

INCOMING RESIDENT PROCEDURES

The GME office will mail registration materials and orientation information to incoming residents. Formal new resident orientation sessions are held at each campus. Documents that must be completed or received in the GME office prior to the start of residency are also listed on the GME website: <http://www.utm.edu/GME/registration.php>. These documents include:

- Agreement of Appointment (contract)
- Registration Form
- Background Check Authorization (see Policy #130)
- Competency Form
- Payroll Authorization Form
- Health Insurance Enrollment Form
- Disability Enrollment Form
- Life Insurance Form
- Outside Interests Disclosure Form
- Immunization Form
- Health Statement
- Identification for I-9 Form
- National Provider Identifier (NPI) number
- W-4 Form
- An official copy of medical/dental school FINAL transcript showing medical/dental degree conferred (sealed or mailed directly to GME).
- International medical school graduates must attach a notarized copy of a valid ECFMG certificate.

Residents cannot begin training until the criminal background check process is completed, licensure exemption is processed (see GME Policy #245), and all registration materials are received (including proof of recent TB screening).

The following on-line compliance training modules must be completed by all residents within 30 days of employment:

- HIPAA Security Training
- Medicare Compliance Training Lesson 1
- Medicare Compliance Training Lesson 2
- HIPAA Privacy Training Lesson 1
- HIPAA Privacy Training Lesson 2
- Sexual Harassment Avoidance Training
- HIPAA Privacy Training Update 2007
- Billing Compliance Update 2007
- Resident Fatigue Training Module