

FROM: Sharee Bracken, Director for Graduate Medical Education

RE: GME Off-Boarding Procedure *Actions required* – Malpractice Coverage Letters, Medical Records, Licensure, Graduation Certificates, Immunization Records, etc.-- Please read entire email

Dear Trainee(s):

The off-boarding process applies to all trainees who are finishing/ending their UUH GME training (including those who will stay on as UUH faculty). **This does not apply to GME trainees finishing one program and starting another.** The process consists of the **three** main parts briefly outlined below.

1. **MedHub "Exit Checklist"** – brief questionnaire that will be assigned approximately 60 days prior to your off-boarding date.
2. **Health Information/Medical Records Clearance:** If applicable, the GME office will confirm your patient records are complete at each applicable facility. Complete all patient records/notes (EPIC, VA CPRS, etc. as applicable).
 - a. All off-boarding requirements must be completed before you complete Step 3.
3. **Departmental & GME Check-Out (This is your last stop for off-boarding):**
 - a. **Please turn in all badges and pager (if applicable) as directed by your individual program.** If you are staying on as faculty, you may exchange your badge in the U-card office.
 - Alternate badge/pager drop off locations (if approved by your program) are:
 1. Area E, Lower Level 1 information desk (*this specific location only*)
 2. GME office. 515 E. 100 S., Ste. 200, M-F, Hours: 8 am – 5 pm.
 - b. Your graduation certificate (if applicable) will be mailed to the address you provided on your Exit Checklist.

Helpful Tips:

Save this document in a convenient location to refer to as you complete the items listed below.

- **Health Information Medical Records:** Attached is a list by specialty of the medical records offices where you must ensure there are no outstanding patient records by the time you check-out.
 - UUH and/or HCH: Login to your EPIC basket. Complete all deficiencies found in the **Chart Completion Folder, Transcription Folder, Letter Transcription Folder** and delete all notes in **My Incomplete Notes** folder. Once all items are completed, the folders will disappear.
 - Non-UUH facilities: Complete as instructed by those facilities.
 - VA Health information Medical Records: Ensure all VA encounters are closed and CPRS notes are complete. If you were hired as faculty at the VA, you will receive faculty off-boarding directions from the VA surgical HR Group.
- **Malpractice/Liability Insurance Letters:** Email Risk Management at risk-management@hsc.utah.edu to request a letter of coverage. Please allow 7-10 days for processing.
 - Your UUH coverage was indemnified by the UUH SIR (self-insured retention) Trust, no policy number.
 - The policy type is Claims Made with tail coverage. Limits are \$1 M per occurrence and \$3 M aggregate.
- **ALS/PALS:** If you were required to keep a current ALS and/or PALS certification, you have the option to print a traditional two-year certification based on the last time you completed your last skills assessment at the RQI station. GME no longer saves copies of these certifications. If you need a copy you must go back into your LMS learning history, relaunch the course and download a link to retrieve a copy of your card before your graduation date. After this date you will no longer have access.
- **License & Step Scores:** Go to MedHub Home Tab/Tasks/Review Records/Shared Files for copies.
- **Immunization Records:** Contact Work Wellness Center at employee.health@hsc.utah.edu from your UMail account to request a copy. You may also request this documentation in person with a picture ID at Room: ACC LL2, M-F 7:30 am – 3:30 pm, 801-581-2227.

- **Parking Permits:** *Parking permits do not expire automatically.* If you wish to discontinue your permit, email Commuter Services at parkingpermits@utah.edu. Include the following in the subject line: "GME – cancel permit for (enter your UNID)."
 - **Note:** If you are continuing employment at the UUH (not in GME), your GME trainee access to Lot 81 Shoreline Ridge Terrace will discontinue upon your off-boarding date. You will be ticketed if you continue parking in this garage beyond your off-boarding date.
- **SCRUBS:** Ensure your badge shows "0" outstanding sets of scrubs from the ScrubEx machines.
- **Verifying UUH Training for Out-of-State Licensing Boards:** Submit to Program Director or Coordinator.

ACCOUNTS:

IT Questions; Contact them directly at 801-587-6000.

