PERSONNEL FILE
SECTION I

Staff Name		Position:
Date of Applied:	Date of Hire:	Date of Termination:

GENERAL

	Application of Employment
	Insert Resume (if applicable)
	Contract (Independent Contractor only)
	Acknowledgment of Policies/Procedures and Alzheimer's Disease
	Tax Exempt Form (marked N/A for W-4 employee only)
	Transportation Responsibility Contract
	Acknowledgment of Probationary Period
	Statement of Commitment
	Infection Control/Standard Precautions
	Individualized Statement Regarding Conflict of Interest
	Non-Solicitation/Non-Compete Agreement
	Code of Conduct
	Electronic Documentation & Signature Authenticity
	Disclosure of Legal Action
	Confidential Statement
	Protected Health Information
	Two References ☐ Reference # 1 ☐ Reference # 2

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO. — —
PRESENT ADDRESS	CITY	STATE / ZIP CODE
PERMANENT ADDRESS	CITY	STATE / ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY

Employment Desired

POSITION	DATE YOU CAN START
ARE YOU EMPLOYED NOW? ☐ YES ☐ NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ☐ YES ☐ NO
EVER APPLIED TO THIS COMPANY BEFORE? ☐ YES ☐ NO	WHERE / WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers *(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)*

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM / TO			
FROM / TO			
FROM / TO			
FROM / TO			

CONTINUED ON THE BACK

References *(GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)*

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____ SIGNATURE _____

Do Not Write Below This Line

DATE _____ INTERVIEWED BY _____

Remarks

NEATNESS			CHARACTER		
PERSONALITY			ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES	

APPROVED:

EMPLOYMENT MANAGER _____ DEPARTMENT HEAD _____ GENERAL MANAGER _____

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT ("Agreement"), dated the _____ day of _____, 20_____, between ***High Standard Health Services, Inc.***, a Florida corporation ("hereinafter referred to as "the Agency") and _____, an independent contractor and a qualified Social Worker ("hereinafter referred to as "SW").

WITNESSETH

WHEREAS, the Agency is licensed by the State of Florida to provide Home Health Services in Miami-Dade County, Florida;

WHEREAS, the SW is qualified to provide Home Health Services to the Agency's patients;

WHEREAS, the Agency desires to engage the SW, as an independent contractor, to provide Home Health Services to the Agency's patients;

WHEREAS, the SW agrees to be engaged by the Agency, as an independent contractor, to provide Home Health Services to the Agency's patient that are accepted for care only by the Agency; and

NOW, THEREFORE, it is agreed between the Agency and the SW that:

1. **COMPENSATION/SERVICES**. The Agency will pay the SW for Home Health Services rendered pursuant to this Agreement at the rate of $ _____ per hour or per patient visit. The Agency will not pay mileage to the SW. Payment is based upon actual visit being performed. If the clinical/progress note(s) or other written materials are incomplete, the invoiced visit will not be paid unless, within fifteen (15) days after notice of the deficiencies, the necessary corrections are made by the SW. No payment will be made for visits where care is refused by the patient.

   The services performed by the SW will be controlled, coordinated and evaluated by the Agency. The Agency control and coordinate the care provided by SW including but not limited to:
   a. Initial assessment/follow-up visit;
   b. Facilitating communication with all patient care team members including the physician;
   c. Determining frequency of visit;
   d. Coordinating discharge of planning; and
   e. Coordinating discharge planning.

   The agency evaluates the services provided by SW including but not limited to:
   a. Performance evaluation;
   b. Chart audits participation on patient receiving care and services provided by the SW; and
   c. Results of the Patient Satisfaction.

2. **POLICIES AND PROCEDURES.** The SW shall render Home Health Services to each patient of the Agency in accordance with the approved standards and practices of his/her profession. In rendering home health services to each of the Agency's patients, the SW shall participate in developing the Plan of Care ("the PoC") for each such patient of the Agency. The SW shall participate in interdisciplinary patient care planning, case conferences, utilization review, and discharge planning with other Agency personnel for the planning and evaluation of patient care. The SW shall comply on the Agency's policies and procedures including personnel qualifications, HIPAA compliance, participate in staff meetings and in-services training sessions of the Agency.

3. **PROGRESS NOTES.** The SW shall provide the Agency within on week of each visit with a written or computerize clinical and progress notes, scheduling visits, periodic patient evaluation, and all other documentation required by the Agency policies and procedures to be incorporated in the patient's clinical record maintained by the Agency.

4. **DAILY SUMMARY OF SERVICES.** The SW shall maintain a written daily summary of his/her patient visits and the Home Health Services which he/she has provided to the Agency's patients. Each patient (or an authorized member of the patient's household) shall sign the Weekly/Visit Time Record form, thereby confirming that the home health services were rendered by the SW on the date specified therein. If unable to visit patient on the schedule visit, the SW needs to provide adequate notice to the Agency.

5. **AUTOMOBILE INSURANCE.** Although the Agency is not the SW's employer and, therefore, cannot be held liable in damages for the SW's negligence, the SW hereby undertakes, at his/her expense, to maintain in effect at all times automobile public liability insurance covering his/her motor vehicle at the following minimum levels: bodily injury of $10,000.00 per person and $20,000.00 per occurrence, and property damage of $5,000.00.

6. **QUALIFICATIONS.** SW to meet all Agency personnel qualifications and requirements established by the Agency, including licensure/certification, physical examination, transportation responsibility, orientation, criminal history checks, in-service education, supervision, competency evaluation, and other professional qualifications as may be required. SW shall abide the specific job description and all the Agency policies and procedures that are applicable to the SW. The SW shall perform his/her work in accordance with the approved methods and practice of his/her profession and according to the Code of Ethics of his/her professional association.

7. **PROFESSIONAL LIABILITY INSURANCE.** Although the Agency is not the SW's employer and, therefore, cannot be held liable in damages for the SW's negligence, the SW hereby undertakes, at his/her expense, to maintain in effect at all times professional public liability insurance at the following minimum levels: $1,000,000.00 per person and $3,000,000.00 per occurrence.

