As a member of the Smith & Dean, Inc team, operating under Dean’s Professional Services, you are required to participate in an annual update. This update encompasses a file audit, an occupational health update, and a Joint Commission update. The specific requirements for these updates are contingent upon your client's worksite and your occupation.

A dedicated Credential Coordinator will be assigned to assist you in completing these mandatory tasks. You can expect to receive communication via email, phone call, and text messages in the near future. It is crucial that you are prepared and ready to engage in the process.

Additionally, you can access further information and resources related to the annual review by visiting the "Annual Review" section, [2023- 2024 DSSI Annual Update](https://www.deansprofessionalservices.com/annual-updates), on our website, which includes links to Relias, Vaccine Information Sheets, and American Heart Association CPR Sites.

|  |  |  |
| --- | --- | --- |
| **HEALTHCARE – NON-CLINICAL**  *Settings: Hospitals, Clinicals, Labs, Dr. Offices, Urgent Care* | **CLINICAL**  *Settings: All Locations* | **NON-HEALTHCARE**  *Settings: Schools, Revenue Cycle Centers, Corrections, Manager Care Organizations* |
| **TYPES OF POSITIONS** | | |
| * Clerical / Administrative * Human Resources / IT * EVS / Hospitality (Food Services) * Medical Office: Front Office, Patient Access, * Revenue Cycle: Billers, Coders, Collectors, * Insurance – Specialist, * Social Worker | * RN, LVN, Nurse Practitioner, Physician Assistant   Allied Health   * Medical Assistant, Phlebotomist, * Pharmacy Techs, Pharmacist * Therapist: Respiratory, Occupational, Physical * Techs: Lab, Radiology, Sterile * Speech Pathologist, * Psych Techs | * Clerical / Administrative * Human Resources / IT * EVS / Hospitality (Food Services) * Medical Office: Front Office, Patient Access, * Revenue Cycle: Billers, Coders, Collectors, * Call Center, Insurance – Specialist, Broker Relations, Referral * Social Worker |
| **GENERAL REQUIRED UPDATES** | | |
| * DPS Handbook Update * DPS General Employee Form Update * Job Description * Certificate or License Active (Unexpired) | * DPS Handbook Update * DPS General Employee Form Update * Job Description * Certificate / License Active (Unexpired) * CPR Update (American Heart Assoc) - Active (Unexpired) | * DPS Handbook Update * DPS General Employee Form Update * Job Description * Certificate or License Active (Unexpired) |
| **ANNUAL WELLNESS UPDATES** | | |
| * TB / Chest X-ray Update   \*Annual Questionnaire   * TB Surveillance Program * VIS Acknowledgments | * TB / Chest X-ray Update   \*Annual Questionnaire   * TB Surveillance * VIS Acknowledgments | N / A |
| **JOINT COMMISSION** | | |
| * NPSG * HIPAA Training & Update * Client Review of Unsatisfactory Ending assignments: Do Not Assign or Do Not Returns | * NPSG * HIPAA TRAINING * CEUs (3 within a year) * Relias Competency & Skills Update (if not done within 90 days) * Relias Core Mandatory Training & Evaluation * Client Review of Unsatisfactory Ending assignments: Do Not Assign or Do Not Returns | N / A   * Client Review of Unsatisfactory Ending assignments: Do Not Assign or Do Not Returns |
| **SAFETY** | | |
| * OSHA – Universal Precautions * Hand Hygiene and Washing | * OSHA – Universal Precautions * Hand Hygiene and Washing | * OSHA – Universal Precautions * Hand Hygiene and Washing * Remote: Equipment Possession |
| **CLIENT SPECIFICS** | | |
| * Based on Client | * Based on Client | * Based on Client |