

**CHECKLIST FOR INCOMING RESIDENTS/FELLOWS**

**Resident/Fellow Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Responsibilities (not all apply to every program):**

**\_\_\_\_\_ Import ERAS application and upload to NI Files & Notes>ERAS Application**

**\_\_\_\_\_ Issue Orientation and Academic Year Contracts, Send to GME for DIO Signature > Date sent to GME \_\_\_\_\_**

**\_\_\_\_\_ Obtain VISA documents, process as needed and upload to NI Demographics>Visa**

 **Visa (type)\_\_\_\_\_\_ DS2019\_\_\_\_\_\_ I-94\_\_\_\_\_\_**

**\_\_\_\_\_\_ Verify Required BLS/PALS/ACLS/ATLS, etc. Enter Dates & Certificates in NI Demographics>Certifications**

**\_\_\_\_\_ Issue, Distribute and Upload GLR into NI Files & Notes>GLR folder, Provide to VAMC**

**\_\_\_\_\_ Distribute and track VAMC Checklist, provide to VAMC**

**\_\_\_\_\_ Change resident’s primary email address to their ETSU address when activated**

**\_\_\_\_\_ Upload all applicable Transfer documents into NI Files & Notes>Transfer Documents and notify GME**

**\_\_\_\_\_ Confirm all resident information is entered in NI and is accurate and uploaded to correct folder/file**

**Graduate Medical Education Office Responsibilities:**

**\_\_\_\_\_ Complete Contract process and upload to NI>Contracts/Send copy to ETSU Payroll and VA Ed Office**

**\_\_\_\_\_ Distribute Onboarding Checklist to all incoming residents/fellows**

**\_\_\_\_\_ Distribute Background Check Release form>Submit to Truescreen>Check for clearance**

**\_\_\_\_\_ Distribute Personal Data form>Review>Upload to NI Files & Notes GME folder**

**\_\_\_\_\_ Obtain Social Security Card, upload to NI Files & Notes GME folder>provide to ETSU Payroll**

**\_\_\_\_\_ Obtain ECFMG certificate (if applicable) enter data into NI Demographics>ECFMG**

**\_\_\_\_\_ Verify GME Resident Handbook has been reviewed**

**\_\_\_\_\_ Acquire copy of Medical School diploma and upload to NI Demographics>Education**

**\_\_\_\_\_ Distribute and collect W-4 form, upload to NI Files & Notes GME folder>provide to ETSU Payroll**

**\_\_\_\_\_ Distribute instructions for I-9 form, obtain resident’s choice of ID’s, upload to NI Files & Notes GME folder**

**\_\_\_\_\_ Distribute Direct Deposit form, upload with voided check to NI Files & Notes GME, send to ETSU Payroll**

**\_\_\_\_\_ Verify Required Immunizations and upload documents to NI Demographics>Immunizations**

**\_\_\_\_\_ Distribute Dental, Disability, Health and Life insurance enrollment forms, upload to NI Files & Notes GME**

 **Folder>scan to applicable agency**

**\_\_\_\_\_ Distribute Sick Bank Enrollment Form, upload into NI Files & Notes GME/Sick Bank file, enter on Leave**

 **Register>provide to HR**

**\_\_\_\_\_ Distribute instructions to obtain NPI #, collect and upload to NI Demographics>Basic Information**

**\_\_\_\_\_ Distribute instructions for OSHA training and collect certificate, upload to NI Demographics>Certifications**

**\_\_\_\_\_ Distribute Parking Permit form>provide to Parking Services**

**\_\_\_\_\_ Distribute and collect Photo Release form**

**\_\_\_\_\_ Distribute and collect Diagnostic Imaging Critical Results form and provide to JCMC**

**\_\_\_\_\_ Distribute and track Ballad Confidentiality Form and EPIC Agreement form**

**\_\_\_\_\_ Distribute instructions on Worker’s Compensation and provide information for continued access**

**\_\_\_\_\_ Obtain Glacier Form (w/appropriate W-4), JI/EAD Visa holders, documents uploaded by GME**

**\_\_\_\_\_ Enter incoming Residents/Fellows into Banner, obtain E# and enter in NI Demographics>ID Numbers generate ETSU email address and enter into NI Demographics>Email Addresses**

 **2/2019**