Staying on as Faculty? Your hiring dept. must complete the following before your GME off-boarding date: 1) Submit an IT ticket requesting faculty EPIC, PACS, Network, Long Distance, etc. account access. 2) Ensure your new position (faculty) is updated in the HR system. *Your accounts will terminate if this is not completed on time.*

- **EPIC & PACS access:** Accounts will be deactivated approximately 2 weeks after my off-boarding date.
- **UMail Access:** Your account will be terminated on last day of employment.
 - Please create an auto-reply from your UMail account stating you are no longer with UUH.
- **UBox & Network Drive Access:** Access will expire on your off-boarding date.
- **MedHub access:** Your MedHub account will remain active for 3 days after your off-boarding date.
- **Update Contact information with External Organizations:** Please update your contact information with all institutions where you used the GME office phone, fax and/or address. E.g., AMA, UMA, medical magazines, personal banks, mortgage lenders or websites like WebMD or healthgrades.com.

LICENSURE:

- **NPI Registry/NPPES:** Update your contact information at <https://nppes.cms.hhs.gov>. Your next institution and future patients will benefit from this update.
 - To **request a hard copy** application through the **NPI Enumerator**, call 1-800-465-3203 or TTY 1-800-692-2326, or send **an email** to customerservice@npienumerator.com.
- **Utah Medical License (DOPL):** You hold an unrestricted, full medical license. Update your contact information at <https://dopl.utah.gov/md/> by clicking on "Licensing" then "Change your Name/Address."
 - NOTE: If you are not in need of a Utah medical license, you may allow it to expire.
- **Utah Controlled Substance Database:** Update your contact information at <https://dopl.utah.gov/csd/index.html> or 801-530-6220.
- **Federal DEA:** Update your business address, current medical licensure and if applicable, switch from Fee-Exempt to Fee-Paid Status. Check with your future institution and ask if they qualify for fee exempt status before paying the fee.
 - WARNING: if you choose to convert from exempt to paid status, you pay the entire \$888 application fee, but your expiration date will NOT change.
 - <https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>
- **Medicaid:** If practicing in UT but not at UUH, email Melanie.Powell@hsc.utah.edu for your domain name to grant administrator access to your new employer. If leaving UT, email providerenroll@utah.gov with your name, NPI and your last day of training to terminate your account.
 - GME trainees are registered as Limited Medicaid providers.
- **Medicare:** Trainees are registered as limited Medicare/PECOS providers with no PTAN number.
 - IMPORTANT: To ensure your PECOS status is not revoked, you and your future employer are responsible for maintaining your PECOS registration.
 - **If you are letting your Utah license expire:** log in and deactivate your UT Medicare/PECOS enrollment at <https://pecos.cms.hhs.gov/pecos/login.do>, click on View Enrollments > More Options

> Approved/Opted Out Existing Practitioner Enrollment. Use the “Deactivate this Enrollment Record from the Medicare Program” option > Next Page then follow remaining prompts.

PAY/HEALTH CARE/INSURANCE:

- **CIS (Campus Information System):** Visit www.cis.utah.edu to update your mailing address. This will ensure you receive your W-2's, COBRA and Letter of Creditable Coverage.

- **Paychecks & Direct Deposit:** Log in to CIS at www.cis.utah.edu if you need to change your direct deposit account.
 - June 30th graduates – your final paycheck will be issued on July 7th of the following month.
 - July 31st graduates – your final paycheck will be issued on August 7th.
 - Off-cycle trainees – your final paycheck will be issued on the 22nd or the 7th of the following month.

 - **Health Insurance Questions:** Contact the Benefits office at 801-581-7447. Press option 1 for “Academic/Campus or School of Medicine.”
 - COBRA coverage – HR mails a packet to the home address listed in CIS within 45 days of your off-boarding date. You have 60 days from the date of notification to enroll, with no break in coverage.
 - Your benefits will go through the end of the pay period last worked, generally the 15th or last day of the month.
 - **Staying on as Faculty?** Once you have transferred to a faculty position within the University, you may visit UBenefits at www.hr.utah.edu/benefits/ to review and change your benefit elections.
 - **Letter of Creditable Coverage:** Reach out to your insurance provider.
 - University of Utah Health Care Plan at 801-581-7447
 - Regence BCBS at 800-262-9712

- **Life Insurance:** Contact the Benefits department at 801-581-7447 within 31 days of your off-boarding date if you want to continue your life insurance.
- **Disability Income:** Please contact Jeremy Barlow at 801-433-1630, Jeremy.Barlow@nm.com or Jeff Lewis at 801-433-1692, Jeffrey.Lewis@nm.com.
 - Your group long-term disability plan may be converted to an individual disability policy, that is specialty specific & true own occupation, without medical questions. This policy can be secured at a discount while you are still in training. It is important to note that any individual disability insurance application from another provider could invalidate this guaranteed coverage.

GOOD LUCK WITH YOUR FUTURE PLANS!