



Dear Contractor,

Welcome and thank you for your interest in Personal Home Care (“PHC”). Our goal at PHC is to create a memorable experience for every client by delivering compassionate care and excellent outcomes. We cannot meet this goal without caregivers like you.

PHC is licensed as a Residential Service Agency and our onboarding team will help you with the necessary paperwork and have you working in a matter of days.

To get the process started, we need some information from you. To help you, below is a checklist of the documents and steps we require our independent contractors to complete prior to receiving an assignment.

- Contractor Profile
- In-Person Interview
- Form I-9 for Employment Eligibility Verification
- Acceptable Proof of Identification
- W-9 form
- Verification of References
- Verification of current professional licensure or certification
- Signed Independent Contractor Agreement
- Basic health screening including TB and Hepatitis B test
- Skills assessment and demonstration
- Current certification for Cardiopulmonary Resuscitation (CPR)
- Current certification in Basic First Aid
- Organizational Standards Acknowledgement

It may look like a lot of pieces to coordinate but most items are standard requirements of the Department of Health and Mental Hygiene Office of Health Care Quality and all Residential Services Agencies are obligated to obtain. We will walk you through the process.

We look forward to starting the contract process with you. If you have questions about the process, please call 410-486-5330.

Sincerely,  
Personal Home Care