

Packet	8	Confidentiality Agreement ~ Contact person: Gwen Pierce, Hospital Systems Security	http://gme.kumc.edu/forms.html			June 12th	Y N N/A
Packet	9	Employee Personal Information Data Form	http://www2.kumc.edu/finance/payroll/nhf_RES_new_hire_data_form.html			June 12th	Y N N/A
<u>All 'Resident' items need to be provided by the resident and returned to the program</u>							
Resident	10	Step 1 USMLE Board Scores				June 12th	Y N N/A
Resident	11	Step 2 USMLE Board Scores				June 12th	Y N N/A
Resident	12	For new residents/fellows and above: Verification (including the date the exam was passed) for Step 3 USMLE Boards Scores				June 12th	Y N N/A
Resident	13	Basic Life Support Exam (BLS) - required & Advanced Cardiac Life Support Exam (ACLS) ~ must be current or Advanced Trauma Life Support Exam (ATLS) – have resident send previous certifications from prior medical school or training				June 12th	Y N N/A
Resident	14	Notarized copy of their Medical School Diploma and/or Certificate or certified copy of medical school transcript				June 12th	Y N N/A
		a. Medical School Diploma that meets the KSBHA requirements for licensure–LCME, American Osteopathic Association, Fifth Pathway or Foreign Medical School (for FMGs see FMG Checklist)				June 12th	Y N N/A
Resident	15	Bank account information - bring a check to set up direct deposit with Payroll				June 12th	Y N N/A
Resident	16	Go to Occupational Health to get Immunization Record and Medical History Form	Occupational health mails this form to resident/fellow			June 12th	Y N N/A
Resident	17	Employment Office – resident completes these forms at 1052 Wescoe					
		American citizens are required to bring social security card/passport and driver's license				June 12th	Y N N/A
		J-1 FMGs are required to bring DS2019, visa or passport and social security card (see FMG checklist)				June 12th	Y N N/A
		H1B FMGs are required to bring visa, passport and social security card (see FMG checklist)				June 12th	Y N N/A
		Permanent resident FMGs are required to bring green card and social security card				June 12th	Y N N/A
Resident	18	ID Badge - 1052 Wescoe				June 12th	Y N N/A
Resident	19	Foreign Medical Graduates (FMG's) – see FMG Checklist for required documents/processes	Forthcoming on the website			June 12th	Y N N/A
Resident	20	Driver's License/Passport/Photo ID for Payroll				June 12th	Y N N/A
Resident	21	Social Securty Card				June 12th	Y N N/A
<u>All 'Coordinator' items need to be completed by the coordinator</u>							

Coord	22	Email list of new residents/fellows to GME Office		April 8th			Y N N/A
Coord	23	Federal DEA License and expiration date	http://www.deadiversion.usdoj.gov/drugreg/index.html			June 12th	Y N N/A
		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.			Y N N/A		
Coord	24	Verify license on KSBHA Website is consistent with paper license in your files	http://www.docboard.org/ks/df/kssearch.htm			June 12th	Y N N/A
	25	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			June 12th	Y N N/A
	26	Verify expected graduation date matches KS license expiration date				June 12th	Y N N/A
Coord	27a	Verify license on MO Division of Professional Registration Website	https://renew.pr.mo.gov/licensee-search.asp			June 12th	Y N N/A
	27b	Verify program name, expiration date, and correct name spelling on MO license				June 12th	Y N N/A
Coord	28	Send copies to all Missouri affiliates				June 12th	Y N N/A
Coord	29	NPI Information Form and NPI Confirmation Email	https://nppes.cms.hhs.gov/NPPES/Welcome.do			June 12th	Y N N/A
Coord	30	Signed and dated Resident Agreement with Attachments "A", "B", "C", "D", & "E"	http://gme.kumc.edu/forms.html			June 12th	Y N N/A
		-Please note if any Attachments are not included					
Coord	31	ERAS Application, SF Match Application or American Urological Association application				June 12th	Y N
Coord	32	HRIS form	Processed via PeopleSoftHR	week of April 27th			Y N N/A
Coord	33	Process the resident with all two the Federal Government Exclusionary databases	http://www.oig.hhs.gov/	week of April 27th			Y N N/A
			https://www.epls.gov/				Y N N/A
		a. Disclosure Statement Regarding Exclusion	http://gme.kumc.edu/forms.html				Y N N/A
Coord	34	Liability Insurance Form titled Notice of Basic Coverage Form (KSA 40-3414D) – found on GME website: forms/liability.	http://gme.kumc.edu/forms.html			June 12th	Y N N/A
Coord	35	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				June 12th	Y N N/A
		b. Copy of Missouri License (<i>same as above</i>)				June 12th	Y N N/A
Coord	36	Passport sized photo loaded into EValue	can be pulled from ERAS app			June 12th	Y N N/A
Coord	37	Verify Evalue Biographic Data page for resident is accurate – add email address				June 12th	Y N N/A

Coord	38	Reiterate resident education for accurate duty hour logging during program orientation				June 12th	Y	N	N/A
Coord	39	JCAHO Hospital procedures for residents	http://gme.kumc.edu/forms.html			June 12th	Y	N	N/A
Coord	40	A form must be created to include each resident's procedures. This form should include a photo, department name, PGY year and corresponding academic cycle, signature from Program Director and approved procedure list by PGY year				June 12th	Y	N	N/A
Coord	41	Make copies of Departmental Policy Manual to handout during Program Orientation				June 12th	Y	N	N/A
Coord	42	IDX Scheduling (KUPI Clinic only)	http://gme.kumc.edu/forms.html			June 12th	Y	N	N/A

Revised on 4/14/09