint Clearance Letter – (Mississippi only)
- 4) Copy of High School Diploma or GED – (Medicaid Only)
- 5) Copy of Driver’s License and Social Security Card or Birth Certification (Please send copy of driver’s license or photo ID for required ID badges)
- 6) Current CPR certification
- 7) Annual Skills Checklist (RNs, LPNs & CNAs)
- 8) W-4 and I-9 (located in the application packet)
- 9) Documentation of Health Screen
  - A) Annual TB Skin Test or Chest X-Ray
  - B) Hepatitis Record or Waiver
  - C) Varicella Record or Waiver
  - D) Rubella Titer (if required)
  - E) Annual Physician Statement of Health (if required)
  - F) Drug Screen (if required)
- 10) The Joint Commission requirements:
  - A) Safety
  - B) Body Mechanics
  - C) Infection Control
  - D) Risk Management
  - E) Medication Exam
- 11) Proof of other current certifications (ACLS, CCRN, CEN, etc.)
- 12) Acknowledgement of Employee Handbook and Service Agreement