

Healthcare Employee Termination Checklist

Employee Name

Department

Date of Termination

Supervisor

Administrative Tasks

- ☐ Obtain written notice of resignation/termination
- ☐ Update HR records and payroll
- ☐ Collect ID badge and access cards

Technology/Access

- ☐ Disable email and system access
- ☐ Collect IT equipment (laptop, mobile device, etc.)
- ☐ Remove access to EMR/EHR systems

Patient and Facility Responsibilities

- ☐ Reassign patient care duties
- ☐ Notify relevant departments and stakeholders
- ☐ Complete exit interview

Additional Notes

Notes