

*****SAMPLE*****

Employee File Checklist

Provider:

- Copy of Provider's License
- Copy of DEA
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Physician Assistance:

- Copy of Physician Assistance's License
- Copy of DEA
- Practice Agreement/Delegation Agreement (until Practice Agreement is available)
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Nurse Practitioner:

- Copy of Nurse Practitioner's License
- Copy of DEA
- Standardized Procedure Requirements
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Medical Assistants:

- Copy of Medical Assistant's Certification or Medical Assistant Letter of Competency
- Venipuncture, Injection, and Skin Test Certification
- Mid-Level Supervision Form (if not included in the Practice Agreement/Delegation Agreement/Standard Procedure Requirement)
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Register Nurse (RN):

- Copy of RN License
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Licensed Vocation Nurse (LVN):

- Copy of LVN License
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Radiology Supervisor:

- Radiology Supervisor Certification
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Radiology Technician (X-Ray Technician):

- Radiology Technician Certification
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Office Receptionist/Others:

- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P