



7455 Arroyo Crossing Parkway, Ste. 220
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QMHA NEW HIRE Documents

- Drivers License
- Social Security Card
- Degree
- **OFFICIAL** transcripts
- HIPAA Agreement
- Signed Employee Confidentiality Agreement
- Negative TB Test Results
- Emailed Photo for badge
- Signed Job Description
- Signed Handbook Acknowledgement
- W4/W9
- Resume
- Car Declaration Page
- Valid CPR Certification
- DMV Driving Record (3 yr.)
- Signed at Will Statement
- Pg. 7 of I-9 Form
- Course Description for all classes on transcripts
- Signed completion of 16-hour training
- Cleared FBI Background Check
- Cleared State of NV CANS Report (Child abuse/neglect-Office staff can aid in providing the form)
- NPI number – go to <https://nppes.cms.hhs.gov/NPPES/Welcome.do>, click on 'Apply online for an NPI' make sure you choose INDIVIDUAL provider and use taxonomy code 101YM0800X (Counselor – mental health)
- Negative TB Test – go to any branch of the Health Dept.
- FBI Clearance. Go to <https://fbi.fieldprint.com> Once you register make sure you click “no” for employment purposes and type “personal records” when asked what the prints are for.

Should you have any questions please contact Adela at 702-761-6467 or via email at alaredo@sunriseclinics.org