



A subsidiary of the Pennsylvania Medical Society



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PMSCO HEALTHCARE CONSULTING HAS A SOLUTION FOR SIMPLIFYING AND ORGANIZING YOUR HUMAN RESOURCE OPERATIONS!

PMSCO has created an inexpensive kit that includes the information necessary to simplify and organize your day-to-day human resource operations. All forms are provided in print format and electronically to be customized by you to meet your practice's needs. Contents of your HR Kit include:

- Job Description Sample
Wage and Hour Fact Sheet
Employment Application
Pre-Interview Checklist
Interview Questions
Legal vs. Illegal Interview Questions
Applicant Interview Log
Application Evaluation Form
New Employee Checklist
PA New Hire Reporting Information & Form
I-9 Form
W-4 Form
CHIPRA Model Notice
Workers Compensation Information
Emergency Contact Form
Acknowledgement Handbook Receipt
Confidentiality Agreement
Benefit Election Form
Payroll Notification/Change Form
Direct Deposit Authorization Agreement
Travel and Expense Reimbursement Form
Absence Report Form
Incident/Near Miss Report
Request to Inspect Personnel File
Employee Kudos Form
Employee Performance Appraisal Form
Corrective Action Form
Checklist for Employee Resignation/Termination
Exit Interview Form
Laminated Federal & PA Mandatory Postings (27" x 39" poster)

For more information, please contact a Practice Management Consultant by calling 888-294-4336, or by sending an email to experts@consultPMSCO.com.

Note: This product is not intended to replace a human resource manual. PMSCO also offers a customized human resource manual. This product would be priced separately.

- Members of the Pennsylvania Medical Society - \$199* Member Name:
Prospective members of the Pennsylvania Medical Society - \$239* (*includes S&H and PA sales tax)

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