

Part III: Gathering Your Paperwork

If you've worked at least one travel or local contract rehab therapy assignment, you're familiar with the documentation you need in order to work in the profession. What many rehab professionals may not know, however, is that medical staffing firms like MDI Medical are required to be just as thorough as any hospital that employs therapists, and are held to the same stringent guidelines. As such, it is important to submit your completed paperwork as early in the process as possible. Background checks and drug screens can take several business days, and some facilities require your file up to a week before you can start.

Gathering all of this documentation and keeping it current isn't a big deal, particularly if you start the process early and leverage your recruiter for help. In this article, we offer you some insight and a few resources to help you gather and consistently update your 'schtuff' so that you can be ready to take that sweet new assignment on a moment's notice.

What You'll Need

While there may be some minor differences in what medical facilities (and staffing firms) require when it comes to documentation, in general, most recruiters and the clients they work with are required to have the same types of documents on file. They need an updated skills inventory, your experience, where you've worked, equipment you've used and what you've done. They need proof that your licenses are current and to be reassured they won't see you on the next edition of America's Most Wanted.

In order to conduct an interview and submit you to potential rehab travel or local contract assignment opportunities, most rehab therapy staffing firms only need brief information. Your current resume should be enough. However, some medical facilities also want to see your skills checklist and references to consider you for the position.

Staying Current

Rehab therapy professionals not only need to keep their work history current, but many potential employers want to see very detailed updates, including the types of settings in which you've worked, case loads you're accustomed to, and equipment you're trained on and have experience using. Of course, your license needs to be up to date and in good standing, but if you're a traveling professional you may need to maintain licenses in many different states.

Once you have been confirmed to the assignment, new employees need to submit the following:

Here's a quick list of the types of information you'll need on hand to be considered for and start your next assignment:

For the Submittal:

- Updated resume
- Skills checklist
- References

Medical Information

- Annual drug screen
- Annual physical
- Annual TB test
- Hepatitis B or signed Declination Form
- MMR shot record or titers showing immunity

HR Information

- Orientation Acknowledgement Form
- Orientation Review Form
- Policies and Procedures Checklist
- Employment Agreement
- Confidentiality Agreement
- Handbook Acknowledgement Form
- I9 Form
- W4 Form
- State Tax Form (if applicable)
- Copy of Driver's License
- Copy of Social Security Card

Credentialing

- Copies of any active state licenses you hold
- National Certification Card
- CPR Card

Job Specific

Sometimes clients have specific requirements, such as:

- 2-step TB
- Varicella titer
- Drug screen within 30 days of start date

Tips for Keeping Your Files Up to Date

If you're a rehab therapy travel or local contract professional that frequently moves from assignment to assignment, you'll want an easy way to have updated files on hand at all times. Here are some tips to help make this a breeze with each new assignment you take:

- Set up a system – decide when you'll update
- Use a calendar & reminders for license expirations.
- Know which state licenses require CEUs, and look for classes that are approved in each state for which you hold a license.
- Ask your recruiter for help in obtaining new licenses. If you work for MDI Medical, you'll get reimbursed!
- Do a quick refresh half way through your assignment – review your resume and licenses.
- Fill in any missed details at the end of your assignment, being careful to update newly acquired skills, productivity targets, modalities, caseloads you managed, computerized charting systems or other equipment you learned to use.
- Gather reference information before your assignment ends – names, titles & phone numbers.
- Ask your managers for a letter of recommendation at least 2 weeks before your assignment ends.
- Notify your recruiter if you take any prescriptions that could affect your drug screen results.
- Obtain a copy of your drug screen, titers, physical results for your files.
- Keep a hard copy of your entire file with you on every assignment
- Store electronic files of your documents on your computer at home or the laptop you travel with, and put a copy on a removable jump drive to take with you to your assignment. You never know what you'll need to produce quickly.

Keeping Your Recruiter Up to Speed

MDI Medical strives to start helping you identify your next assignment about 6-8 weeks before the end of your current job. In order to find the best assignments for you, your recruiter must be kept up to date on how your experience changes and grows over time. Your recruiter should contact you with assignments they believe you'll find interesting. However, if you've acquired a license in Nevada but your recruiters don't know it, you may never be notified when an assignment becomes available in Las Vegas.

Set reminders for updating your recruiter after the end of each assignment, or at least 3 times per year. Craft a standard email and save it on your computer. When it comes time to inform the recruiters you work with that your information has changed, attach your new files and blast it off. You'll be ready to entertain that next rehab therapy assignment opportunity when it comes available, and you'll have a system for making sure your professional life is documented and well organized.

About MDI Medical

MDI Medical is a JCAHO-certified healthcare staffing firm that delivers the finest career opportunities for Physical Therapists, Occupational Therapists, and Speech Language Pathologists. Our only business is the Rehab Therapy business, and with nearly 2,000 jobs to choose from each day, MDI has an opportunity for just about everyone.

MDI Medical is a division of the MDI Group, a staffing and professional services organization headquartered in Atlanta, GA. MDI has recorded 19 consecutive years of profitable growth, finishing 2006 with revenues over \$63 million earned from over 350 different clients.

MDI's philosophy is simple – be a great place for great people to work. To meet this goal, MDI focuses on recruiting to maintain a pipeline of quality candidates, puts the traveler first and treats people right.

Find out more at www.MDIMedical.com or call 888-416-7949.



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