

MAK HEALTH CARE INC

HIRING PROCEDURE FOR PCA CHOICE EMPLOYEES

The PCA and Qualified Professional must complete the following paperwork prior to providing the PCA Choice client care and prior to receiving a paycheck.

1. Application
2. Background Study Form
3. I-9 (employee must provide 2 sources of identification, usually a driver's license and social security card, birth certificate will be adequate)
4. Minnesota New Hire Reporting Form
5. W-4 Form
6. ADA requirement form (for workers compensation prevention)
7. Contract

The recipient/responsible party will orient and train the PCA to the client at the client's home.

The recipient/responsible party is to assure paper work is completed and submitted to **MAK HEALTHCARE IN C** Choice Provider Office within 5 days. **No claim submission or payroll processing will occur prior to completion of all employment documents.**

MAK HEALTHCARE INC PCA Choice staff will complete the following information and submit necessary paperwork to the Agency office (for billing and payroll).

- a. Minnesota New Hire Reporting Form
- b. Employee change notice (identifying staff as PCA Choice)
- c. I-9 completion
- d. W-4 Form
- e. Submit Background Study Form
- f. Photo copy of picture ID (driver's license) and social security card
- g. PCA Contract