

## **Physician Documents Check List**

If an item is not applicable to you, please enter N/A.

Please include the following documents with your Locum Physicians Application:

- Current Curriculum Vitae (all gaps in CV from Medical School to present must be accounted for; Provide Month/Year)
- Completed Application
- Any yes answers on APP must be accompanied by back up from an attorney, court or board, plus a complete explanation from you. This applies to cases and disciplinary actions both past and present. If there was a settlement in your name we will need the amount and insurance company and broker information.
- Current Photograph
- Copy of Medical Diploma
- Copy of Internship Certificate
- Copy of Residency Certificate(s)
- Copy of Fellowship Certificate(s)
- Copy of E.C.F.M.G. Certificate (If Applicable)
- One Copy each of all current State Medical License Cards
- One copy each of current State Controlled Substance Certificates
- One copy of your Federal D.E.A. Certificate
- One copy of your Board Certification (s)
- Three written references from a peer or department head with which you have worked within the past year. Any reference dated further back than one year will not be accepted. References must be able to attest to current clinical skills.
- Copies of all CME certificate earned in the last 12 months
- ACLS/BLS
- NPI #
- Proof of citizenship or Visa status

**\*Please make copies of all documents and application for your records\***

**\*\*We will obtain all Primary Source Verification(s) from Med-Advantage\*\***