**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