

MEMORANDUM

To: Graduating or Departing Residents
FROM: Mary Ann Watson, Asst. Dean, GME
DATE: May 30, 2008

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

(1) **House Staff Exit Information (GME Office)**

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 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 45 N. Manassas.

(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 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. The monthly rates are on the enrollment form which should be mailed directly to the Holland Insurance Agency (address on the form). A copy of the COBRA law applicable to health insurance is included for your information.

(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 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.