

Jefferson Healthcare

Welcomes you to our Team!

We are very excited that you have chosen us for your professional path. Below you will find information on your first steps toward your official employment at JH.

- 1) **Schedule a day and time to meet with us for your New Employee Meeting**
 - You can do this by calling the Human Resources department at (360) 385-2200 x 2087
 - This meeting **must** occur at least **a week before your start date, so please call as soon as possible!**

- 2) **Start the Background Authorization Process** **Any delay in processing will cause a delay in your start date.**
 - You will receive an email from Universal Background Screening to begin this process.
 - Please keep an eye out in your junk mail for this email!!
 - **Note the requirement is for professional references**

- 3) **Fill out some New Hire electronic "paperwork"**
 - This will be invited via email to complete these online via a platform called HireForms and
 - Please check your junk/spam box for this email!
 - Please complete as soon as possible. **Any delay may cause a delay in start date or required access**
 - NOTICE: The following information is used by our Clinical Informatics team to get you your EMR access
 - First name, middle initial, last name
 - Date of birth
 - Last 6 digits of social security number

- 4) **Collect all documents needed for pre-employment**

Before you will be permitted to start employment we must have the following documents on file:

 - Document(s) to show both your identity and authorization to work in the United States (a full list of acceptable documents is available [HERE](#))
 - Current BLS Healthcare Provider certification (if applicable to your position)
 - Proof of Degree or specialty (as listed in job description)
 - Any other applicable certifications as listed in the job requirements
 - if you have questions about what these are, please refer to your job description, sent with the offer letter

Health Screening information:

 - Records for the required immunizations (please see attached list)
 - Or submit the attached Medical Release form **to your provider. Please do not submit to HR**
 - **Any delay in making records available to the Employee Health Nurse could result in a delay of your start date.****
 - **For your privacy, the Employee Health Nurse does not have access to your patient records.**

- 5) **Have your New Hire meeting with HR & Employee Health**

This will take about 1 hour, and you will be doing the following:

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| <p><u>With the Employee Health Nurse:</u></p> <ul style="list-style-type: none">• A health screening• A urine drug analysis (if you will be interacting with patients) | <p><u>With Human Resources:</u></p> <ul style="list-style-type: none">• Providing identification documents for the I9• Having your picture taken for the company badge |
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If you have any questions do not hesitate to contact our HR department at any time at 360-385-2200 x2087, we are here to support your journey with Jefferson Healthcare!

Again, welcome aboard!
Warmly,

Caitlin M Kura
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Jefferson
Healthcare