Job Planning & Tracking Tool

Checklist – Overview

		Planned	*Actual*
Residency Completion Date			
Fellowship Completion Date (if applicable)			
Practice Preferences	Developed		
CV Prepared/Completed			
	Last update		
Prospective Employer/Location Research			
	Last update		
AAFP CME Report Updated (www.aafp.org/myacademy)			
Procedures Tracking Sheet Created			
	Last update		
Application Log Created			
	Last update		
Contract	Tentative received		
	Reviewed		
	Counter received		
	Reviewed		
	Finalized/Signed		
Licensures/Permits	Medical (state #1 – received)		
	Medical (state #2 – received)		
	DEA number (received/reported)		
Insurance	State department of insurance contacted		
	Insurer contacted		
	Insurance secured		
Licensure Update – AAFP (www.aafp.org/licensureform)			
Credentialing	Process initiated		
	Completed		
Hospital Privileging	Process initiated		
	Completed		
AAFP Chapter Contacted (www.aafp.org/cgi-bin/chapterlookup.pl)			