

Locum Tenens Document Checklist



OnCall Solutions
MEDICAL STAFFING & RECRUITING



Professional Credentials

Core Credentials

- ☐ CV or Resume
- ☐ Medical School/Residency/
Fellowship Diploma
- ☐ Training Certificates
- ☐ Active State License(s)
- ☐ Board Certification(s)
- ☐ DEA Registration
- ☐ Government ID
- ☐ NPI Number
- ☐ Visa or Work Permit

Certifications

- ☐ BLS
- ☐ ACLS
- ☐ PALS
- ☐ ATLS
- ☐ NRP
- ☐ Other Certifications

Administrative Requirements

References, Malpractice, & Background History

- ☐ 3-5 Professional References
- ☐ Proof of Malpractice Insurance
- ☐ Background Check Authorization
- ☐ Disclosure of Disciplinary History

Regulatory, Tax, & Employment Documents

- ☐ Completed W-9 form for 1099
Contractors
- ☐ Business License
- ☐ Standard Onboarding or
Credentialing Packet
- ☐ Contract Templates, Agreements,
or Employment Forms

Health & Safety Records

- ☐ Immunization History
- ☐ TB Test Results
- ☐ Recent Physical Exam
- ☐ Drug Screen Results

Your next assignment starts with the right prep.

Find more free locum tenens checklists, credentialing tips,
and downloadable tools at oncallsolutions.com/blog/