



Medical Social Work Services Checklist

Agency Name:		City:	Date:
10A NCAC 13L .1106 Medical Social Work Services			
Policies & Procedures		Comments	
	Scope of Service		
	Service Availability		
	Initial Assessment/Evaluation		
	Establishment of Plan of Care (include Plan of Care review)		
	Recording & Reporting Change in Plan of Care or Client Condition		
	Guidelines for Notifying Physician		
	Patient & Family Education		
	Referral & Coordination of Care		
	Physician Orders		
Personnel Policies			
	Credentialing & Competency of Staff		
	Supervision		

Personnel Record Review *(submit personnel records with all of the items listed below)*

Required Items	Medical Social Worker	Medical Social Worker	Medical Social Worker <i>(Optional)</i>	Medical Social Worker <i>(Optional)</i>
Employee Name/ Job Title				
Date of Hire				
Application or Resume				
Signed Job Description				
License Verification				
Proof of Blood Borne Pathogen Training				
Hepatitis B Immunization or Declination				
TB Skin Test or Chest X-ray				
Proof of Orientation				
Reference Check(s)				
Signed Consent for Criminal Background Check				