New Hire Checklist - 2019

Step 1: Send in Contract - two disclosure forms - Pay form and HSDS

Step 2: Apply for NPI
By April 12th

Step 3: Send in Human Resources Documents
May 1st

Step 4: Physical - Schedule an appt in hospital with Jennifer or Submit Physical paperwork
May 31st

Step 5: Complete Training Modules
May 31st

Step 6: Submit Academic Affairs paperwork
June 29th

Orientation!

Please note, you must have your ID photo taken by June 25th or you will not have an ID at orientation!