



College of Medicine Chattanooga
Office of Graduate Medical Education
960 East Third Street, Suite 104
Chattanooga, TN 37403
Tel: (423) 778-7442

MEMORANDUM

TO: All Incoming Residents and Fellows for July and August 2009

FROM: Pamela D. Scott, Director, Graduate and Medical Student Education

DATE: April 5, 2009

SUBJECT: Welcome Information

Welcome to the University of Tennessee Graduate Medical Education Program – specifically the College of Medicine Chattanooga for the 2009 – 2010 academic year. We are so pleased that you have elected to pursue residency or fellowship training in our institution and look forward to this next phase in your education and career. We have incoming residents and fellows in Emergency Medicine, Family Medicine, Geriatric Medicine, Internal Medicine, Hospice and Palliative Medicine, OB/GYN, Orthopaedic Surgery, Orthopaedic Trauma, Pediatrics, Plastic Surgery, Surgery, Surgical Critical Care, Vascular Surgery, and Transitional Year Program.

GME Office

The GME Office of the College of Medicine Chattanooga is located at 960 East Third Street, Suite 104, just across the street from the main Erlanger Medical Center and one floor below the Department of Internal Medicine. The direct phone number is (423) 778-7442. Until you relocate to Chattanooga, you can reach us toll free: (800) 947-7823, extension 7442. If we can assist you in any way, please give us a call or email us at GME@erlanger.org.

Orientation

Please follow this link <http://www.utcomchatt.org/subpage.php?pageId=485> to view information for Incoming Residents and Fellows regarding orientation, forms, requirements, and information that will be helpful in your relocation to Chattanooga. The preliminary Orientation Schedule is available at this link: http://www.utcomchatt.org/docs/2009_Prelim_ResFellow_Orientation_Schedule.pdf. BLS training will be offered for all incoming house staff who are not yet currently certified on Wednesday morning, June 17. A welcome luncheon will be held that same day for all incoming house staff who are in Chattanooga (business casual attire). ATLS training will be offered on June 18 and 19 for incoming Emergency Medicine, Orthopaedic Surgery, and Surgery residents (including the Vascular Surgery fellow). The detailed schedule for the week of June 22 has not yet been finalized (other than PALS on June 22 and 23, and ACLS on June 24 and 25), but all residents and fellows will be scheduled by program for Employee Health screening, titers, and mask fit tests; hospital Invision and computer training, and distribution of PDAs most likely during the week of the June 22. Officials from UT Memphis will conduct a session with insurance representatives on June 25 at 5 PM. Some training may be scheduled for June 26. Official hospital and University orientation will be June 29. TB skin testing, distribution of lab coats, and official UT photos will be conducted that day. The professional photos will be used for our House Staff Poster and on our website. You will be able to use the photos for future applications such as license or advanced residencies and fellowships. Men should plan to wear a dress shirt and necktie. Women should plan to wear business attire. June 30 will be set aside for department and program orientations. July 1 will be your first day of official duty.

As soon as the detailed schedule is available, it will be emailed to you. Check back on the link for changes or additional information. Remember that your department may schedule special sessions and social events. We will add these as they are communicated with our office.

Forms and Documents

If you haven't already done so, please fax or email your signed Letter of Commitment back to your Residency Coordinator immediately.

All required forms to be completed for new residents and fellows are available online for your convenience. When you click on the Forms and Requirements link <http://www.utcomchatt.org/subpage.php?pageId=773>, you will be able to complete and submit secure forms directly into our website. Please immediately complete the UT GME Resident and Fellow Registration Form and submit back online by April 8, 2009.

For any of the forms that ask for a local address, please leave it blank unless you know your new address in Chattanooga. You can email your Residency Coordinator and the GME Office when you know your local address and we can modify the forms. For those forms submitted directly online, your secure information can only be viewed by Ms. Fite and Ms. Scott in the GME Office.

All other forms are due to be submitted (either online or via mail) to the GME Office by May 4, 2009. Be sure to include the Forms Checklist so you can be sure that you have completed all required forms. For those that have to be printed, mailed, and signed, please send them to:

UT College of Medicine Chattanooga
GME Office
960 East Third Street, Suite 104
Chattanooga, TN 37403

Moving Help and Reimbursement

We have provided information to help you with relocating to Chattanooga. To view a list of homes and condos about which we have been notified by residents and hospital staff, go to <http://www.utcomchatt.org/subpage.php?pageId=778>. The page also contains a link to a list of area realtors who have been recommended by residents, faculty, and staff.

A list of relocation resources (utilities, banking, the Chattanooga area in general, etc.) are available at <http://www.utcomchatt.org/subpage.php?pageId=731>.

