

# San Antonio Healthcare HR Checklist

*Build a compliant, scalable, and people-first HR foundation*

This checklist covers key compliance, hiring, and management priorities for healthcare employers in the San Antonio area, aligning with **Texas state regulations, federal labor laws, and healthcare industry best practices.**

## Hiring & Onboarding

- Licensure & Credential Verification:** Confirm all clinical licenses (e.g., MD, DO, RN, LVN, PT) are active and in good standing with the appropriate Texas boards (e.g., Texas Medical Board, Texas Board of Nursing).
- Comprehensive Background Checks:** Conduct a Texas Department of Public Safety (DPS) criminal background check and verify against:
  - U.S. Department of Health & Human Services (HHS) OIG Exclusion List
  - National Sex Offender Registry (as applicable)
- Health Screenings & Immunizations:**
  - Pre-employment drug screen
  - TB screening
  - Verification of required immunizations (e.g., Hepatitis B, MMR, Tdap, varicella, annual flu shot, COVID-19 if required)
- Certification Validation:** Ensure essential certifications (e.g., BLS, ACLS, PALS, CPR) are current and verifiable.
- Bilingual Skills Assessment:** For patient-facing roles, assess Spanish proficiency to align with San Antonio's demographic needs.
- I-9 & W-4 Completion:** Complete and retain required federal employment eligibility (Form I-9) and tax withholding (W-4) documents.
  - Use **E-Verify**, if required by contracts or employer policy.
- Equal Opportunity & Anti-Discrimination Notices:** Provide new hires with EEOC and Texas Workforce Commission discrimination rights notices.
- Job Description Acknowledgment:** Have new hires sign and acknowledge their job description and essential functions (supports ADA compliance).
- Policy & Handbook Acknowledgment:** Collect signed acknowledgment of:
  - Employee handbook
  - Code of conduct
  - Attendance policy
  - At-will employment disclaimer

## **Compliance, Safety & Training**

- HIPAA Training:** Required for all employees with access to PHI. Conduct:
  - Initial HIPAA training at hire
  - Annual refresher training
  - Document completion and maintain audit readiness
- OSHA Training:**
  - Bloodborne Pathogens
  - Workplace violence prevention
  - PPE use and disposal
  - Document and update annually
- Texas Workforce Commission (TWC) & Federal Labor Law Posters:**
  - Ensure all required posters are current and visibly displayed in a common employee area.
- License & Certification Tracking:** Use a system to track expiration dates for clinical licenses and required certifications to avoid lapses.
- Harassment & Discrimination Prevention Training:** Provide training on workplace harassment, discrimination, and retaliation. Strongly recommended for all employees and managers.
- FMLA & ADA Management:**
  - Have a documented process for managing leave and accommodation requests.
  - Keep medical documentation in a separate, confidential file.
- OSHA 300 Logs:** Maintain and post OSHA 300 logs annually (February 1 – April 30), if applicable.
- Texas Mandatory Reporting:** Train staff on mandatory abuse/neglect reporting requirements (especially for pediatrics, geriatrics, behavioral health, or long-term care settings).
- Cybersecurity Awareness Training:** Provide HIPAA-aligned cybersecurity and phishing prevention training for employees accessing EMRs and patient data.
- Meticulous Documentation:**
  - Maintain organized, secure personnel files
  - Separate medical/leave information from general employment files
  - Follow retention guidelines:
    - I-9: Retain for 3 years after hire or 1 year after termination (whichever is later)
    - Medical/ADA/FMLA: Retain for at least 1 year after termination

## Compensation & Retention

- Local Market Compensation Analysis:** Benchmark wages and salaries against major San Antonio healthcare employers (e.g., Methodist, Baptist, University Health, Christus Santa Rosa) to stay competitive.
- Shift & Weekend Differentials:** Provide competitive pay for:
  - Night shifts
  - Weekends
  - HolidaysTo support 24/7 staffing and reduce burnout.
- Benefits Package Review:**
  - Comprehensive health insurance options
  - Employee Assistance Program (EAP) and mental health benefits
  - Retirement plan options (e.g., 401(k) or 403(b))
- Continuing Education (CEU) Support:**
  - Offer stipends, tuition reimbursement, or paid time off for required CEUs and certifications
- Bilingual Pay Incentive:** Offer a pay differential for verified bilingual staff in critical patient-facing roles.
- Exit Interviews:**
  - Conduct structured interviews upon separation
  - Analyze exit data to identify trends and address root causes of turnover
- Stay Interviews (Proactive):** Regularly check in with current staff to uncover potential issues before they lead to resignations.
- Turnover Tracking:**
  - Monitor voluntary vs. involuntary turnover
  - Track turnover by department, role, and manager for targeted retention efforts
- Total Rewards Communication:**
  - Educate employees on the full value of pay and benefits
  - Use benefit statements and staff meetings to reinforce offerings

### **Optional: Remote & Hybrid Staff Add-On**

- Document telehealth and remote work policies (if applicable)
- Ensure remote workers receive:
  - HIPAA and cybersecurity training
  - Access to required tools and secure communication systems
  - Guidance on remote timekeeping and performance expectations

#### **Pro Tip:**

**Revisit this checklist quarterly** to ensure your HR foundation remains compliant, scalable, and tuned to your company's growth stage.

### **Additional Notes**

### **Need Help Implementing This Checklist?**

[Faulkner HR Solutions](#) specializes in helping healthcare employers in San Antonio stay compliant, competitive, and confident. From onboarding audits to full-scale HR compliance reviews, our team ensures you're aligned with state and federal regulations—while building a workplace your team will thrive in.

**Contact Faulkner HR Solutions today** to schedule a consultation or compliance check-up.

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