



MEDICAL ADMINISTRATION CHECKLIST

Summary of Relevant Documentation for Sign-On Process

1. List of Documents to be forwarded to relevant Medical Administration Assistant.

- Personal Information Form
- Fitness to Practice Declaration
- Current GMC/GDC Registration
- Copy of valid Photographic ID e.g. Passport/National Identity Card
- Evidence of National Insurance Number (i.e. P45/P60/NI Card)
- Personal E-Mail Address: _____
- HSCNI E-Mail Address: _____
(used for Trust correspondence)

2. List of Documentation to bring with you on your first day to the 'Sign On' session

- Valid Photographic ID e.g. Passport/National Identity Card - *original*
- UK VI Tier2 (if applicable) – evidence of valid right to work i.e. passport, birth certificate, sharecode, visa.

3. List of Documentation to send to payroll department. Please note this is for payment of additional shifts worked outside of core hours

- Bank Details Form
- P45 – original or HMRC Starter Checklist
- HSC Pension Service Questionnaire

Send to Payroll Shared Service Centre, 2nd Floor, 16 College Street, Belfast, BT1 6BT or e-mail to <https://payrollquery.hscni.net/payroll-query-form> and include "New Start Information" in the subject line.

Please note: If your bank details have changed from date of submission it is your responsibility to inform payroll.