Employee File Audit

	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee
Employee position in company										
DOH										
Current Prof License or Certificate										
Current Auto Insurance										
Current Drivers License										
CPR current if applicable										
Job description current and signed										
Date of job description										
Orientation checklist completed										
W4's state and fed										
In-services current both Annual CMS required and job description based										
Annual BP/Infx Control										
Annual Hazard Communication Training										
Annual HIPAA Privacy and Security Training										
Annual FWA Training										
Competencies current										
Last performance appraisal done										
Performance appraisal matches job description										
Company policies signed										
Hepamask fit test/training if applicable										
DMV check as applicable										
Background check if applicable										
Supervisory Visits as applicable										