

## NEW PRACTITIONER CHECKLIST

This checklist is to help you gather the documents we must have on file to comply with the current New Jersey state regulations. To begin an assignment with Vista Rehab Services, P.A., please forward the following:

- \_\_\_\_\_ Resume (provided by practitioner)
- \_\_\_\_\_ Application Form (form on-line)
- \_\_\_\_\_ Completed Service Agreement (provided by agency)
- \_\_\_\_\_ ST/PT/OT/SW - Copy of state license (provided by practitioner)  
DI – Copy of diploma and/or teaching certificates
- \_\_\_\_\_ Copy of Certificate of Clinical Competence (provided by ONLY Speech practitioner)
- \_\_\_\_\_ Copy of any School Certifications (provided by practitioner if applicable)
- \_\_\_\_\_ Completed Physician's Statement, Immunization Record, Hepatitis B Form  
(may be submitted at a later date) (form on-line)
- \_\_\_\_\_ Copy of Driver's License and Proof of Insurance (provided by practitioner)
- \_\_\_\_\_ W – 9 (form on-line)
- \_\_\_\_\_ Completed Employment Eligibility Form (form on-line)
- \_\_\_\_\_ Copy of Professional Liability Insurance (provided by practitioner)
- \_\_\_\_\_ Consent for Consumer Report - Background Check (form on-line)
- \_\_\_\_\_ Code of Conduct (form on-line)
- \_\_\_\_\_ EIMS Enrollment Form (form on-line)
- \_\_\_\_\_ ADP Employee Information Form for Direct Deposit (form on-line)