

Orientation Pre-Employment 2011 Forms Checklist
Submit via New Innovations and print out page for your own records

Name

Program

Items you should have already sent back to your Program Director:

- ___ Digital Color Photo (high resolution jpg file) of your head from shoulders up (Email to your Residency Coordinator)
- ___ Signed and completed Letter of Commitment, denoting your Lab Coat Size and official name (fax or email to your Program Coordinator)

Note: As you complete forms, when you are asked for current address, that refers to your local Chattanooga address. Leave it blank if you do not yet know where you will be living in Chattanooga. Then email your Program Coordinator when you determine your local address. Send a copy to GME@erlanger.org.

Documents to Send to Program Coordinator before Orientation

- ___ Completed and signed W-4 Employee Withholding Exemption Form (Will be mailed from the GME Office to you. Mail back to your Program Coordinator)
- ___ Completed UT Direct Deposit Form with Voided Check (Form will be mailed from the GME Office to you. Mail back to your Program Coordinator with your voided check.)
- ___ Copy of Medical School Diploma
- ___ Copy of any Prior Residency Certificates (if applicable)
- ___ USMLE or COMLEX Documentation (if not available via ERAS)
- ___ Copy of ECFMG Certificate (if you are an international medical graduate)
- ___ Copies of valid BLS, ACLS, PALS, or ATLS certification cards (if you are currently certified)
- ___ Itemized list of relocation expenses to Chattanooga and original receipts (per policy on the Incoming Resident and Fellow webpage)
- ___ Request and obtain a National Provider # (email it to your Program Coordinator.
Website: <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>
Click [here for instructions](#) on how to complete the online form.
- ___ Complete CITI Modules (Collaborative Institutional Training Initiative for Research) (Email or fax completion certificate to your Program Coordinator)
Website: <https://www.citiprogram.org/default.asp?language=english>
Memo and instructions: http://www.utcomchatt.org/docs/MCITI_for_Incoming.pdf

Other Documentation/Items to Complete

- _____ Request **Final, Original Transcript** denoting the date your medical degree was conferred and bearing your school's seal (You should request the transcript now -- before you move to Chattanooga. This may be received after July 1 and must be sent directly to the GME Office from the medical school.)

- _____ Provide **online consent and information for a pre-employment Background Check** required by the University and Erlanger. You will receive a separate email and link to a website (company is called "Verified Credentials") when the site has been finalized (before June 1).

- _____ **UT Health Science Center (UTHSC) nine required online training modules** (Around June 1, the University will issue a UT Net ID to each incoming Resident or Fellow. We will email this to you. Once you get your UT Net ID and password configuration, you will have until July 31, 2011 to complete the online sessions. Topics include HIPAA Security and Privacy, Compliance, Medicare Billing, Sexual Harassment, and Sleep and Fatigue Education. Instructions will be sent with your UT Net ID.)

- _____ **Online UTCOM Chattanooga Online Policies and Procedures** (You will receive a separate email link to our revised online policies and procedures by June 1 so you can read/review by July 1.)

- _____ You will receive an **application for the required Group Disability Insurance** at the 3 PM Orientation Session on Friday, June 24. You will complete the form at that session.

Orientation Packet 1 (Documents that must be completed and physically signed. Then mailed to the Program Coordinator.)

- _____ Official Signature Form (for hospital pharmacies and medical records departments)

- _____ Health/Physical Exam Statement [must be signed by a US licensed physician]

- _____ W-9 Tax Form (must be on file with Erlanger so you can be reimbursed for your moving expenses)

- _____ I-9 Employment Eligibility Verification Form (Complete and sign Section 1 on Page 4 – name, local address, SS# and signature) and send copies of acceptable documents for identification on Page 5. Bring original documents to orientation or stop by your Department Office when in Chattanooga before orientation. The Program Coordinator will complete the other sections on Page 4.)

Orientation Packet 2 (Documents that must be completed and digitally signed for the University. Then saved and uploaded back into New Innovations via the Portfolio Module.)

- _____ UT GME Registration Form

- _____ UT Personnel Data Form

- _____ UT Payroll Authorization Form

- _____ UT Letter of Appointment Agreement (Contract)

- _____ UT Group Health and Dental Insurance Application

(Orientation Packet 2 Continued)

- ___ Form to Decline UT Group Health and Dental (Fill this out only if you already have health insurance and do not need to participate in the UT Group Plan.)
- ___ UT Group Life Insurance Application
- ___ Authorization of Disclosure Form
- ___ UT Disclosure Statement
- ___ Competency Form
- ___ Consent to Use Photo on the UTCOMC Website

Orientation Packet 3 (Documents that must be completed and digitally signed for Erlanger. Then saved and uploaded back into New Innovations via the Portfolio Module.)

- ___ Access Control Card and Security Pin Code Request Form
- ___ Parking Card Form
- ___ Library Use Agreement
- ___ Erlanger Internet Use Form
- ___ Erlanger Confidentiality Form
- ___ Erlanger Request for Computer Access (Patient Care via Invision, Net Access, and HPF; PACS; Email, Internet, Shared Drives, etc.)
- ___ GE EMR Login Request (Clinic Record Access for Family Medicine, Internal Medicine, Pediatrics, and Transitional Year Residents)

Orientation Packet 4 (Documents that must be completed and digitally signed for Erlanger Work Force. Then saved and uploaded back into New Innovations via the Portfolio Module.)

- ___ Drug Screen Consent Form (Pre-employment drug screen will be conducted at Work Force during the last two weeks in June. Included in Orientation Schedule on the Incoming Resident and Fellow webpage.)
- ___ Respirator Fit Pre-Test Questionnaire
- ___ OSHA Respirator Medical Evaluation Questionnaire (N-95 Mask Only)
- ___ Preplacement Health History and Immunization Form (Also email or fax copy of your immunization record to your Program Coordinator.)
- ___ TB Skin Test Record (Complete information at the top and any history of previous positive readings. The form will be provided to the Work Force staff on June 28 when TB skin tests will be administered.)

Other Items to Review

- _____ UT Tax Deferred Income Plans (Although Residents and Fellows are "Special Employees" who are not eligible for regular state retirement, UT offers several tax deferred income plans in which you can participate: 401(k), 403(b), and 457 Plans. You are not eligible for matching funds. Click on the [link to get more information about the plans and companies](#). Contact the UTHSC Payroll Office (Memphis) if you have specific questions at (901) 448-2325. Forms are available in the UTCOM Chattanooga Business Office (Whitehall, Suite 100)

- _____ Computer Access to the UTHSC Medical Library (Click on this link to go directly to the UTHSC Library site: <https://library.uthsc.edu/>. Click on this link to register once you have your UT Net ID and have changed your password: <https://library.uthsc.edu/forms/registration/>)

Signature

Date Submitted

Revised 5/12/2011