



NEW HIRE INFORMATION

Employee Health

- Located in the South Hills Medical Building, Suite 502, adjacent to the hospital.
- A 2-step TB Skin Test will be performed. If you have documentation of a previous test within the past 12 months, please bring a copy.
- A follow-up appointment to review blood work will be scheduled.
- After this appointment, please report to HR to finalize your new hire paperwork.

New Hire Paperwork

- A link for your electronic new hire paperwork has been emailed. Complete and click "Submit to HR" before your employee health appointment.
- Bring a voided check/deposit slip and employment eligibility documentation:
 - o Photo ID
 - o Social Security Card, Passport or Birth Certificate
 - o Professional license if applicable
- Make sure all new hire paperwork is finalized with HR on or before your start date.

NEW EMPLOYEE ORIENTATION

- Confirmation of your attendance at this orientation will be confirmed via e-mail upon physical/drug testing clearance.
- Business casual attire or scrubs is appropriate.
- Lunch will be provided.



DRESS CODE

- Clinical: Scrubs.
- Non-Clinical: Business Casual.
- Remove all facial and oral jewelry.
- All visible tattoos must be covered.
- Hosiery required.



Parking

- ID badge and parking permit will be distributed during New Employee Orientation or be available in HR on your 1st day.
- Park in lots E/F/G on your 1st day.
- ID badge will grant you garage access, and be used for payroll tracking and building access.



ACT 73 Clearances

- Need to be initiated as soon as possible.
- Originals must be received in HR no more than 30 days after your start date.
- If not received, you will be removed from the schedule.



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