

MEMORANDUM

To: Graduating or Departing Residents

FROM: Mary Ann Watson, DIO

DATE: May 29, 2009

Here are the documents that you will need to complete your "Exit Clearance Procedure."

(1) **GME Exit Clearance Form**

If you have not been to a particular hospital or a section does not pertain to you just write N/A on the signature line.

(2) **UT Resident Employee Clearance Record**

Please note that your June paycheck will run on the normal June 30 schedule. This check will not be released by Payroll to the GME Office until you have completed the Clearance Record. Also please note that your final check will be a paper check and **will not be direct deposited**. This final check will be distributed according to your request on the GME Exit Clearance Form.

You do not have to personally visit all of the offices listed on this form. You can call most of them and they will give you a clearance number over the phone. If you do have a financial obligation (parking or library fines), your check will not be released. You will need to personally return your ID and parking cards issued by UT parking to the UT Police Department located at 740 Court Avenue, unless your ID expires on June 30, 2009.

(3) **Health Insurance Continuation Form**

If you are graduating or leaving the University GME Program, you are entitled to keep your health insurance coverage under provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). You will be receiving your COBRA enrollment information by mail directly from the Holland Insurance Company. You will be able to keep your coverage for a period of 18 months (or longer in some cases) or until you and all dependents are fully covered under another group plan. Please note that you will be responsible for the full premium rather than the 20% portion that you have been paying as a resident.

(4) **Disability Coverage**

You are entitled to keep your individual disability policy at discounted rates. If you have not already met with representatives from Barnett Financial, please give them a call at (901) 365-3447 or email them at ebarnett@barnettbenefits.com.

(5) **Claims Commission Coverage**

As a resident you have had immunity under the Tennessee Claims Commission Act rather than commercial liability coverage. We have enclosed a letter explaining this immunity. If you need an individual letter sent to future employers or insurance carries, please contact us.

(6) Competency Survey

Please complete the attached anonymous resident survey so that we can use your assessment of the learning environment at UT to improve programs. You may drop the survey in the box in the GME Office or return via campus mail.

(7) Email Account

Your UT email account stays active for 90 days after leaving the University. If you have set up your UT account to forward to a personal email address, you will continue to receive UT emails unless you disable the mail forwarding option. You will be removed from the GME listserv by mid July.

(8) NPI Number

You are required to update your National Provider Identifier information whenever you change practice locations.

If you fail to keep your NPI data current, you may experience problems being recognized by pharmacies and insurers. Log in to the NPI website and enter your new practice location address and phone #:

<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>.