

# Job Planning & Tracking Tool



## Checklist – Overview

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