8. **NONASSIGNABILITY OF CONTRACTUAL AGREEMENT.** Neither the rights nor the duties prescribed by this Agreement can be assigned by the Agency without the written consent of the SW. Neither the rights nor the duties prescribed by this Agreement can be assigned by the SW.

9. **GOVERNING LAW.** This Agreement shall be governed by and interpreted in accordance with the statutory, regulatory and decisional law of the State of Florida.

10. **AMENDMENT.** No amendment to this Agreement shall be effective unless it is reduced to writing and signed by an authorized representative of the Agency and the SW.

11. **SEVERABILITY.** The illegality, invalidity or unenforceability of any provision of this Agreement shall not affect the legality, validity or enforce ability of any other provision of this Agreement.

12. **DECLINATION OF WORKER'S COMPENSATION INSURANCE.** SW is an independent contractor per Florida Statutes §440.02(15)(d)(1), and not an employee, of the Agency. The Agency is not require to provide worker's compensation coverage to the SW.
Per the Florida Statutes §440.02(15)(d)(b), "..... may still be presumed to be an independent contractor and not an employee based on full consideration of the nature of the individual situation with regard to satisfying ANY of the following conditions:"
    a. SW performs or agrees to performs home health care services for a specific amount of money and controls the means of performing the services.
    b. SW incurs the principals expenses related to the home health care services that he or she performs or agrees to perform.
    c. SW is responsible for the satisfactory completion of the home health care services that he or she performs or agrees to performs.
    d. SW receives compensation for home health care services performed as stated paragraph one (1) per job basis and not on any other basis.
    e. SW may realize a profit or suffer a loss in connection with performing home health care services.

13. **NO WITHHOLDING OF TAXES.** Because the SW is an independent contractor, and not an employee of the Agency, the Agency will not withhold federal income and social security taxes from its payments to the SW for home health nursing services rendered to the Agency's patients. Moreover, because the SW is an independent contractor, and not an employee of the Agency, the Agency will not match the SW's social security tax payments to the United State Government.

14. **TERM.** This Agreement shall be in effect from _____ until _____ and, unless terminated by the Agency or the SW, shall automatically renew itself for additional one (1) year periods. The Agency and the SW are each entitled to terminate this Agreement by affording thirty (30) days written notice to the other party.

High Standard Health Services, Inc.,
a Florida corporation.

Signed and Sealed the date first written above

_____ _____
Administrator/Alternate Administrator Social Worker

NAME: _____ POSITION: _____

ACKNOWLEDGMENT OF POLICIES AND PROCEDURES
AND
ALZHEIMER'S DISEASE

I, the undersigned, hereby acknowledge that I have read, understood, and accept the Policies and Procedures as true and that I shall abide by the same while affiliated with ***High Standard Health Services, Inc.*** I also acknowledge that I received a copy of the *"Alzheimer's Disease and Related Dementias"* Handout on the date of hire.

Initial _____

TAX EXEMPT FORM

I, the undersigned, hereby acknowledge that I am an independent contractor. Therefore, I am responsible for my social security and taxes and I will receive an IRS 1099 form for the preceding year by February 1, of each year which is also sent to the Internal Revenue Service.

As an independent contractor, I am not eligible for any benefit such as vacation, disability or unemployment and will not be covered by Workmen's Compensation.

☐ N/A Initial _____

TRANSPORTATION RESPONSIBILITY CONTRACT

It has been explained to me that I am being offered employment by ***High Standard Health Services, Inc.*** with the understanding that I have personal transportation at my disposal to be used for travel to and from the patient assignments. I further understand that I am responsible for auto liability for bodily injury and property damage insurance.

Initial _____

ACKNOWLEDGMENT OF PROBATIONARY PERIOD

I accept and understand that the first 90 days of employment will be considered my probationary period in accepting employment with ***High Standard Health Services, Inc.*** If for any reason my employment is terminated during this period, I understand and accept that this account will not be charged with any unemployment benefits that I may be eligible to receive under the State of Florida unemployment compensation law.

I also understand and accept that at the end of the 90 days period, I will receive a written evaluation of my work performance. Should the agency fail to provide this written evaluation, it shall be understood and accepted by all involved that the probationary period will have been completed satisfactorily.

Initial _____

STATEMENT OF COMMITMENT

I have read and understand ***High Standard Health Services, Inc.****("the Agency")* Personnel Policy Manual. In compliance with those policies I agree to conform to the following:

- I will always maintain professionalism in the home to which I am assigned.
- I will IMMEDIATELY contact *the Agency* regarding any areas of discrepancy between the patient's assessment of the assignment requirements and my understanding of my specific performance level as designated by *the Agency*
- I have read and understand *the Agency* job description which is appropriate to my level of performance. I will not accept assignments beyond my designated performance level as determined by *the Agency.*
- I will abide with *the Agency* Standard Code of Dress as described in the Personnel Policy Manual.
- I will not accept any money or gifts from *the Agency's* patient/caregiver. I will receive payment for services rendered directly from *the Agency.*
- I will arrive on time for the assignments I have accepted. In the event of an emergency which may cause me to be late or if I am unable to meet my assignment commitment, I will notify *the Agency's* office of the situation and expected arrival time. I also understand that not calling *the Agency* will be grounds for termination immediately.
- I will not make or accept personal telephone calls on the patient's telephone.
- I will not smoke in a patient's home.
- I will not transport a patient or family member in my personal vehicle.

Initial _____

INFECTION CONTROL/STANDARD PRECAUTIONS
BIOMEDICAL WASTE PROTOCOL
AND
SAFETY AND RISK MANAGEMENT

I hereby acknowledge that I have read and understood the Infection Control/Standard Precautions Policy, Bio-Medical Waste Protocol and Safety/Risk Management contained in the field staff procedures manual. I am familiar with the procedures appropriate to my position as a field employee/contractor.

Initial _____

INDIVIDUAL STATEMENT REGARDING CONFLICT OF INTEREST

I have read and am fully familiar with the ***High Standard Health Services, Inc.'s*** policy statement regarding conflict of interest. I am not presently involved in any transaction, investment or other matter in which I would profit or gain directly or indirectly as a result of my membership on the Agency Board of Directors or its committees or my employment. Furthermore, I agree to disclose any such interest which may occur in accordance with the requirements of the policy and agree to abstain from any vote or action regarding the Agency's business that might result in any profit or gain, directly or indirectly, for myself.

