

<h1>Policy & Procedure</h1> <h2>Credentialing Readiness Questionnaire</h2>	FUNCTION JRE-HR
	NUMBER 10
	PRIOR ISSUE N/A
	EFFECTIVE DATE 02/20/2019

Candidate Credentialing Readiness Questionnaire

Date: _____ **Site:** _____

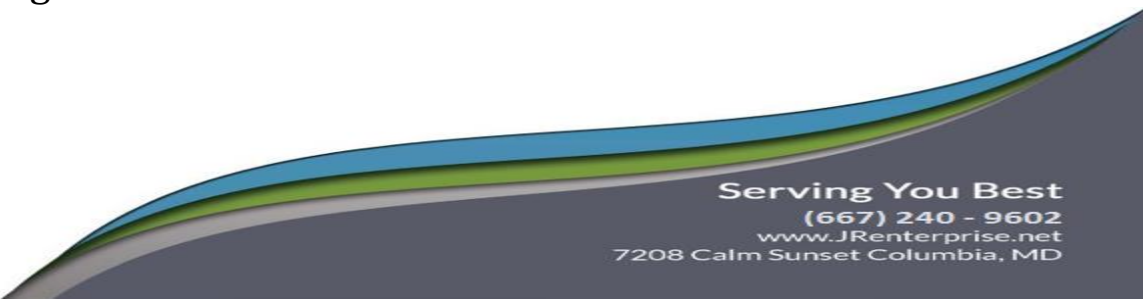
Name: _____ **Position:** _____

The following set of questions are designed to assess your readiness for JR Enterprise credentialing process. During your current stage of the hiring process your preliminary package is being reviewed for hire either internally or at the customer site. Upon your acceptance it is our aim to complete your credentialing within 14 Calendar days. It is **Imperative** that these questions be answered truthfully and accurately in order to determine the best strategy for completing your credentialing within the 14 day window.

Documents Readiness

This section will determine your level of preparedness as it pertains to required documents

- | | |
|---|--|
| 1. Do you have copies of your professional degrees that are accessible within 24 hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Do you have copies of your current professional licenses that are accessible within 24 hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you provided your recruiter or a member of JR Enterprise a copy of your most updated resume? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do you have a current BLS, ACLS, PALS, as applicable to your position requirements? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Do you have access to a copy of your BLS, ACLS, and PALS or can you gain access within 24 hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |



Documents for Privileged Providers

This section will determine your level of preparedness as it pertains to specialized documents

- 1. Do you have copies of your DEA Certification accessible within 24 hours? Yes No NA
- 2. Do you have copies of your CSR Certification accessible within 24 hours? Yes No NA
- 3. Do you have copies of your Board Certification accessible within 24 hours? Yes No NA
- 4. Do you have a copy of your NPI Number or NPI Registration accessible within 24 hours? Yes No NA

Health & Immunization Readiness

This section will determine your level of preparedness as it pertains to health and immunization documentation

- 1. Do you have a recent physical (within the last year) on file with your primary care provider and accessible within 72 hours? Yes No
- 2. Do you have a current TB/PPD Shot 2 Step Verification (within the last year) accessible within 72 hours? Yes No
- 3. Do you have current Flu shot (within the last year) accessible within 72 hours? Yes No

4. Do you have a copy of your immunization record to include (Hepatitis B, MMR, Varicella, Tdap, TB 2 Step Verification, and Influenza)? Yes No
5. If no physical or immunizations are accessible, can you schedule a Dr.'s appointment within 72 hours? Yes No NA

Background Information Requiring Narrative Explanation

This section will determine if you have any background blemishes that may require a narrative explanation to support successful completion of your security clearance and/or site access

1. In the last year have you illegally used any controlled substances? Yes No
2. In the last 7 years have you been involved in illegal purchase, manufacture, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis? Yes No
3. In the last 7 years have you filed for bankruptcy, been declared bankrupt, been subject to tax lien, or had a judgement rendered against you? Yes No
4. Are you over 180 days delinquent on any loan or financial obligation? Yes No
5. Have there previously been successful or current pending challenges, revocations, or restrictions to any professional license? Yes No
6. Have you ever had a voluntary or involuntary limitation, reduction, revocation, suspension, denial, or loss of clinical privileges? Yes No NA
7. Have you ever been a defendant in a felony or misdemeanor case? Yes No

8. Have you ever been a defendant or the subject of a medical liability claim, settlement, judicial or administrative adjudication? Yes No
9. Do you currently have any physical or mental impairment that could limit your clinical practice? Yes No
10. Are you currently taking any medications? Yes No
11. Have you ever been hospitalized for, or diagnosed with, a psychiatric disorder to include substance abuse? Yes No
12. Are currently under or have you ever received treatment for an alcohol or drug related condition? Yes No
13. In the past 7 years have you been convicted, been imprisoned, been on probation, or been on parole? Yes No
14. Have you been convicted by a military court-martial in the past 7 years? Yes No
15. Are you currently under charges for any violation of a law? Yes No
16. During the last 5 years, have you been fired from a job for any reason or did you leave after being told you would be fired? Yes No
17. Have you ever used a controlled substance that was not prescribed for you by a physician or other health care providers? Yes No



Elite Healthcare Staffing Services

Approved By: Joseph Robinson	Title: CEO
Signature:	Date: