



THERAPY MATTERS, INC.

New Hire Checklist

As a new employee, Therapy Matters would appreciate your prompt submission of the following items.

Employment is not considered official until all of the following items are submitted and verified for your personnel file:

1. A copy of your current CPR certification card
2. A copy of your current fingerprint card
3. A copy of your current specialty license
4. A signed and completed direct deposit form
5. A signed and completed W-9 form
6. An initialed, signed, and completed Therapy Matters, Inc. Policies & Procedures form
7. A signed and dated Therapy Matters, Inc. Discrimination Policy form

Please submit the above-mentioned items via e-mail to your direct supervisor or to jonathan@therapymatters.org.

In the future, please report any questions or concerns to your direct supervisor or to Therapy Matters at the phone number provided above.

Thank you in advance for your cooperation with this matter and for joining Therapy Matters, Inc. It is our pleasure to welcome you to our growing and dedicated team.