

XZY Home Health Agency

Personnel Folder Checklist

Alzheimer's Materials						
Alzheimer's Training						
Annual Evaluation						
Auto Insurance	Renewal Date		Renewal Date		Renewal Date	
Background Screening						
Drivers License	Renewal Date		Renewal Date		Renewal Date	
Drug Screening						
HIV	Renewal Date		Renewal Date		Renewal Date	
Interview Sheet						
Job Description						
Offer of Employment						
OIG Excluded List Review						
Orientation Complete						
Pay rate sheet						
Professional License	Renewal Date		Renewal Date		Renewal Date	
Statement of Good Health						
Supply Form						
Void Check (direct deposit)						
Annual Plans Reviews:						
Biohazardous Waste Disposal	Annual Date		Annual Date		Annual Date	
Bloodborne Pathogens	Annual Date		Annual Date		Annual Date	
Emergency Management	Annual Date		Annual Date		Annual Date	
HIPPA Privacy and Security	Annual Date		Annual Date		Annual Date	
Respiratory Protection	Annual Date		Annual Date		Annual Date	