Federal Healthcare Application Readiness Checklist

Taking care of America's military members and their families, and working in federal healthcare, can be incredibly rewarding! With these opportunities come high standards. Prepare to shine by making sure you have the items on this list readily available to share with your future employer.

*Required field

Pre-Application Items:

- [ ] Current Resume *
- [ ] Social Security Card *
- [ ] Two forms of I.D.*
  (Driver's License, State Issued I.D., Passport, Birth Certificate)
- [ ] 2-3 Letters of Referral* (At least 1 being from a supervisor)

Education history:

- [ ] Diploma / verification of attendance/graduation *
- [ ] Professional degree or certificate *
- [ ] Internship
- [ ] Residency
- [ ] Fellowship
- [ ] CEUs (past 3 years)

Licensing:

- [ ] State licensing board(s)
- [ ] NPI
- [ ] DEA

Certifications:

- [ ] BLS
- [ ] ACLS
- [ ] PALS
- [ ] NPR
- [ ] Specialty Boards
- [ ] Other

Credentialing & Security Documents

- [ ] Work history/employment verification *
- [ ] Written documentation of any gaps in work history

Medical:

- [ ] Occupational Health Exam (Most recent physical exam) *
- [ ] Immunizations *
  - [ ] Varicella (chickenpox)
  - [ ] Measles
  - [ ] Mumps
  - [ ] Rubella
  - [ ] Tetanus (T, Td, Tdap)
  - [ ] Diphtheria (Td, Tdap)
  - [ ] Pertussis (Tdap)
  - [ ] Influenza (seasonal)
  - [ ] Tuberculosis (history of TB or exposure)
  - [ ] Hepatitis B
  - [ ] Other (identify)
- [ ] Allergy Screening Questionnaire and Disclosure *
  (See Hyv example - form may vary by worksite)

Credentialing & Security Documents

- [ ] Attestation
- [ ] Written documentation of any legal or malpractice history
  (if applicable)
- [ ] Written explanation of any criminal history or convictions
  (if applicable)
- [ ] NPDB Query
  For providers, an NPDB query will be performed. You can perform
  a self-query at https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp
- [ ] OIG
  Search yourself here to make sure you are not on the
  exclusions list: exclusions.oig.hhs.gov
- [ ] SAM
  Government exclusions SAM https://sam.gov/content/exclusionsons