Initial _____

NON-SOLICITATION/NON-COMPETE AGREEMENT

As a staff of ***High Standard Health Services, Inc.,*** I understand that the job I am being hired to perform belongs to ***High Standard Health Services, Inc.*** I also understand that it is illegal for me to transfer or attempt to transfer any case to another home health agency or facility or take ownership of any job that I am employed in. Should I act underhandedly and take over such a job so that I may be paid directly by the patient/client, the exclusion of my employer or transfer any case to another agency. I will be in violation of State of Florida, Federal and Agency rules, and will according pay $10,000.00 to ***High Standard Health Services, Inc.***

Initial _____

CODE OF CONDUCT

It is the objective of ***High Standard Health Services, Inc.***, to provide equipment, supplies and related service in accordance with all applicable laws, regulations and statutes. The agency believes that its employees and subcontractors share this objective and wish to perform their jobs in a competent, legal and ethical manners and thus, have established a Code of Conduct as a demonstration of that commitment.

I agree to:

- Always perform my duties and responsibilities to the best of my ability.
- Treat all patients with care, courtesy and respect and maintain patient confidentiality at all times.
- Protect all patient rights and report any failure to observe patient rights by any person promptly.
- Always speak truthfully to all persons with whom I have contact in the course of my duties, including patients, family members, other employees and government officials.
- Obey all laws which may apply to the performance of my duties.
- Make sure all documents or records which I prepare contain only accurate and truthful information.
- Observe all other standards of conduct which apply to my position.
- Report any activities that may violate this Code of Conduct to the agency's Administrator.

Initial _____

ELECTRONIC DOCUMENTATION & SIGNATURE AUTHENTICITY

I understand that ***High Standard Health Services, Inc.***, staff may use an electronic signature on all computer-generated documentation. An electronic signature will serve as authentication on patient record documents and other agency documents generated in the electronic signature.

For the purpose of the computerized medical record and other documentation of the agency purposes, I acknowledge the combined use of my Electronic Signature Passcode and Log In authentication password will serve as my legal signature. I further understand that an agency-based administrator issues an initial employee password and that I will create an Electronic Signature Passcode within the software application.

Log In authentication passwords must be updated every 60 days by the user, as well as on an as-needed basis if system security is breached. I understand that prior to exporting documentation to the agency server, I am required to review and authenticate, by use of an electronic signature, my documentation on the field - based or an office computer. I understand that I am responsible for the security and accuracy of information entered in Agency Manager, and as such, I will:

- Not share or otherwise compromise my electronic signature credentials (Log In authentication password or Electronic Signature Passcode)
- Exit the online application at the end of each working day or whenever the computer is not in my immediate possession.
- Not save my Log In password and Electronic Signature Passcode on the computer, but will enter them upon each access of the application.

♦ Review all of my documentation online prior to submit to the agency server.

Initial _____

DISCLOSURE OF LEGAL ACTION

I attest that I have NOT been excluded from participating in the Medicare and/or Medicaid Program. This includes the State of Florida as well as any other state. I also agree to notify ***High Standard Health Services, Inc.*** immediately if I do become excluded from participating in Medicare/Medicaid program in the future.

Initial _____

CONFIDENTIALITY STATEMENT

I have been formally instructed regarding ***High Standard Health Services, Inc.'s*** policy and procedures for maintaining the confidentiality and privacy of all information contained in patient/personnel files and records, as well as any information that is obtained verbally.

I understand that, except as needed to conduct business, patient and/or personnel information may not be discussed with anyone either inside or outside the agency.

I understand that no medical records are to be removed from the home health agency unless a "Release of Information" form has been completed and signed by the patient.

I understand that any breach of confidentiality may be grounds for immediate termination of employment.

I have been formally instructed in the policies and procedures of the Agency regarding full compliance with all HIPAA regulations.

Initial _____

PROTECTED HEALTH INFORMATION PLEDGE OF CONFIDENTIALITY

I, the undersigned, have read and understand ***High Standard Health Services, Inc.*** (hereinafter "the *Agency*") policy on confidentiality of protected health information ("PHI") as described in the Confidentiality Policy which is in accordance with relevant state and federal legislation.

I also acknowledge that I am aware of and understand the Policies of the Agency regarding the security of PHI including the policies relating to the use, collection, disclosure, storage and destruction of PHI.

In consideration of my employment or association with the Agency, and as an integral part of the terms and conditions of my employment or association, I hereby agree, pledge and undertake that I will not at any time, during my employment or association with the Agency, or after my employment or association ends, access or use PHI, or reveal or disclose to any persons within or outside the Agency, any PHI except as may be required in the course of my duties and responsibilities and in accordance with applicable Legislation, and the Agency policies governing proper release of information.

I understand that my obligations concerning the protection of the confidentiality of PHI relate to all PHI whether I acquired the information through my employment or contract or association or appointment with the Agency or with any of the entities, which have an association with the Agency.

I also understand that unauthorized use or disclosure of such information will result in a disciplinary action up to and including termination of employment or contract or association or appointment, the imposition of fines pursuant too relevant state and federal legislation, and a report to my professional regulatory body.

I have been informed of the contents of the Agency's PHI Confidential Policy and the consequences of a breach.

Initial _____

I have read, understood and will abide by the policy and procedures. Failure to comply with these policies may result in being placed under suspension or termination from work.

Signature/Title: _____ Date: _____

Print Name/Title: _____

Reference/Facility Name: _____

Address: _____

City/State/Zip Code: _____

Telephone #/Fax #: _____

Your name has been given as a reference by the applicant listed below. Your assistance is important in the thorough screening of our applicant. This information is confidential.

