



InGenesis Transition Preparation Check List

Professional Information:

- ☐ Updated Resume*
- ☐ Diploma/Degree
- ☐ License
- ☐ Collaborative Agreement (APP's Only) *
- ☐ Continuing Education (Past Two Years)
- ☐ IHSC Privilege Letter (Physicians Psychologist (BHP) & Social Worker (BHP))
- ☐ DEA Number (Physicians & APP's)

Immunization Records:

- ☐ TB Screening - skin test or blood test within the last year*
- ☐ HEP A
- ☐ Hep B (3-dose series or Titer)*
- ☐ Annual Influenza*
- ☐ Tdap - if > 10 yrs also provide the tetanus booster
- ☐ Polio
- ☐ MMR titers to demonstrate immunity; vaccination required if not immune. *
- ☐ Varicella (vaccine or titer) *
- ☐ Physical Exam paperwork
- ☐ Covid Vaccine

Other:

- ☐ N-95 Certificate

Certifications:

- ☐ BLS Card from American Heart Association *
- ☐ Other Certifications

Identification for Completing I9:

- ☐ Two Forms of Government Issued IDs *

Examples include a Driver's License, Birth Certificate, U.S. Passport, Naturalization Certificate, and Social Security Card.

Payroll

Direct Deposit Information

***Mandatory Items Needed for File**