



CARESTL HEALTH STUDENT INTERN & VOLUNTEER PROGRAM PROGRAM ON-BOARDING DOCUMENTS

The following list is comprised of forms and important information required to complete your program on-boarding. Please send all documents and other information, via email to raskew@carestlhealth.org.

Should you have any questions or experience any challenges with the on-boarding process, contact Regina Askew, Director of Student & Volunteer Engagement raskew@carestlhealth.org (314) 367-5820 x2344

Information Data Sheet

- Full Name: _____
- Date of Birth: _____
- Title: _____
- NPI Number (medical residents): _____
- Supervisor's Name & Title: _____
- Start Date: _____
- End Date: _____
- Email Address: _____
- Contact Number: _____

Copy of Government Issued State ID/Driver's License

School/University ID

Statement of Good Standings (from current institution)

Proof of Liability Insurance (from current institution)

Proof of Current Tuberculosis (TB) screening (completed within the last 12 months).

Proof of Current Influenza Vaccination or Religious Waiver (as applicable for current flu season).

CareSTL Health HCA Compliance Trainings:

- Bloodborne Pathogens** (Required Time to Complete: 30 minutes)
- Corporate Compliance and Ethics** (Required Time to Complete: 30 minutes)
- Environmental Safety and Emergency Preparedness** (Required Time to Complete: 90 minutes)
- HIPAA and HITECH: Essentials for All Staff** (Required Time to Complete: 30 minutes)

Ready for HR Orientation Documents Reviewed by: _____ Date: _____

Documents Verified by: _____ Date: _____

HR Orientation Received Orientation Delivered by: _____ Date: _____