

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 and applications are also provided to you electronically to be customized by you to meet your practice's needs. Contents of your HR Kit include:

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| ✓ Employment Application | ✓ Absence Report Form |
| ✓ Application Evaluation Form | ✓ Direct Deposit Authorization Form |
| ✓ Legal vs. Illegal Interview Questions
(What you can and cannot ask) | ✓ Performance Evaluation Form |
| ✓ New Employee Checklist | ✓ Kudos Form |
| ✓ New Hire Reporting Form | ✓ Disciplinary Action Form |
| ✓ Exempt Position Questionnaire | ✓ Request to Inspect Personnel File |
| ✓ I-9 Form | ✓ Employee Resignation/Termination Checklist |
| ✓ Emergency Contact Form | ✓ Questions to Ask During Exit Interviews |
| ✓ Confidentiality/HIPAA Agreement | ✓ Exit Interview Form |
| ✓ Travel & Expense Reimbursement Form | ✓ State & Federal Posting Requirements |
| | ✓ Unemployment Compensation Form |

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.

Pricing for the HR Kit

- Members of the Pennsylvania Medical Society - \$149* Member Name: _____
- Prospective members of the Pennsylvania Medical Society - \$189* (**includes S&H and PA sales tax*)
- Please indicate the number of FTEs in your practice: _____

Payment Method:

Check Enclosed for: \$_____ (made payable to PMSCO)

Credit Card Charge: \$_____ **Circle one:** VISA MasterCard

Expiration Date: _____

Card #

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Billing Street Address: _____ Telephone Number: _____