

“Getting Started” Checklist

We're excited about your interest in travel nursing, and thank you for choosing **American Mobile Healthcare** for your next adventure. We know you have questions about the process, and have put together this list to help you with planning.



1 Fill out an application

Go online to fill out an application instantly on our Web site, or download a hard copy to fill out and e-mail or fax in.

2 Complete your skills checklists

Go online to our Web site and fill out skills checklists for the specialty areas in which you would like to work. Once you have applied, we will match this information back to your application on file and share your background with your new recruiter.

3 Meet your recruiter

If you have already submitted your application and skills checklist, you can start talking with your recruiter right away! It is not necessary to have all of the items below to start exploring your options.

Next Steps: Your Information & Documentation

As you know, hospitals require a variety of records. These vary from one facility to another, but some items are mandatory for all assignments. While you're planning for your assignment, please begin gathering or obtaining the documents below. This will help ensure that **American Mobile Healthcare** can complete the necessary documentation in preparation for a successful start at your new facility. You can send us copies of all of these items via e-mail or fax.

- License/Credentials:** A current signed copy of your license or certification for your discipline is required in the state in which you may be taking an assignment. If your signature appears on the back of the license, please provide a copy of both the front and the back.
- Healthcare Provider Card (BLS, NRP, ACLS):** The facilities we work with recognize the American Heart Association BLS course. Online renewal courses do not meet this requirement. The BLS card must be current within 730 days prior to starting an assignment and must be kept current throughout the duration. Please be sure to include a copy of both the front and signed back of the card.
- Social Security Card:** A clear, legible copy is required.
- Driver's License:** A clear, legible copy is required.
- Professional Reference Request:** Download copies from our web site (www.americanmobile.com) in the "Traveler Resources" section and have at least three references fill out a form and fax or e-mail them back to us.
- Background Authorization Form, Physician's Statement, Professional Liability Insurance, and other forms:** Prior to your first assignment, you will receive a login to our site for travelers only, **The Service Connection**. Many of the forms you will need will be available there, and many can be filled out online. At this point you will also have access to **RN.com**, where you will complete any competency tests and can access free CEUs.

Any documents you have related to immunizations, allergies or testing will be helpful. We have listed the most frequently required medical documentation below, though some hospitals require additional items. Remember, you will need these items prior to going on assignment, but you can start talking to your recruiter right away!

- Required:** Hepatitis B—Documentation of a declination, completed series, booster or a positive titer.
- Required:** Mantoux TB skin test—Completed within 365 days prior to your assignment start date.
- Required:** MMR/Rubeola—Documentation of two (2) MMRs, two (2) vaccines or a positive titer.
- Recommended:** Respiratory Fit Test N95 is highly recommended.
- Recommended:** Varicella—Documentation of a Written History, MD statement, vaccine or positive titer.

Thank you again for choosing **American Mobile Healthcare**; please let us know if you have any questions throughout the process. Happy traveling!

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