



Compete the  
Pre-Orientation  
Checklist

**New Team Member Orientation**

Monday—8:00 a.m.-3:30 p.m.

Location :

Learning Center

IU Health North Hospital

11700 N. Meridian St.

Carmel, IN 46032

1. Schedule your pre-employment health assessment right away by calling IU Health North and Saxony, 317.688.2764 or IU Health Tipton, 765.675.1457. Report to Occupational Health for your pre-employment health assessment and please bring:

- Shot Records
- Occupational Health Services Forms
- I-9 Documentation
- Certifications and/or College Diploma

*IU Health North & Saxony Hospital Team Members*

IU Health North Hospital  
11700 North Meridian St. Carmel, IN 46032  
Phone: 317.688.2764 Fax: 317.688.2824  
Hours: Monday – Friday 7:30 am – 4 pm

*IU Health Tipton Hospital Team Members*

IU Health Tipton Hospital  
1000 South Main St. Tipton, IN 46072  
Phone: 765.675.1457 Fax: 765.675.1487  
Hours: Monday – Friday 8 am – 4 pm

2. Visit the [E-Verify](#) site to enter your information in the electronic I-9 Document. Please refer to the e-mail you should have received from our vendor, [donotreply@talentwise.com](mailto:donotreply@talentwise.com).

3. Complete the online pre-orientation documentation requirements. [Click for more information](#). Access forms at the new team member website and click on the tab labeled "New Hire Forms." You will be able to access the link one full business day (Monday – Friday) after receiving your offer letter.

4. Visit the [IU Health New Team Member Website](#) to learn more about the IU Health system, our signature orientation program, and the team you are joining. [Click for more information](#).

5. Print directions and parking information. [Click for more information](#).

6. Review IU Health’s Professional Image Policy for attire information. Dress for orientation is business casual. [Click for more information](#). DO NOT WEAR:

- jeans
- shorts
- sandal/flip flops
- tennis shoes
- sleeveless tops
- sweats
- Scrubs (RNs can wear IUH approved)
- midriff shirts

7. **Attend New Team Member Orientation:** Orientation will start at 8:00 a.m. with check-in beginning at 7:30 a.m. Be sure to bring I-9 Documentation (ex., driver’s license and social security card or passport, etc.). If you have not already provided I-9 documents, be sure to bring documents to New Team Member Orientation (ex., driver’s license and social security care or passport, etc.) Please visit page 4 of the [E-Verify](#) site for a complete list of acceptable documents.

Contact the Human Resources Team

IU Health North, Saxony and Tipton Hospitals at 317.688.2799