

how to...

2018

keep records organized

From each assignment.

Fusion

GET IT TOGETHER

As a traveler, you're always doing a million things at once. You're staying on top of your work; you're deciding on where to travel next, or whether you want to extend your assignment. You're also exploring your new surroundings, meeting new people and having fun!

Then, in the blink of an eye, your assignment is almost up, and you have some things to sort out. Specifically, your records. Suddenly, that crumpled pile of papers with coffee stains is looking messy, and you have no idea where that email was with your latest certification. Maybe you should call the facility or your recruiter? Maybe they can send it over?

Ok, take a breath. Before you get overwhelmed, it's okay to not be the most organized person ever. You just need a bit of handiwork from your friends at Fusion. You shouldn't have to worry about your records from past assignments when you stay on top of it.

Are you wondering, "Well, how do I get my stuff together?!"



Read on. We've got you.





GET THOSE SKILLS

Let's start by getting your records in order. You need some skills. Yes, we know you're plenty skilled enough, but what we mean is... you need some basic organization skills.

Why is this important?

When you stay organized, you save yourself time and stress. Plus, you look like an amazing, put together, successful traveler to everyone else around you! (And let's face it, you are.)

Here are some pointers:

Designate a space for your records. Keep a folder on your computer, an app on your phone, or kick it old-school style with a paper file folder at home in a secure place.

Back up your records. Whatever method you choose, back it up. Yes, even digitally. Use a USB drive for your computer, backup your phone via iCloud or Dropbox, or make a backup paper copy to store somewhere else.



18% of data loss
is caused by
human error¹

*(Don't be part of
the human error.)*

Have a lot of loose paperwork floating around your desk or in your digital space? Get organized! **Download our template** to keep track of past employee records.

Click here!

GET THAT PAPER



So, you're all about the paper copies, right? You like having a tangible document, right at your fingertips... literally. That's cool!

Paper records eliminate any digital errors that can occur with computer files or phone apps. On the other hand, they aren't as readily available as a digital copy can be. When you're on an assignment, you might want the option of pulling up a document on a phone or tablet, at the drop of a hat.

What types of documents should you keep track of?

- Identification (social security card, birth certificate, passport, driver's license, etc.)
- Health Records (vaccines, blood work, physicals, TBs, etc.)
- Additional Health Documents (doctors' notes, special requirements, etc.)
- Certifications and renewals
- Past assignments
- Recommendations
- References
- Special Assignments or Projects





GET THOSE APPS

Let's talk apps! No, not mozzarella sticks and nacho platters. (Although, maybe treat yourself when this is all over with.) You can digitally keep track of your records in a few different ways:



File hosting / Cloud storage (iCloud) (Dropbox)

iCloud and Dropbox are two cloud and file hosting services that are accessible anywhere and with any device.

- File syncing
- Easy share
- Storage subscriptions
- Automatic backup
- Restore feature
- Free

Health app (available on iOS devices)

Health app for iOS has some specific features to help you keep records in one place, along with your personal health.

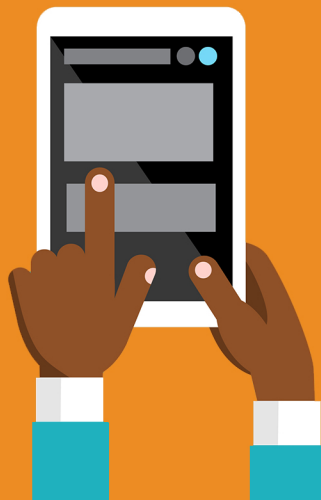
- Stores health records
- Connects to physician or clinic (in beta)
- Tracks personal health and wellness
- Encrypted
- Free

Computer access!

Using a smartphone or tablet is convenient and portable, but make sure you also have access to a computer.

Why? Your testing must take place on a computer with internet access.

Check out the apps by clicking on the icons below:





GET IT DONE

Now that you have your records rounded up and the different methods to keep them in order, you can start putting everything in order. A few reminders to recap:

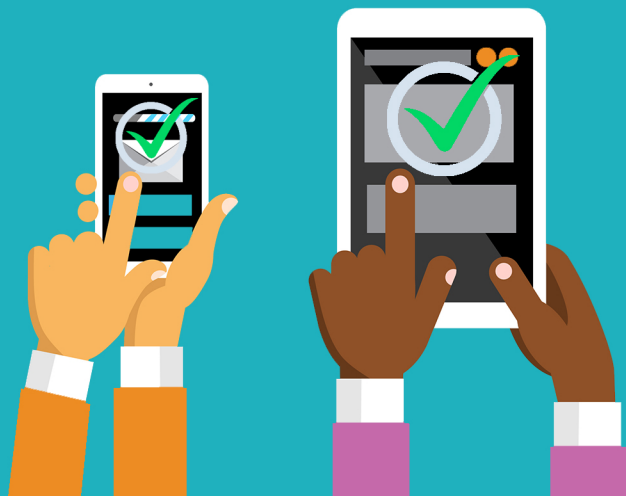
- Download our template to keep track of past employee records.
- Create and update a LinkedIn profile to stay on top of professional networking.
- Use apps to back up your records or keep track of them all digitally.
- Always back up your work! Human error happens. So do device glitches.
- Make sure you have access to a computer with internet for test-taking purposes.



Organizing your records will help you become the traveler you want to be, and can provide more opportunities for your career.

Take a breath. Everything is where it should be.

Now doesn't that feel good?





GET ORGANIZED.

Your records help showcase your talent and qualifications.
If you've gotten your documents in order, it's time to think
about your next adventure. Where to?

TALK TO A RECRUITER

877-230-3885 | info@fusionmedstaff.com