Sincerely,

High Standard Health Services, Inc.,'s Administration

_____
Applicant's Signature

I hereby authorize the following information to be released to ***High Standard Health Services, Inc.,***

Date of employment: From _____ To _____

_____

Name of Applicant:_____Social Security No. _____

Circle One: RN LPN HHA PT RT OT MSW Other _____

Evaluation Check:	EXCELLENT	GOOD	FAIR	POOR
Job Knowledge				
Quality of Work				
Quantity of Work				
Attitude				
Dependability				
Punctuality				
Personal Appearance				

Reason for leaving: _____ Wage Rate: _____ Eligible for re-employment YES/NO
If no, please explain: _____
To your knowledge does this applicant have any disability that would adversely affect the performance of his/her duties:
YES/NO If yes please explain: _____
Do you recommend this applicant: YES/NO If no please explain: _____
In your opinion will this candidate be suitable for independent assignment? YES/NO
If no please explain: _____

How would you rate this employee's technical skills: POOR FAIR GOOD EXCELLENT

Signature:_____ Title_____ Date:_____

In Office Use Only:
Date Sent/Called: Via ❑ Mailed ❑ Fax ❑ Phone

10689 N. Kendall Drive | Suite 310 | Miami | Florida | 33176
Telephone: (305) 271-6770 | Fax: (305) 271-6631
E-Mail: highstandard317@gmail.com

Reference/Facility Name: _____

Address: _____

City/State/Zip Code: _____

Telephone #/Fax #: _____

Your name has been given as a reference by the applicant listed below. Your assistance is important in the thorough screening of our applicant. This information is confidential.

Sincerely,

High Standard Health Services, Inc.,'s Administration

_____
Applicant's Signature

I hereby authorize the following information to be released to ***High Standard Health Services, Inc.,***

Date of employment: From _____ To _____

_____

Name of Applicant:_____Social Security No. _____

Circle One: RN LPN HHA PT RT OT MSW Other _____

Evaluation Check:	EXCELLENT	GOOD	FAIR	POOR
Job Knowledge				
Quality of Work				
Quantity of Work				
Attitude				
Dependability				
Punctuality				
Personal Appearance				

Reason for leaving: _____ Wage Rate: _____ Eligible for re-employment YES/NO
If no, please explain: _____
To your knowledge does this applicant have any disability that would adversely affect the performance of his/her duties:
YES/NO If yes please explain: _____
Do you recommend this applicant: YES/NO If no please explain: _____
In your opinion will this candidate be suitable for independent assignment? YES/NO
If no please explain: _____

How would you rate this employee's technical skills: POOR FAIR GOOD EXCELLENT

Signature:_____ Title_____ Date:_____

In Office Use Only:
Date Sent/Called: Via ❑ Mailed ❑ Fax ❑ Phone

10689 N. Kendall Drive | Suite 310 | Miami | Florida | 33176
Telephone: (305) 271-6770 | Fax: (305) 271-6631
E-Mail: highstandard317@gmail.com

PERSONNEL FILE
SECTION II

Staff Name	Position:

ORIENTATION/JOB DESCRIPTION, PERFORMANCE EVALUATION, COMPETENCIES, TRAINING AND/OR TEST

	Orientation Checklist
	Job Description

Description	**90 days**	**Annual**	**Annual**	**Annual**
Performance Evaluation (For All Staffs)				

Description		**Initially**	**3 years**
Competency Evaluation initially and every three years for all field staff except HHA including ☐ Hand Hygiene ☐ Bag Technique			
	Initial	**Annual**	**Annual**	**Annual**
Competency Evaluation for HHA (initially and annually) ☐ Hand Hygiene ☐ Bag Technique				

Description	**Initially**	**Annual**	**Annual**	**Annual**
Glucometer Competency (Nurses Only)				
Glucometer Written Test (Nurses Only)				
PT/INR Competency (Nurses Only)				
PT/INR Written Test (Nurses Only)				
Staff Training: Comprehensive Emergency Management (CEMP)				
HHA Test (Home Health Aide Only)				

High Standard
HEALTH SERVICES

ORIENTATION CHECKLIST

Name: _____ Position: _____

ORIENTATION TO:	YES	N/A
Agency's Mission and Vision		
Agency's philosophy, goals and objectives		
Organizational Structure/Chart		
Agency policies and procedures including, but not limited to	**YES**	**N/A**
Non-discrimination		
Complaint/Grievance Procedures/Concerns		
Patient's Bill of Rights and Responsibilities		
Admission Criteria/Acceptance of Patients		
Requirements of employment		
Job Description, including related to infection prevention and control and assessing and managing pain (Note: Assessing and managing pain is not required for home health aide staff)		
Contract Agreement (if applicable)		
Performance Evaluation (Probationary Period/Annually)/Competency Evaluation Requirement		
Assignments/Proper Documentation/Visit Note/Missed Vist/Charting		
Supervisory Visits		
Patient Privacy Rights / HIPAA Compliance/ Confidentiality of patient information		
Infection Control/Standard Precautions/Hand Hygiene/Bag Technique/TB/ OSHA/Influenza Vaccination Program		
Emergency Preparedness Training/CEMP		
Hours of Operations/Office Staff and 24 Hours Answering Service		
Incident/Accident Reporting (Patients and Staffs)		

Agency policies and procedures including, but not limited to	YES	N/A
Abuse Hotline and AHCA Consumer Hotline/Medicaid Fraud Hotline		
Non-Retaliation Policy: How to report concerns to The Joint Commission, State and/or Federal Agencies		
ORIENTATION TO:	**YES**	**N/A**
Screening for Abuse, Neglect, Abandonment and Exploitation		
Advance Directive/DNR		
Following Plan of Care/Care Plan and Physician Orders		
Medication Management		
Payment Schedule/Payroll		
Safety & Risk Management including the Fall Prevention Program, Oxygen Safety		
Ethical issues		
Hazardous Materials/Waste Management/Safety Data Sheet/Biomedical Waste Plan		
Quality Assessment and Performance Improvement (“QAPI”)		
Unanticipated adverse events		
Registered Nurses/ Qualified Therapist Only	**YES**	**N/A**
Admission/Discharge/OASIS		
Coordination of Services/Care		
IV Administration (If applicable)		

I hereby verify that I have had all my questions answered to my satisfaction and that I understand all of the material covered.

