***SAMPLE***

Employee File Checklist

Provider:
☐ Copy of Provider’s License
☐ Copy of DEA
☐ Evidence of Staff Training (Updated Yearly)
☐ Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Physician Assistance:
☐ Copy of Physician Assistance’s License
☐ Copy of DEA
☐ Practice Agreement/Delegation Agreement (until Practice Agreement is available)
☐ Evidence of Staff Training (Updated Yearly)
☐ Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Nurse Practitioner:
☐ Copy of Nurse Practitioner’s License
☐ Copy of DEA
☐ Standardized Procedure Requirements
☐ Evidence of Staff Training (Updated Yearly)
☐ Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Medical Assistants:
☐ Copy of Medical Assistant’s Certification or ☐ Medical Assistant Letter of Competency
☐ Venipuncture, Injection, and Skin Test Certification
☐ Mid-Level Supervision Form (if not included in the Practice Agreement/Delegation Agreement/Standard Procedure Requirement)
☐ Evidence of Staff Training (Updated Yearly)
☐ Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P
Register Nurse (RN):

- Copy of RN License
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Licensed Vocation Nurse (LVN):

- Copy of LVN License
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Radiology Supervisor:

- Radiology Supervisor Certification
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Radiology Technician (X-Ray Technician):

- Radiology Technician Certification
- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P

Office Receptionist/Others:

- Evidence of Staff Training (Updated Yearly)
- Interpreter Requirements: Language Interpretation Certification/Addendum to Employee Language Skills Self/Standards on Interpreter Services P&P