In an effort to help you plan your time, below is a basic listing of the individuals who may contact you, as well as a general timeline of when your various onboarding items are due. Call the GME Office if you have questions.

1. GME Office: Breanna Stoll, Melanie Powell, Renn Butterfield, all at 801-581-2401
2. Program Coordinator: Representative from the program you will be joining
3. SLC VA Office: Dawn Ratliff, 801-584-1284x2254, dawn.ratliff@va.gov

NOTE: Due to the unique nature of a few fellowships who mandate concurrent/faculty visiting instructor appointments for their trainees (Orthopaedics, Neurology Fellows, Family Medicine-OB, OB/GYN Fellows, Pain Medicine, Peds EM, Sports Medicine, Surgical Critical Care, Surgical Pathology), prepare to be credentialed by several different offices. Although it is tedious to send the same documents to multiple individuals, each office must “primary source” verify your information, which means we are not permitted to share information amongst each other. Please kindly and promptly supply any requested documentation to whomever contacts you. In addition to the individuals listed above, you may also be contacted by:

1. SLC VA Faculty Office: Lenna Tallman 801-582-1565 x2216, Jill Rasmussen x4575, Nancy Imhoff x5340, Christine Ryan 801-584-1284 x4371, Brenda Giannopulos x2265, Ann Armstrong
2. Medical Staff Office: 801-587-6025
3. Provider Enrollment Office: 801-587-6336

MANDATORY ORIENTATIONS:
- GME orientation is an 8-hour orientation (you must plan for the entire day): You only attend the GME orientation associated with your hire date.
  - 7/1 new hires: your orientation is held on Monday, July 3, 7:30am – 4pm (Location TBD)
  - 8/1 new hires: your orientation is held on Monday, July 31, 8:00am – 12pm (Location TBD)
- Bring your actual (no copies):
  - unexpired Passport or social security card
  - AND U.S. issued driver’s license (if you have one)
- J-1s bring I-94 card, DS-2019, unexpired passport, social security card and U.S. issued driver’s license (if you have one)
- Drug Screen is required during orientation (you will need a picture ID), unless completed out-of-state
- Complete Section 2 of Form I-9 w/an HR rep at GME Orientation (registers employees with the state of Utah)
- VA orientation is an 8-hour orientation (must plan for the entire day – check with your program coordinator)
- Residency/Fellowship Program orientation (check with your program coordinator)

DOCUMENTS AND TASKS TO COMPLETE by 4/30, unless otherwise noted:

Electronic Dynamic Form to complete and Upload to UBox:
- New Hire Welcome Packet

Forms to Print, Sign and Upload to UBox:
- U of U Signed Release Form
- Confidentiality Form
- House staff Responsibility Agreement
- Medicaid & Medicare Forms
- U of U Immunization form
UPLOAD these required documents to UBox:

- Copies of the vaccines listed on the U of U Immunizations Form or a printout from your school/training program/physician’s office.
  - If your immunizations are not complete by 4/30 – turn in what you have. Submit the remaining documents when you get them.
- USMLE/COMLEX Score Reports or Transcripts (we only need a copy)
  - If you do not have these documents, you may order transcripts (your own expense) at: http://www.usmle.org/transcripts/ or http://www.nbome.org/transcript-request.asp.
- Copy of Medical School/Dental School Diploma
- Copy of ECFMG certificate (only applies to International Medical Graduates)
- Copy of ACLS Certification (Due by hire date)
  - Applies to: Anesthesiology, Pain Management, all Cardiology, Emergency Medicine, General Surgery, Internal Medicine, MedPeds, Neurosurgery, Neurology, Neuro Critical Care, Pulmonary, Surgical Critical Care, Thoracic Surgery
  - We only accept certification from AHA LEARN & LIVE, MILITARY TRAINING NETWORK, OR HEART & STROKE FOUNDATION OF CANADA
- Copy of PALS Certification (Due by hire date)
  - Applies to: Pediatric residency, Child Neurology, MedPeds, Triple Board
  - Class provided by U of U Pediatrics residency, typically in June
  - Contact Jaime Bruse at Jaime.Bruse@hsc.utah.edu for questions.
- Copy of Utah medical license and Utah controlled substance license (if applicable – both numbers appear on same document – Controlled Substance listed as number with “CS” at end)
  - Utah controlled substance license is state issued and must accompany a Federal DEA registered to the state of Utah
- Copy of a Utah registered Federal DEA (if applicable)
  - Follow instructions below to transfer a previously issued Federal DEA to the state of Utah

ADDITIONAL ITEMS to Complete BEFORE the GME Orientation:

- Apply for NPI number (if you do not have one) at: https://nppes.cms.hhs.gov/NPPES/Welcome.do (Log into left side of screen, teal section, under “Manage or Apply for your personal NPI Record”)
- Complete “Certiphi” online criminal background check (typically arrives in May – 7 days to complete)
- Complete section 1 of Form I-9 no later than 7/1 (you will be notified when to expect this email)
- Have picture taken for University of Utah Badge (receive badge at end of orientation – no sooner)
- After receiving your University ID (UNID) – assigned ~April/May, log into the Campus Information System (CIS) to create a unique Network Password.
  - Go to www.cis.utah.edu
  - Username: enter your University ID (UNID)
  - Password: temporary password is your birth date (MMDDYY)
  - You will be prompted to choose security questions and to create a unique password.
  - Then prompted to obtain an RSA Secure Token (phone/computer app) DO NOT CHOOSE “DUO”.
    - RSA Secure is a 2-factor authentication software used by the University of Utah for clinicians. This means employees must enter 3 pieces of unique data (University ID, Network Password, and a randomly generated #), in order to remotely log into many University of Utah programs (Campus Information System to view your paychecks, EPIC for patient charting, e-prescribing controlled substances, etc.).
    - You will not be able to complete the LMS learning modules below without this token.
- Pre-Employment Modules: (complete by June 1)
  - Learning Management System (LMS) ~8 hours of online modules (notified when assigned)
  - Institute for Health Improvement (IHI) 4 online modules – submit print screens or certificate only if modules were completed for training elsewhere.
  - EPIC online modules through LMS and In-Person Class or Test Out (check with your program coordinator)
Veterans Affairs Onboarding Packet: a VA representative will contact you, if applicable.
Visiting Instructor/Faculty application materials to the U of U Medical Staff Office
Staff from the Med Staff Office (801-587-6025) will contact you directly to complete this.
International Trainees obtain a U.S. social security number (if applicable)
International Trainees: schedule appointment with Tax Services to discuss U.S. taxes/exemptions
  •  http://fbs.admin.utah.edu/tax-services/contact_tax/

**MEDICAL LICENSURE:**

- **Reimbursement:** PGY 3+: Email FCVS & DOPL receipts for reimbursement to GME by July 1 to Breanna.Stoll@hsc.utah.edu (accredited programs only).

- **Medicare & PECOS Medicaid Limited Provider Applications**
  Pathology programs are exempt
  PGY 3+: submit for processing (preferably by April 30)

- **FCVS application:** This application is required, takes many months and will hold up all other applications. Once your FCVS profile is setup, you will have this account for the remainder of your career. Complete a “subsequent” application if you’ve licensed thru FCVS for another state license.
  PGY 3+: submit to FCVS directly & pay fees (preferably by February 1, no later than April 1).

- **DOPL (Utah State License) Application & Signed Release**
  PGY 3+: Submit online application (separate applications for Utah medical license & Utah controlled substance license), upload signed release, & pay fees (Submit after FCVS email confirming profile has been sent to DOPL – preferably by May 1)

- **Federal DEA application** (must have Utah medical license & Utah controlled substance license 1st)
  Pathology programs and Pediatric Critical Care are exempt (unless moonlighting)
  PGY 3+: submit online (preferably by May 15)

- ALL house staff are eligible for the free “Fee-Exempt” DEA, as long as you are not using it for external moonlighting. If you choose to external moonlight, you must have a “Fee Paid” DEA (~$750), **at your own expense**. You may exchange your DEA at any time for either the Fee-Exempt or Fee-Paid option (allow 3-6 weeks for the change of status).

- **TRANSFER CURRENT DEA:** If you already have a DEA registered in another state, transfer it to Utah after you receive your Utah medical license/Controlled Substance at:
  https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp
  •  Wait to submit the transfer until after you are no longer using the DEA in your current state

- **Controlled Substance Database Office** Register DEA license – after receive UT & DEA licenses.
  PGY 3+: (preferably by June 1): Once you receive your Utah medical license, Utah Controlled Substance license, and Federal DEA, it is state law to register your DEA and to complete an online tutorial/exam with the Controlled Substance Database Office.
  •  Complete the Controlled Substance Tutorial & Exam by going to the following website:
    https://secure.commerce.utah.gov/csd/index.html
  •  Register your DEA with the Controlled Substance Database office at www.csd.utah.gov
    a.  If you receive an error message stating the registry is unable to find your DEA, call the CSD office at 801-530-6220 and ask them to manually register your Fee-Exempt DEA license.

- **E-Prescribing controlled substances**
  •  Once the GME Office confirms with IT that you are fully licensed, access to e-prescribe controlled substances using the same RSA token (phone app) will be granted. An email notification will come from a member of the GME staff when this access has been granted.
UPDATE UTAH MAILING ADDRESS in Campus Information System (CIS)
☐ Update Utah mailing address to ensure receipt of paychecks (as soon as you receive a University ID) at www.cis.utah.edu

APPLY FOR UNIVERSITY BENEFITS
☐ The online application will be available to you for submission after the GME Orientation. You will have 90 days from your hire date to submit the online applications for university benefits (medical, dental, life, etc.)

GME SERVICES: FREE OF CHARGE TO HOUSE STAFF
☐ Submit loan deferment/forbearance/forgiveness documents to gme@hsc.utah.edu for processing or call 801-581-2401 with questions.
☐ Notary Public Services (we currently have 3 notaries in the GME Office)