Signature: _____ Date: _____

Supervisor/DON Signature: _____ Date: _____

MEDICAL SOCIAL WORKER
JOB DESCRIPTION

JOB SUMMARY

Professional member of the home health team who assists patient/family to cope with or to solve psycho-social problems as they relate to medical problems.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Medical Social Worker include, but may not be limited to:

1. Assist physician and other members of the health team in understanding significant social and emotional factors related to the patient's health problems.

2. Assist with the initial evaluation and assessment of patient needs.

3. Provide input and assistance in developing plan of care, including patients need for long term care, evaluation of home and family situation, alternatives to in-home care and arrangement for placement in alternative setting, if needed.

4. Provide information and/or access to community centered services, including education, advocacy, referral and linkage.

5. Provide goal oriented interventions directed toward management of terminal illness, adjustment/ reaction to illness.

6. Assess patient and/or significant others ability to willingly understand, accept and follow medical recommendation.

7. Instruct other health team members in understanding significant emotional and social factors which impact on patient's overall well-being.

8. Participate in team meetings, case conferences and staff meetings, as assigned.

9. Conducts self in a professional manner at all times and in all situations.

10. Provides agency with required license/certification and necessary information to be able to verify experience.

11. Accepts only those assignments for which he/she is qualified.

12. Complies with all agency policies and procedures.

13. Communicates with agency about any problems or concerns.

14. Complies with state regulatory acts.

15. Assesses the social and emotional factors in order to estimate the patient's capacity and potential to cope with problems of daily living.

16. Helps the patient and care giver to understand, accept and follow medical recommendations and provide services planned to restore the patient to optimum social and health adjustment.

17. Assists patients and caregivers with personal and environmental difficulties which predispose toward illness or interfere with obtaining maximum benefits from medical care.

18. Identifies resources, such as care givers and community agencies, to assist the patient to resume life in the community, including discharge planning, or to learn to live within his or her disability.

19. Prepares clinical and progress notes.

20. Uses appropriate community resources.

21. Participates in discharge planning and in-service programs.

22. Acts as a consultant to other agency personnel.

23. Maintains the confidentiality of the patient's information.

24. Shall **not** provide clinical counseling to patients or care givers unless licensed.

25. Respect the patient's and/or cargiver's home at all time.

26. Report any abuse/neglect and/or fraud to the Administrator and/or Director of Nursing.

QUALIFICATIONS

1. Must be a graduate of an accredited school of social work.

2. Must have at least one (1) year experience in social worker experience in a health care setting.

3. Must have excellent communication skills.

WORKING ENVIRONMENT

May occasionally work indoors, in the Agency's office and patient's homes, and travels to/from patient homes.

LIFTING REQUIREMENTS

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity and to do bending, lifting and/or standing on a regular basis.
- Light lifting may be required.
- Ability to work for extended period of time while sitting or standing.

REPORTS TO

Director of Nursing

I have read and understand the above position, and will abide all rules and regulations.

_____ _____

Applicant's Signature Date

_____

Print Name

High Standard
HEALTH SERVICES

MEDICAL SOCIAL WORKER
PERFORMANCE EVALUATION

Name: _____ Date: _____

☐ PROBATIONARY ☐ ANNUAL

PERFORMANCE DUTIES AND RESPONSIBILITIES:	BELOW	MEETS	EXCEEDS
Assist physician and other members of the health team in understanding significant social and emotional factors related to the patient's health problems.			
Assist with the initial evaluation and assessment of patient needs.			
Provide input and assistance in developing plan of care, including patients need for long term care, evaluation of home and family situation, alternatives to in-home care and arrangement for placement in alternative setting, if needed.			
Provide information and/or access to community centered services, including education, advocacy, referral and linkage.			
Provide goal oriented interventions directed toward management of terminal illness, adjustment/ reaction to illness.			
Assess patient and/or significant others ability to willingly understand, accept and follow medical recommendation.			
Instruct other health team members in understanding significant emotional and social factors which impact on patient's overall well-being.			
Participate in team meetings, case conferences and staff meetings, as assigned.			
Conducts self in a professional manner at all times and in all situations.			
Provides agency with required license/certification and necessary information to be able to verity experience.			
Accepts only those assignments for which he/she is qualified.			
Complies with all agency policies and procedures.			
Communicates with agency about any problems or concerns.			
Complies with state regulatory acts.			
Prepares clinical and progress notes.			
Assesses the social and emotional factors in order to estimate the patient's capacity and potential to cope with problems of daily living.			

PERFORMANCE DUTIES AND RESPONSIBILITIES:	BELOW	MEETS	EXCEEDS
Helps the patient and care giver to understand, accept and follow medical recommendations and provide services planned to restore the patient to optimum social and health adjustment.			
Assists patients and care givers with personal and environmental difficulties which predispose toward illness or interfere with obtaining maximum benefits from medical care.			
Identifies resources, such as care givers and community agencies, to assist the patient to resume life in the community, including discharge planning, or to learn to live within his or her disability.			
Uses appropriate community resources.			
Participates in discharge planning and in-service programs.			
Acts as a consultant to other agency personnel.			
Maintains the confidentiality of the patient's information.			
Shall **not** provide clinical counseling to patients or care givers unless licensed.			

COMMENTS: _____

_____

_____

Social Worker's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Print Name: _____

High Standard HEALTH SERVICES

COMPETENCY SKILLS/EVALUATION CHECKLIST
MEDICAL SOCIAL WORKER

Social Worker: _____ Date: _____

Type of Evaluation: ❑ Initial ❑ At least every 3 years ❑ Other (specify)_____

Based on each individual's background, education, training, and experience, the following checklist will document skills/competency according to Agency Policies and Procedures. Medical Social Worker must be able to verbalize/demonstrate competency without prompting/coaching. Some competencies may be assessed by a supervisor through direct observation or by verbalization of specific principles. Other sources of information utilized to assess competency/compliance include employee' personnel file, clinical records, staff meeting minutes.