The hospital provides relocation reimbursement (\$1,000 maximum for most residents and \$1,500 for primary care residents). Go to <http://www.utcomchatt.org/subpage.php?pageId=792> to view the guidelines. As soon as you move to Chattanooga, please send a list of your moving expenses, with your original receipts, to your Residency Program Coordinator, so we can submit for processing to Erlanger Accounting. We will process these as soon as possible so you will receive your reimbursement and provide you with needed funds – especially since you will not receive your first paycheck until Friday, July 31. This will be counted as income when you are ready to file your income tax return in early 2010 and you will receive a 1099 form from Erlanger. Keep copies of all your receipts so you can use them if you list itemized deductions when you file your tax return.

Proof of Medical School Graduation

The University of Tennessee requires an original, final transcript with your school's seal and the date your degree was conferred with the seal of your institution. This may take some time. The request must come from you (the graduate) and there may be a small fee charged (you must pay). Please request that this be sent to the Office of Graduate Medical Education in Chattanooga as by the end of July. In the meantime, please send a notarized copy of your diploma to the GME Office with your other paperwork or as soon as possible after graduation.

Erlanger Photo ID's

Although you won't officially begin your physician duties as a resident until Wednesday, July 1, you have a considerable amount of paperwork and several training sessions required prior to that date. It would be helpful if you would stop by your program's office before June 17 and have them direct you to the Erlanger Human Resources Office (423-778-7969) to have an Erlanger photo made and obtain a Photo ID card. The Erlanger Human Resources Office is located in a building across the street from the hospital, at the corner of Hampton and East Third Street (entrance on Hampton Street). When you have your ID photo made, please be sure to be neat in your appearance. The photo will only show from your shoulders up but you will wear this ID throughout your residency training. If you get the ID made before June 17, your department will keep it for you so it won't be lost in your move.

Hospital Email

Erlanger will provide email addresses for all incoming residents and fellows that will be configured Dr.FirstName.LastName@erlanger.org. You will be able to use these email accounts on July 1. Dean Seaberg asks that you check your email daily since we will try to communicate via email rather than "paper" mail.

Other Requirements

In addition to the forms that must be completed, all incoming residents and fellows must do the following. More detailed information about each is available on the right-hand menu links on the Forms page:

<http://www.utcomchatt.org/subpage.php?pageId=773>. :

1. Complete nine UT Memphis required, online training modules regarding HIPAA, Compliance, Medicare Billing, Sexual Harassment, and Sleep and Fatigue Education.
You will be able to do this after you receive a UT Net ID. You will be forwarded that information as soon as it is made available from Memphis. (Go to this link for instructions <http://www.utcomchatt.org/subpage.php?pageId=1006>.)
2. Apply for a National Provider Identification # and email it to your Residency Coordinator if you do not denote it on your UT GME Registration Form. (Go to this link for instructions <http://www.utcomchatt.org/subpage.php?pageId=997>.)
3. Complete the online CITI Research Course. (Go to this link for instructions http://www.utcomchatt.org/docs/MCITI_for_Incoming_32909.pdf.)
4. During May, we will have a few presentations that you will be required to view online from our website and answer a few follow-up questions to minimize the length of in-person sessions during our orientation. You will be notified of the links, requirements, and deadlines as soon as they are finalized after the first week in May.
5. Check with your Residency Coordinator to make sure they have your photo (either a jpg file or a wallet sized photo that we can scan in). Until we can take official photos on June 29, we will be using the photos you provide to prepare a small photo sheet of new residents/fellows to distribute to the floor nurses and departments until our new House Staff poster with all residents/fellows is printed later in July. If your Coordinator does not have a usable photo or jpg file, please email or send one to her by **April 15**.

See you soon and please contact your Residency Office if you need assistance:

Emergency Medicine: Velvet Green (423) 778-7628 (email: Velvet.Green@erlangers.org)
Family Medicine: Sharron Skoretz (423) 778-2957 (email: Sharron.Skoretz@erlangers.org)
Internal Medicine: Deborah Fuller (423) 778-7817 (email: Deborah.Fuller@erlangers.org)
OB/GYN: Shanon Sims (423) 778-7515 (email: Shanon.Sims@erlangers.org)
Orthopaedic Surgery: Donna Gibson (423) 778-9202 (email: Donna.Gibson@erlangers.org)
Pediatrics: Darcy Knowles (423) 778-4664 (email: Darcy.Knowles@erlangers.org)
Plastic Surgery: Stacey Blanks (423) 778-9047 (email: UTplastics@theptsg.org)
Surgery: Cindy Rudolph, MS (423) 778-7695 (email: Cindy.Rudolph@erlangers.org)
Transitional Year: Joyce Poke (423) 778-6670 (email: Joyce.Poke@erlangers.org)

Thank you -- and again, welcome. We will continue to keep in touch via email between now and when you move to Chattanooga for orientation.

