

PSMS New Hire Document Checklist and Fax Cover Sheet

TO:

*Please list specific SMS contact name

FROM: Region:

*Please list specific contact name

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Protected Health Information Enclosed

Protected health information is personal and sensitive information related to a person's healthcare. It is being faxed to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent is prohibited, except as permitted by law. Unauthorized re-disclosure or failure to maintain confidentiality could subject you to penalties described in federal and state law.

New Hire Documents (please check off)

- Employee Confidentiality and Nondisclosure Statement
- New Hire Self-Identification Form
- Direct Deposit Enrollment Form
- Confidentiality and Acceptable Use Agreement
- Employment Eligibility Verification (FORM I-9)
- Employment Withholding Allowance Certificate (FORM W-4)
- Drug Screen Clearance
- Health Screen Clearance
- Other (please list-->)
- Other (please list-->)

Please Note Any Additional Information or Concerns Below

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