Method Keys: O = Observed V = Verbal N/A = Not Applicable

COMPETENCY STANDARDS	Standard Met		Method	
	YES	NO	O	V
Documents initial psycho social evaluations and updates				
Participates with other team members in the formulation, review, revision, and update of patients individualized treatment plan				
Implements Plan of Care				
Assesses and documents patient/care giver ability and compliance to follow care plan				
Participates in all meetings as requested				
Completes timely and appropriate documentation in keeping with all policies and procedures				
Demonstrates knowledge of regulations for Home Health as evidenced by documentation activities resulting in payment for services				
Conducts self in a professional manner at all times and in all situations				
Participates in own professional growth and maintains level of expertise through attendance at continuing education programs; provides facility with documentation of attendance				
Initiates community referrals as needed				
Makes appropriate referrals to other community programs to ensure that the aftercare needs of the patient will be met; documents activities				
Participates in discharge planning process				

COMPETENCY STANDARDS	Standard Met		Method	
	YES	NO	O	V
Organizes, plans, directs, and documents functions and activities to comply with long and short term objectives				
Maintains strict confidentiality of all patient /Agency information.				

Based upon my review of this competency checklist, along with my observations and interaction with this employee and input from other staff members, this employee is:

1. Competent to function within the current position description. ☐ Yes ☐ No

2. Able to function within current position description with improvement outlined. ☐ Yes ☐ No

MSW's Signature/Title

Supervisor's Signature/Title

Print Name

MSW License Number

High Standard HEALTH SERVICES

HAND HYGIENE COMPETENCY TESTING

Staff Name: _____ Discipline: _____

Method Keys: O = Observed V = Verbally

DATE	PERFORMANCE CRITERIA	Standard Met		METHOD	
		Yes	No	O	V
	PROCEDURE				
	1. Line a clean area by the sink with paper towel.				
	2. Place the soap and paper towel roll on the lined paper towel.				
	3. Turn on water.				
	4. Regulate temperature to warm water.				
	5. Wet hands, with fingers pointed downwards.				
	6. Get soap.				
	7. Apply soap to hands and wrists.				
	8. Rub hands in circular motion.				
	9. Interlace fingers, rub back and forth, rub fingernails.				
	10. Count up to 20 seconds doing # 8 and #9.				
	11. Rinse hands with water with fingers pointing down.				
	12. Dry hands with paper towel.				
	13. Turn off faucet with paper towel.				
	14. Leave area clean and neat.				
	COUGH ETIQUETTE				
	Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve, not in your hands.				
	ALCOHOL-BASED HAND RUB				
	Clean both hands with alcohol-based hand rub in place of hand washing with soap and water if your hands are not contaminated with blood or body fluids.				

_____ _____

Signature of Person Determining Competency/Title Date

_____ _____

Signature of Employee/Subcontractor Date

High Standard
HEALTH SERVICES

BAG TECHNIQUE
COMPETENCY EVALUATION

Staff Name: _____ Discipline: _____

Method Keys: O = Observed V = Verbally

DATE	PERFORMANCE CRITERIA	Standard Met		METHOD	
		Yes	No	O	V
	PROCEDURE				
	Bag is place on clean and safe area (surface).				
	Barrier is utilized appropriate				
	Bag is placed out of reach of children and animals.				
	Plan ahead where to discard disposable items and sharps.				
	Prior of going inside bag, wash hands as per the agency's Hand Hygiene Policy.				
	After handwashing, remove supplies and/or equipment needed for patient care.				
	Close bag while performing patient care.				
	Need additional supplies from bag during patient care, wash hands again.				
	Clean and dirty supplies are maintained separately				
	When patient care visit finish, wash hands and clean reusable equipment and supplies, such as stethoscope, blood pressure cuff, etc. prior returning in bag.				
	Wash hands prior to returning clean equipment to bag.				
	Close bag.				
	OTHER PROCEDURE				
	Supplies are maintained in the bag and checked for expiration on a regular basis.				
	Clean and disinfect bag at least weekly.				

_____ _____

Signature of Person Determining Competency/Title Date

_____ _____

Signature of Employee/Subcontractor Date

STAFF TRAINING: COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

☐ Initial Training ☐ Annual/Updated Training ☐ At least every 2 years

Staff Name: _____ Title: _____ Date: _____

1. CEMP's Policy and Procedures.

2. Hazard Vulnerability Analysis (HVA) presented. (Facility-Based and Community Based Risk Assessment).

3. Testing/implementation of plan and staff roles reviewed and discussed:
   - Staffing notification.
   - Prioritized patients/Classification (D1-D4).
   - Agency's command structure/telephone tree.
   - Community command structure.
   - Roles and responsibilities before, after and during emergency or disaster

4. Communication plan reviewed and discussed
   - Communication during emergency, including back-up communication.
   - Alternate means of communication: radio, television, in-person.
   - Sharing patient information with other settings, per HIPAA regulations.
   - Emergency contact list.

5. Discussed the Memorandum of Understanding (MOU).

6. Staff educated to develop his/her own individual emergency operational plan.

Staff was deemed competent with the CEMP? ☐ Yes ☐ No

Staff Signature: _____

Instructor Signature: _____ Date: _____

Print Name: _____

PERSONNEL FILE
SECTION III

Staff Name	Position:

Description	**Expires**	**Expires**	**Expires**
Liability Insurance			
Car Insurance			
Emergency Notification			

CONFIDENTIAL ENVELOPE Description	**Date Done**	**Expires**	**Expires**
FDLE/AHCA Background Screening (Level 2) Added to the AHCA Employee Roster: ☐ Yes			
OIG Screening Result (initially and every 5 years)			
Copy of the Florida Driver License			
Copy of the Social Security Card			
Proof of Citizenship/Residence:			
Attestation of Compliance of Background Screening			

I-9/E-Verify Binder			
I-9 Form			
☐ W-4 (Direct) ☐ W-9 (Contract)			
Medical Information Binder/Folder			
Physical Examination Expires			
PPD/Chest X-Ray Expires			
Hepatitis Declination Form			
Influenza Vaccination Form (Annually) Expires			

High Standard
HEALTH SERVICES

EMERGENCY CONTACT NOTIFICATION

STAFF NAME: _____ Date: _____

In case of an emergency notify next of kin:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Area Code and Telephone: ( ) _____

