



Health Science Center

**Checklist to Accompany Appointment
Forms on TEAMS & OPS General/Student Employees**

(Last, First Middle or M.I.)

UFID#

Department

Position #

Title

Effective Date

CEC Recruiter

- 1. [HIPPA Training Certificate](#) & [Confidentiality Statement](#) – required for all Health Science Center Employees.
- 2. [Compliance Statement form](#) – required for all Health Science Center Employees.
- 3. Gator 1 card request from BMS (Biomedical Media Services)
DO NOT FORWARD TO THE DEAN'S OFFICE
- 4. [Medicaid Credit Balance Letter](#) – should be included as an attachment to the letter of offer for employees functioning as an ARNP or PA
- 5. [New Hire Checklist](#) – TEAMS & OPS General / Student
****PLEASE USE BOTH CHECKLISTS****

**ATTACH THIS FORM TO YOUR APPOINTMENT FORMS AND RETURN TO
THE OFFICE OF THE DEAN, COLLEGE OF MEDICINE
(BOX 100005 OR HAND DELIVER TO G1-016)**

*****PLEASE DO NOT ALTER / CHANGE THIS CHECKLIST*****