

Checklist for Agency/Contractors

Name: _____

First Day of Work: _____

Department Name _____

Providence Manager Name _____

- Photo ID available upon arrival
- Verification and documentation of current licensure, as applicable at the primary source (Example: DOH licenses can be found at: <https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx>) print out and initial screen shot for proof of online primary source verification of current licensure if applicable to job description
- All other primary source verification and documentation of current certifications and registrations, as applicable, to job description (BLS, ACLS, etc)
- 3rd Party Criminal Background Check from agency (*must be <90 days from start date*); Date Complete _____
- WATCH (*must be <90 days from start date*) Date Complete: _____ *NOTE: Must be done separately, the 3rd party background checks sometimes will omit hits on the WATCH if it's over a certain period of time, and we cannot ignore any hits on the WATCH report*
- SAM <https://www.sam.gov/portal/public/SAM/> (within last 30 days)
Date Complete: _____ (*May be checked on the 3rd party background check, but note monthly check needed below*)
- OIG <http://exclusions.oig.hhs.gov/> (Within last 30 days)
Date Complete: _____ (*May be checked on the 3rd party background check, but note monthly check needed below*)
- 10 Panel Drug Screen Results (*must be <30 days from start date*) must include:
 - Amphetamines (MET)
 - Cocaine Metabolites (COC)
 - Marijuana Metabolites (THC)
 - Opiates (MOR)
 - Phencyclidine (PCP)
- Health Information (per Health Requirements 2014 form)**
- Latest Physical (Agency Only)
- Hospital Orientation
 - Signed portions of the packet including all forms and tests.

ATTENTION: Any positive results from any background checks or drug screens must be cleared through HR before they are allowed to start.

Monthly – Need to pull the following each month the person is at Providence:

- SAM <https://www.sam.gov/portal/public/SAM/>
- OIG <http://exclusions.oig.hhs.gov/>