Second Emergency Contact (*Friend or relative not living with you*)

Name:_____ Relationship: _____

Address:_____

City: _____ State: _____ Zip Code: _____

Area Code and Telephone: ( ) _____

ATTESTATION OF COMPLIANCE
with Background Screening Requirements

Authority: This form shall be used by **all employees** to comply with:

- the attestation requirements of **section 435.05(2), Florida Statutes**, which state that every employee required to undergo Level 2 background screening must attest, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to this chapter and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer; **AND**

- the proof of screening within the previous 5 years in **Section 408.809(2), Florida Statutes,** which requires proof of compliance with level 2 screening standards that have been screened through the Care Provider Background Screening Clearinghouse created under Section 435.12, F.S., or screened within the previous 5 years by the Agency, Department of Health, Department of Elder Affairs, the Agency for Persons with Disabilities, Department of Children and Families, or the Department of Financial Services for an applicant for a certificate of authority to operate a continuing care retirement community under Chapter 651, F.S., and in accordance with the standards in Section 408.809(2), F.S., if that agency is not currently implemented in the Care Provider Background Screening Clearinghouse.

This form must be maintained in the employee's personnel file. If this form is used as proof of screening for an administrator or chief financial officer to satisfy the requirements of an **application for a health care provider license**, please attach a copy of the screening results and submit with the licensure application.

Employee/Contractor Name:
Health Care Provider/ Employer Name: High Standard Health Services, Inc.
Address of Health Care Provider: 10689 N. Kendall Drive, Suite 310, Miami, Florida 33176

You must attest to meeting the requirements for employment and you may not have been arrested for and awaiting final disposition of, have been found guilty of, regardless of adjudication, or have entered a plea of nolo contendere (no contest) or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under *any* of the following provisions of state law or similar law of another jurisdiction:

Criminal offenses found in section 435.04, F.S.

(a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

(b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.

(c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.

(d) Section 777.04, relating to attempts, solicitation, and conspiracy to commit an offense listed in this subsection.

(e) Section 782.04, relating to murder.

(g) Section 782.071, relating to vehicular homicide

(h) Section 782.09, relating to killing of an unborn child by injury to the mother.

(i) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.

(j) Section 784.011, relating to assault, if the victim of the offense was a minor.

(k) Section 784.03, relating to battery, if the victim of the offense was a minor.

(l) Section 787.01, relating to kidnapping.

(m) Section 787.02, relating to false imprisonment.

(n) Section 787.025, relating to luring or enticing a child.

(o) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.

(p) Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person.

(q) Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.

(r) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.

(s) Section 794.011, relating to sexual battery.

(t) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.

(u) Section 794.05, relating to unlawful sexual activity with certain minors.

(v) Chapter 796, relating to prostitution.

(w) Section 798.02, relating to lewd and lascivious behavior.

(x) Chapter 800, relating to lewdness and indecent exposure.

(y) Section 806.01, relating to arson.

(z) Section 810.02, relating to burglary.

(aa) Section 810.14, relating to voyeurism, if the offense is a felony.

(bb) Section 810.145, relating to video voyeurism, if the offense is a felony.

(cc) Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.

(dd) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.

(ee) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.

(ff) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.

(gg) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.

(hh) Section 826.04, relating to incest.

(ii) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child

(jj) Section 827.04, relating to contributing to the delinquency or dependency of a child.

(kk) Former s. 827.05, relating to negligent treatment of children.

(ll) Section 827.071, relating to sexual performance by a child.

(mm) Section 843.01, relating to resisting arrest with violence.

(nn) Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.

(oo) Section 843.12, relating to aiding in an escape.

(pp) Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.

(qq) Chapter 847, relating to obscene literature.

(rr) Section 874.05(1), relating to encouraging or recruiting another to join a criminal gang.

(ss) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(tt) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.

(uu) Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.

(vv) Section 944.40, relating to escape.

(ww) Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.

(xx) Section 944.47, relating to introduction of contraband into a correctional facility.

(yy) Section 985.701, relating to sexual misconduct in juvenile justice programs.

(zz) Section 985.711, relating to contraband introduced into detention facilities.

(3) The security background investigations under this section must ensure that no person subject to this section has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in s. 741.28, whether such act was committed in this state or in another jurisdiction.

Criminal offenses found in section 408.809(4), F.S.

(a) Any authorizing statutes, if the offense was a felony.

(b) This chapter, if the offense was a felony.

(c) Section 409.920, relating to Medicaid provider fraud.

(d) Section 409.9201, relating to Medicaid fraud.

(e) Section 741.28, relating to domestic violence.

(f) Section 777.04, relating to attempts, solicitation, and conspiracy to commit an offense listed in this subsection.

(g) Section 817.034, relating to fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems.

(h) Section 817.234, relating to false and fraudulent insurance claims.

(i) Section 817.481, relating to obtaining goods by using a false or expired credit card or other credit device, if the offense was a felony.

(j) Section 817.50, relating to fraudulently obtaining goods or services from a health care provider.

(k) Section 817.505, relating to patient brokering.

(l) Section 817.568, relating to criminal use of personal identification information.

(m) Section 817.60, relating to obtaining a credit card through fraudulent means.

(n) Section 817.61, relating to fraudulent use of credit cards, if the offense was a felony.

(o) Section 831.01, relating to forgery.

(p) Section 831.02, relating to uttering forged instruments.

(q) Section 831.07, relating to forging bank bills, checks, drafts, or promissory notes.

(r) Section 831.09, relating to uttering forged bank bills, checks, drafts, or promissory notes.

(s) Section 831.30, relating to fraud in obtaining medicinal drugs.

(t) Section 831.31, relating to the sale, manufacture, delivery, or possession with the intent to sell, manufacture, or deliver any counterfeit controlled substance, if the offense was a felony

(u) Section 895.03, relating to racketeering and collection of unlawful debts.

(v) Section 896.101, relating to the Florida Money Laundering Act.

