

Hands On Surgical Assistants  
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ALL MEDICAL CONTRACTORS **MUST** POSSESS ITEMS LISTED BELOW THAT PERTAIN TO SPECIFIC LICENSURE/POSITION HELD AND ARE RESPONSIBLE FOR KEEPING ITEMS CURRENT AND ON FILE WITH HOSA SERVICES.

document	expiration
_____ state or government issued photo ID	_____ —
_____ medical license/certificate	_____ —
_____ social security card	_____ —
_____ BLS/CPR certification card	_____ —
_____ ACLS certification card	_____ —
_____ malpractice insurance	_____ —
_____ application	_____ —
_____ annual physical	_____ —
_____ TB/PPD or chest x-ray	_____ —
_____ hepatitis B vaccination or declination	_____ —

_____	flu vaccination or declination	_____
		—
_____	drug screen	_____
		—
_____	HIPPA acknowledgement	_____
		—
_____	OSHA acknowledgement	_____
		—
_____	confidentiality statement	_____
		—
_____	job description acknowledgement	_____
		—
_____	direct deposit form	_____
		—
_____	I-9	_____
		—
_____	W-9	_____
		—
_____	orientation	_____
		—
_____	competency checklist	_____
		—

Thank You,  
Gwen  
DIRECTOR/STAFFING COORDINATOR