

# Onboarding Documents

Please email all documentation to [hrdocs@goshenhealth.com](mailto:hrdocs@goshenhealth.com) before HR appt.

[Click here for new hire paperwork](#)

## Non-Clinical Colleagues

- Relevant Degree/Diploma (High school diploma/GED or college degree per job description requirements)
- DD-412 separation document (former military only)
- Direct deposit/bank information (voided check)
- Two forms of ID or a valid passport
- Completed new hire paperwork
- Completed health history form
- Completed HealthStream educational assignments
- Immunizations (you can obtain these from your family doctor, health department, high school, college, or prior employers)
  - MMR (proof of vaccine, disease or titer)
  - Varicella (proof of vaccine, disease or titer)
  - Hepatitis B
  - Influenza (if you've had a flu shot within the past year, please bring documentation)
  - TB test, we will provide a lab order for a Quantiferon Gold TB test at your HR appt
  - Tetanus

## Clinical Colleagues

- Relevant Degree/Diploma (High school diploma/GED or college degree per job description requirements)
- CPR Certification (we only accept American Heart Association)
- Licenses/Certifications (any other pertaining to the position and job description)
- DD-412 separation document (former military only)
- Direct deposit/bank information (voided check)
- Two forms of ID or a valid passport
- Completed new hire paperwork
- Completed health history form
- Completed HealthStream educational assignments
- Immunizations (you can obtain these from your family doctor, health department, high school, college, or prior employers)
  - MMR (proof of vaccine, disease or titer)
  - Varicella (proof of vaccine, disease or titer)
  - Hepatitis B
  - Influenza (if you've had a flu shot within the past year, please bring documentation)
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