



PREPARING TO TRANSITION TO LOCUM TENENS.

Recommended Documents

- Certificate of Insurance (COI)
 - Have a copy of every COI you've had during your career. *Ask your place of employment/agency for a copy prior to starting your position
- PA Licenses
 - Have a copy of each state license, even if they expired
- Drug Enforcement Administration (DEA)
 - I recommend having at least 2
 - ❖ Some states requires a Controlled Dangerous Substances (CDS)/Controlled Substances Registration certificate prior to obtaining a DEA
 - It takes ~24-48 hrs to transfer to the DEA (you can do this

yourself).

- Have a document with preferred airline/ seating, car rental choice, and hotel. Include membership for each category
- Immunization card and make sure immunization is up-to-date.
- Have a list of reliable references, at least 3 MDs/DOs and 3 PA colleagues (preferably lead PA or manager) from the previous 2 years

- Know who/ phone number /email address of a reliable person from the medical staff office (MSO)/ person in charge of providing verification of privileges.
- **ACLS/BLS**- stay up to date and sign up for the free course before departing from assignment.
- **SELF QUERY**- make sure to get an emailed and mailed copy.
- **NPI** Login information (can google it)
- Additional certificates for certain states
(**PA**- child abuse, **NY**- infection course).
- A list of hospital affiliations- Create an ongoing document of how to obtain verification of affiliations.
- School diploma.
- Verification of PA program- obtain the contact person/admin from your program (**& save their info**).
- NCCPA certificate.
- Updated CV.
- Fingerprints (when applicable)
- Flu shot.
- Covid vaccine card.
- Drivers license.

- CAQH login info
- Case logs from the previous 2 years (this can be obtained through medical records). Ask them to email you a copy at the end of each month of work vs. at the end of your contract.
- Make sure to put expiration date of BLS/ACLS on your calendar for expiration date