

	Verify that DEA dates of coverage and note when it expires so you can use this system for renewals.			Y N N/A	
	Create a spreadsheet listing each Resident's DEA date of coverage as well as expiration date, use this as a check system for all renewals including DEA, KS and MO licenses.				
Items that need to be verified but do not require anything to be turned in					
14a	Verify license on KSBHA Website is consistent with paper license in your files	http://www.docboard.org/ks/df/kssearch.htm		Y N N/A	
14b	Verify program name, expiration date, and correct name spelling on KS Post Graduate Permit is consistent with website	or http://www.ksbha.org/licensing/pgrad_initial_app_fillable.pdf			
14c	Verify expected graduation date matches KS license expiration date				
15a	Verify license on MO Division of Professional Registration Website	https://renew.pr.mo.gov/licensee-search.asp		Y N N/A	
15b	Verify program name, expiration date, and correct name spelling on MO license				
16	For Residents rotating to Children's Mercy Hospital - for all other affiliates please send all items listed on the Authorization to Release information				
	a. Completion of CMH Immunization Record and Health Form			Y N N/A	
	b. Copy of Missouri License (<i>same as above</i>)			Y N N/A	
17	VA Compliance training	insert link here		Y N N/A	
18	VA Fingerprinting - the items below are needed to complete the VA fingerprinting process			Y N N/A	
19a	KCVA letterhead approval paper from KCVA HR	Contact Stephanie Rodriguez at the KCVA		Y N N/A	
19b	Resident must bring photo ID with them to fingerprinting				
19c	If resident is obtaining fingerprinting at another VA location, contact Stephanie Rodriguez for additional instructions	Stephanie.Rodriguez2@va.gov			
20	Verify Evalve Biographic Data page for resident is accurate – add email address			Y N N/A	
21	Verify promotion in Evalve			Y N N/A	
22	Reiterate resident education for accurate duty hour logging during program orientation			Y N N/A	
23	IDX Scheduling (KUPI Clinic only)	http://gme.kumc.edu/forms.html		Y N N/A	

Revised on 6/22/09