



Pre-Hire Checklist

-copy of driver license

-copy of social security card

-copy of professional license(s) (If applicable)

-copy of liability insurance

-resume

-npi # (If applicable)

-copy of degree

-signed job description

client rights & acknowledgment training (presented during orientation)

signed offer letter

TB Test (Employee/Contractor must pay for this)

Please email documents to: osisclinicaldocs@outlook.com

ALL invoices are due **EVERY MONDAY by 12pm** (they should be emailed to the email address above)