First time Screening Applicants:

Once we have received your online application, a follow up email will be sent with additional instructions. All online testing and documents must be completed within 30 days of submitting your initial application or you will have to restart the process.

The following testing and documents will be assigned to your online account and you will complete them on the application website. **These documents must be completed prior to having a physical scheduled.**

- Joint Commission mandatory testing (2 tests to be completed)
- Handbook Acknowledgement
- System Orientation Checklist
- Compliance Acknowledgement Statement
- Certification of HIPPA Training
- Submit Documentation Guidelines (For: Clinical Research Assistant – RN, LPN, RN, Rounding Assnt, US Tech, Pathology Asst, Scribe, Ortho Cast Tech)
- Submit Fact Sheet – Fire Safety (**For Surgical Personnel only**)
- **PRINT** the attachment for appointment packet (**attached documents must be completed and brought to physical appointment**)
- Submit completed Cerner form (For: Clinical Research Assistants, LPN, RN, Rounding Assnt, US Tech, Pathology Asst, Scribe, Ortho Cast Tech)
- Authorization for Release
- AHC Information Form – This form is what will be used to enter your information into Iprivileges when you clear the credentialing process. Please fill out as **accurately and completely** as possible.
- Methodist Policy Acknowledgement Forms – Unique to job title

Documents you will need to bring to physical to process (**If documents are missing – physical will need to be rescheduled):**

- Application Fee - $150 (check or money order made out to: Methodist Le Bonheur Healthcare)
- Proof of Titers/Immunization record
- Driver's License
- Professional License/Certifications required per your AHC job description
- Proof of Malpractice Insurance (Group or Personal with $1 million / $3 million minimum coverage)
- Verification of Employment (signed statement on letterhead or copy of I-9 from employer)
- Current CPR card from AHA (**REQUIRED for Surgical Personnel**)
- All Documents included in Appointment Packet

In order to be cleared - you must pass a drug screen and background check to include OIG, GSA, and Education/License verification.

Your competency record and online Cerner training (for certain job titles) will need to be completed within 30 days of your physical appointment.

** A permanent ID badge (1 year) will be issued after everything has been turned in and your background / physical results have cleared.