**Contracts checklist**

I have:

* Read through the contract on my own
* Determined who covers malpractice insurance
* Determined who covers tail insurance
	+ If this is unclear I have added it to my list of things to negotiate and/or clarify
* Determined if there is a non-compete and how large the range is and for how long
	+ If this is unclear I have added it to my list of things to negotiate and/or clarify
* Determined how base compensation is determined
	+ If this is unclear I have added it to my list of things to negotiate and/or clarify
* Determined how work bonuses/performance compensation is structured
	+ If this is unclear I have added it to my list of things to negotiate and/or clarify
* Determined if I get a signing bonus, and, if so, how long I have to commit to get it
	+ Determined if that signing bonus is prorated
		- If it is not, add it to my list of things to negotiate
	+ Determined if the bonus is in installments
		- If it is not, add it to my list of things to negotiate

**Credentialing Checklist**

I have scanned the following:

* Medical school diploma
* Step 1, 2, 3 results
* Intern/Residency certificates
* Board certification results (once obtained)
* Medical licenses
* ACLS and BLS certifications
* CME for the past two years
* Procedure logs (or best estimates)
* Immunizations
	+ Hep series
	+ Annual TB screening (PPD or Quantiferon gold)
	+ Annual flu
	+ Standard vaccination items (proof of zoster immunity, etc)
* Asked at least three people to be a peer reference