☐ **I have been granted an Exemption from Disqualification through the Agency for Healthcare Administration (AHCA).**

Date of Decision: _____

☐ **I have been granted an Exemption from Disqualification through the Florida Department of Health.**

Date of Decision: _____

*****A copy of the Exemption from Disqualification decision letter must be attached*****

If you are also using this form to provide evidence of prior Level 2 screening (fingerprinting) in the last 5 years and have not been unemployed for more than 90 days, please provide the following information. **A copy of the prior screening results must be attached**.

Purpose of Prior Screening:_____

Screening conducted by: Date of Prior Screening: _____

☐ Agency for Healthcare Administration
☐ Department of Health
☐ Agency for Persons with Disabilities
☐ Department of Elder Affairs
☐ Department of Financial Services
☐ Department of Children and Families

Attestation

Under penalty of perjury, I, _____, hereby swear or affirm that I meet the requirements for qualifying for employment in regards to the background screening standards set forth in Chapter 435 and section 408.809, F.S. In addition, I agree to immediately inform my employer if arrested or convicted of any of the disqualifying offenses while employed by any health care provider licensed pursuant to Chapter 408, Part II F.S.

Employee/Contractor Signature	Title	Date

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

►START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	☐☐☐ - ☐☐ - ☐☐☐☐		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

OR

3. Foreign Passport Number: _____

Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: _____ ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
		High Standard Health Services, Inc.

Employer's Business or Organization Address (*Street Number and Name*)	City or Town	State	ZIP Code
10689 N. Kendall Drive, Suite 310	Miami	FL	33176

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*			**B.** Date of Rehire *(if applicable)*
Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy)*

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person ▶**	**Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

High Standard
HEALTH SERVICES

PHYSICAL EXAMINATION FORM

Name:_____ Date:_____
Based on the examination, the above name is in reasonably good health and appears to be free from apparent signs or symptoms of communicable diseases including tuberculosis.

MANTOUX METHOD TUBERCULIN SKIN TEST

Test Date: _____

Date Read: _____

Test Results: _____

CHEST X -RAY

Test Date: _____

Date Read: _____

Test Results: _____

Any Limitations or Restrictions: _____

_____

_____

Physician Name: _____

Physician Address: _____

Physician Telephone:_____

_____ _____
Physician's Signature Date

_____ _____
Employee/Contractor Signature Date

10689 N. Kendall Drive, Suite 310, Miami, Florida 33176
Tel: (305) 448-8441 | Fax: (305) 448*2024
E-Mail: highstandard317@gmail.com

High Standard
HEALTH SERVICES

HEPATITIS B DECLINATION FORM

Name: _____ Discipline: _____

Hepatitis B is a major infectious occupational health hazard in the health-care industry. The critical risk for health personnel is contact with blood and other body fluids. Persons previously infected with Hepatitis B virus (HBV) are immune to the disease. For persons who have not had the disease, Hepatitis B vaccine will provide immunity. The vaccine is given in three separate doses and failure to receive all doses may cause the vaccine to be ineffective and not result in immunity. Clinical studies have shown that 85% to 96% percent of these vaccinated evidence immunity. Periodic testing of vaccinated persons for antibody to Hepatitis B will confirm immune status.

I understand that due to my risk of occupational exposure to blood or other potentially infectious material I may be at risk of acquiring Hepatitis B virus (HBV) infections. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself.

I have read the above information and have received verbal and written instructions regarding the efficacy, risk and complications of receiving the vaccine. Any questions I had have been answered. I acknowledge that I am aware of the availability of the Hepatitis B vaccine and the benefit that such vaccination provides in the prevention of infection with Hepatitis B virus.

[ ] I **decline** Hepatitis B vaccination at this time because I have completely the **three (3) doses** of the Hepatitis B vaccine . *I have attached a copy of Hepatitis B Vaccination Record.*

[ ] I **decline** Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious material, I will want to be vaccinated with Hepatitis B vaccine. I can receive the vaccination series at no charge to me.

[ ] I **accept** vaccination with the Hepatitis B vaccine. I have read the above information concerning the Hepatitis B vaccine. I understand I must complete the three (3) doses series for full immunization. I can receive the vaccination series at no charge to me.

_____
Signature of Applicant

_____
Date

High Standard HEALTH SERVICES

INFLUENZA VACCINATION FORM

Year:_____

Name: _____ Title: _____

☐ Employee ☐ Contracted Staff ☐ Other: _____

I have received a copy of ***High Standard Health Services, Inc.'s*** policy for the administration of influenza vaccine to Agency employees found in the Influenza Vaccination Program, as well as information about the influenza virus and vaccine. I have also had a chance to have my questions answered about influenza vaccination.

I understand the benefits and risks to the vaccine, and:

☐ I **AGREE** to have the influenza vaccine administered for this influenza season.

Complete the following ***after*** vaccine has been administered:

Date vaccine was administered: _____.

☐ I have **ALREADY** received the influenza vaccine for this influenza season on _____.
Date

☐ I **DECLINED** the influenza vaccine due to:

			For Use Agency only
	An allergy		a-5
	A compromise immune system		a-6
	A previous adverse reaction		a-7
	Additional medical illnesses or contraindications		a-8
	Spiritual and/or religious belief		a-9
	Other reasons (Check below)		a-11
		Concerned about side effects and/or safety.	
		I believe the influenza vaccine gives a person the flu.	
		I don't believe the vaccine prevents the flu.	
		Other reason - Please specify reason(s) for the declination:	

I understand that I may rescind this declination at any time.

Signature: _____ Date: _____

Remainder to input the information in Kinnser system

PERSONNEL FILE
SECTION IV

Staff Name	Position:

PROFESSIONAL LICENSE and CERTIFICATES/CEUs

Description	**Expires**	**Expires**	**Expires**
Professional License			
Professional License Verification Done on the date of hire and on or before the license expires	☐ Yes	☐ Yes	☐ Yes
Date Printed:			
CPR Card (Back of the card most be signed)			
HIV/AIDS			
Domestic Violence			
OSHA			
Medical Errors			
Alzheimer's Disease			
Florida Laws and Rules (Nurses)			
Other:			
Other:			
Other:			
	75 hours Home Health Aide Certificate		
	Certificate Verified for HHA Certificate only		
12 hours of in-service present for HHA yearly			