



## PRE-ASSIGNMENT CREDENTIALING AND SCREENING

Each of the following must be completed and the applicable documents and verifications to be uploaded in VMS prior to start date. Requirements below are for contractors expected to work thirty (30) or more hours per week at time of confirmation.

1. **NPI#:** NPI number and Online Verification
2. **BACKGROUND CHECKS:** Follow state by state requirements
  - a. i.e. FL – AHCA level 2, PA – PATCH, MA-CORI
  - b. Within 12 months prior to start date
3. **OIG:** Within 6 months of start date
4. **GSA:** Within 6 months of start date
5. **OSHA & HIPAA Training:** Annual acknowledgment
  - a. Within 12 months if start date
6. **PROFESSIONAL LICENSE:** Current Online verification of, valid, state license along with copy of actual license within 6 months of start date
  - a. SLP Candidates Only: Copy of ASHA Card and ASHA NOMS Registration Letter
7. **PHYSICAL :** Signed by physician stating in good health and free of communicable diseases
  - a. Within 12 months of start date
8. **DRUGSCREEN:** Proof of negative results of a 7 or 10 panel drug screen
  - a. Within 12 months of start date
9. **HEP-B:** Signed declination, proof of series or titers
10. **REFERENCES:** Minimum of 12 professional references from most recent facilities worked
11. **RESUME:** Must have a minimum of one year of experience with adult population
12. **SKILLS CHECKLIST:** Current
  - a. Within 12 months of start date
13. **TWO-STEP PPD:** A Positive result will require: Proof of Positive Reading, Chest X-ray (radiology report) less than 5 years old and clear TB Questionnaire within 12 months prior to start
  - a. Within 12 months prior to start OR
  - b. A True 2-Step with annual single screenings.
  - c. PA's: a True Two-Step will be required prior to start date.
14. **FLU VACCINATION:** All registrants must be vaccinated by October 31<sup>st</sup> of each calendar year. Vaccinated registrants will be given an identifiable sticker to wear on their name tags while at a center. This will identify them as compliant. Those who are not vaccinated will be required to wear a center-provided mask for the duration of the flu season (November 1<sup>st</sup> - April 30<sup>th</sup>) and during any flu outbreaks. Masks must be worn in all designated areas of the center.
15. **STATE SPECIFIC:** Such additional document and verifications as may be requested by Client pursuant to any additional requirements required by the state or the country.