

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)