

Health File/ I-9 Checklist

NAME: _____ DATE: _____

Health Information File (All health files may be maintained in a sealed envelope in personnel file or in a separate file/binder in a secure location. The Joint Commission and ACHC require a separate binder)

___ *TB clearance* [if required] (*according to agency policy*)

___ *Hepatitis B* consent / declination

___ *Hepatitis B vaccination* tracking form

Other health forms if applicable

___ HBV / HIV exposure and exposure follow up.

___ Workers compensation forms and related documents.

___ Medical Leave of Absence forms and related documents.

___ Medical information related to accommodation

___ Miscellaneous documentation of illness.

I-9 Form (Download most current version at www.uscis.gov/files/form/i-9.pdf) should not be in the personnel file but kept in a separate file folder/binder in a secure location. May attach copy of SS card here but not required.

Criminal Background History Check Form should not be in the personnel file but kept in a separate file folder/binder in a secure location.