



Intern Application Checklist

- Completed Intern application.
- Read HIPAA information and completed quiz.
- Read Safety pamphlet and completed quiz.
- Read Compliance pamphlet and signed certificate.
- Completed the Fair Credit Reporting Act and Disclosure and Authorization form.
- Please see the Criminal Background Check document to complete the background check process.**
- Student/Intern/Shadow Health Requirements Checklist – Complete the Health Requirements Checklist and submit the required health documentation (medical or university/college logo)**
- Included a copy of a TB screen (one-step screen within last three months from the start date of the internship; two-step screen is required if a TB screen has not been given in the last 12 months). If a positive reactor, a copy of a chest x-ray within one year must be submitted.
- Flu documentation if internship is during active flu season (November 1 through mid-April).