Beth Israel Deaconess Medical Center

Harvard Medical School Teaching Affiliate

Background Checks and Inquiries

The Medical Center makes criminal history inquiries and requires background checks pertaining to applicants for employment, employees, volunteers, students and or interns in trainee positions, and other individuals who serve within the Medical Center community, as outlined in **BIDMC's Background Check and Inquiries Policy, PM-18**.

Criminal history inquiries and background checks, include but are not limited to State and Federal Criminal History Record checks, Office of Inspector General (OIG) checks and US General Services Administration (GSA) checks. Background checks and inquiries may be performed by the Medical Center, by a third party on behalf of the Medical Center (for example a background checking vendor), or by another entity associated with the Medical Center (for example temporary employment agencies and contract worker agencies) and may be repeated at any time during the course of an individual's relationship with the Medical Center. Any individual, including a current employee, who refuses to complete the required forms, will not be permitted to commence or continue his or her relationship with the Medical Center.

All applicants for employment, volunteers, students and or interns in trainee positions, and other individuals who serve within the Medical Center community who wish to begin serving or continue serving, must complete the following forms:

- ☐ Criminal History Systems Board mandated CORI authorization form, authorizing an initial CORI and periodic CORIs during the course of the relationship with the Medical Center;
- ☐ Consumer Report / Investigative Consumer Report Disclosure and Release of Information Authorization Form;
- ☐ Federal Fair Credit Reporting Act and State consumer credit reporting law "Notice and Authorization for Consumer Reports" form;
- ☐ New Hampshire Department of Safety Criminal Record Release Authorization Form.
  - ❖ *Only* complete this form if you have a current and or former address in New Hampshire.
  - ❖ Complete Section I and Section II
  - ❖ Note that the State of NH requires that this form must be Notarized.

Effective May 16, 2008, the Massachusetts Criminal History Systems Board's new regulations mandate that employers verify the identity of all individuals for which a CORI is requested and that the verification be done in person.

Please contact the Employee Relations Department at (617) 632-9326 if you have any questions.