

Incoming Resident/Fellows Required Documents Checklist
Wake Forest Baptist Medical Center

<u>Required Documents</u>	<u>Date: Completed/ Mailed/Emailed</u>
New House Staff Information Form (Online)	_____
Contract-(signed Both Page 11 and Exhibit A)	_____
Scrub User Agreement and Request Forms	_____
Fingerprint Cards (Professional Completion)	_____
Resident Training License GME Items sent	_____
WFUBMC Background Check Form	_____
Confidentiality Agreement	_____
Payroll Direct Deposit Form (Voided Check)	_____
Medical Records Electronic Signature (page 4)	_____
Federal Withholding Tax Form (W4)	_____
NC Withholding NC-4 or NC 4EZ	_____
Employee Health Appointment Scheduled	_____
2016 Employee Health Demographic Data	_____
2016 Pre-Employment Screening Form	_____
TB Baseline History Form	_____
Immunization Record	_____
Respiratory Fit Test Questionnaire	_____
I-9 Documents to Bring	_____
NPI Number	_____
American Heart Association Verification	_____

if Applicable

- * Copy of Full NC Medical License
- * ECFMG Certificate: DS 2019 (International Medical Graduate)
- * DEA Number Obtained (Only Full NC License)