PDS:thf

**UT College of Medicine Chattanooga
Graduate Medical Education Fact Sheet
2009 - 2010**

1. Residents and Fellows in the Statewide University of Tennessee Graduate Medical Education Program are considered student employees. As student employees, proper registration procedures are essential. That is why it is so important for you to submit the UT GME Registration Form via our secure web form. Contact the GME Office at (423) 778-7442 if you have difficulty.
2. As a student employee of The University of Tennessee, you will be paid by the University. The University is on a monthly payroll system. Residents and Fellows in the UT Graduate Medical Education Program participate in Social Security. The current FICA deduction is 7.65%. Payday is the last working day of the month. Direct deposit is mandatory for all employees. You will need to complete a Direct Deposit in the GME Office before June 29 or during the University orientation on June 29. Please bring a blank check with VOID written across it to submit with the Direct Deposit form. You will need to select a bank or other financial institution (such as a bank or credit union) in which to deposit your checks
3. Since payday is the last working day of the month, you will receive your first UT paycheck on Friday, July 31.
4. The annual base salary scale for 2009-2010* is:

PGY 1 \$43,260	PGY 5 \$49,440
PGY 2 \$44,805	PGY 6 \$50,985
PGY 3 \$46,350	PGY 7 \$52,530
PGY 4 \$47,895	

***In addition to the base salary, each resident receives \$600.00 per year for disability and life insurance which is payroll deducted.**

5. As a State of Tennessee student/employee, your professional liability coverage is provided by the Tennessee Claims Commission Act of 1985. The State is self-insured so there is not an insurance company or policy number. Coverage is similar to that of a malpractice policy, and the limits of award are \$300,000 per claimant and \$1,000,000 per incident.
6. Monogrammed white lab coats (four for each incoming resident and fellow) will be distributed at orientation on June 29. Your size and the way your name should read should have been included on your Letter of Commitment. If you are not sure (before we order coats by April 20), you can try on a coat at a uniform shop or stop by our GME Office in Chattanooga and try on our sample coats in all sizes.
7. The Hospital provides mail boxes in the main hospital Post Office; however, some programs have boxes in their departments. Please check with your department regarding procedures for mail.
8. Health insurance coverage is not automatic, but Erlanger requires that you participate in the resident health insurance plan or be covered under another policy. The payroll deduction from your monthly check for the employee portion of your premiums will be as follows:

Individual	\$65.00
Employee & Spouse	\$125.00
Employee & Children	\$110.00
Family	\$175.00

9. For the first time, the resident health insurance will also provide dental coverage. Representatives will be available to answer questions about insurance (health, dental, life, and disability) at a special session on Thursday, June 25, at 5 PM in Probasco Auditorium at Erlanger.
10. Since the University is still in the process of bidding the required disability insurance, details and applications will be distributed at the June 25 session with the representatives.
11. Identification badges will be made by the Erlanger Employment Office. It will denote that you are a physician and UT Resident or Fellow. You must wear this photo I.D. at all times in the hospitals.

We will also request official U.T. IDs from Memphis that you can use at various locations throughout the state for special discounts (such as state parks). We will submit the official photos we take on June 29 to Memphis after the first of July.

12. Our web site is located at <http://www.utcomchatt.org>. Our GME and Erlanger policies are located in an Online Handbook: <http://www.utcomchatt.org/subpage.php?pageId=486>
13. The Office of General Counsel at UT Knoxville must be notified if you receive a subpoena. The phone number is (865) 974-7899. The attorney assigned to Chattanooga residents and fellows is Associate General Counsel, Rhonda Alexander.
14. You are required to receive a TB skin test every year. Incoming residents and fellows will have a TB skin test on June 29 just prior to the start of our University and hospital orientation session.
15. The nine UT required online training modules that include HIPAA, compliance, sexual harassment, and sleep and fatigue education must be completed prior to being placed on payroll.
16. The CITI research course must be completed online prior to beginning residency or fellowship.
17. The Statewide UT GME System utilizes a web-based software to manage most aspects of your residency training and demographic information. We maintain your biographical data, block schedules, call schedules, evaluations about you, evaluations completed by you, and duty hours tracking via this system, known as New Innovations Residency Management Suite. Soon you will be sent a login and password as well as instructions for using various modules within the program. Some programs also utilize the system for tracking conference attendance and keeping track of scholarly activities. You will be able to log your own duty hours, complete your evaluations, view evaluations completed about you, and enter presentations, abstracts, research proposals, etc., as part of your research and scholarly activity file.