

# EXAMPLE VENDOR AUDIT CHECKLIST

## Substance Abuse Check

- 10-panel drug screen

## Health Requirements

- TB test
- MMR vaccine
- Chickenpox immunity
- Diphtheria/Tetanus vaccine
- Hepatitis B vaccine
- COVID-19 vaccine

## Background Check

- E-Verify
- Seven-year felony and misdemeanor check
- Education, experience, and credential verification
- Medicare/Medicaid (OIG) sanction search

## Pre-Engagement Forms

Each item must be signed and dated.

- Confidentiality and computer information usage agreement
- Confidentiality: patient and employee information

## Position-Specific Documentation

The following may be required for specific positions. If your candidate is in food service, then the food-handling requirement must be met. If they drive, then a DMV check must be included, and all required nursing certifications must be included for nurses.

### Food Handling

- Food Handlers Card

### Drivers

- DMV Check

### Nurses

- Nursing License
- ACLS
- BLS
- PALS
- NIH Stroke Certification