GME PROGRAM COORDINATOR NEWS
JUNE, 2018

We are almost there – with close to 190 new people starting July 1st (or 2nd if they are not working on the weekend) and equal numbers leaving. Please read this carefully to make sure that everyone is ready to start on time, reappointed people are able to move forward, and those leaving take care of last minute responsibilities.

FOR THOSE WHO ARE LEAVING:

- **PAGERS:** Turn in pagers for those who are leaving to the Paging Office
- **ID BADGES & hanging tags:** Return to the Parking Office
- **BLUE RESIDENT tags:** Can be collected and reused by other residents
- **PRESCRIPTIONS BLANKS:** Destroy. These are linked to resident names and they will be held responsible if the blanks are misused.
- **EXIT INTERVIEWS:** Thank you for your help. Most attended sessions. Make sure residents who are later terminations (after August) schedule an appointment with GME for exit information
- **E*VALUE ANONYMOUS EVALUATION AND PROGRAM DIRECTOR FINAL EVALUATION:** Must be completed before June 30th when E*Value goes away
- **EXIT SURVEYS (send Survey Monkey Link):** Must be completed by those who are leaving
- **PMP Prescription Monitoring Program:** OGME will provide a list of terminating residents on limited licenses to MA DPH. Residents and fellows with Full MA licenses must update their contact information in the PMP.
- **TIME ACCRUALS FOR OFF CYCLE TERMINATIONS:** Vacation accruals are wiped off July 1. OGME must be notified ASAP of any residents finishing AFTER JUNE 30 who have saved accrued time to use after July 1. Accruals must be re-entered manually in the payroll system. This will not occur unless I am notified IN WRITING BY THE PROGRAM DIRECTOR approving carry over of unused days (exact amount must be specified) and a reason why the time was not used during the academic year.

FOR REAPPOINTED RESIDENTS AND FELLOWS:

- **REVIEW UPDATE SHEETS FROM DEB ROLLO TO MAKE SURE ALL REQUIREMENTS ARE MET (Employee Health Clearance, E-Learning) and missing documentation is provided. Anyone who has not cleared employee health and completed E*Learning WILL BE PULLED FROM SERVICE AND NOT PAID until all requirements are met.**
- **MEAL CARDS:** Remaining balances will be wiped off June 30th
  New cards will be distributed with new amounts pre-loaded for the entire 2018-2019 Academic Year. Remind your residents! Unused balances will NOT be restored!!

**FOR NEW PEOPLE**

1. **ID BADGES:** Once forms and photos (jpg files) have been submitted to the parking office, coordinators should arrange to pick up photo IDs for access to parking at University, Memorial and Hahnemann. Please distribute these as soon as your residents/fellows arrive. If they pull a parking ticket the day of arrival, you may provide a voucher for parking for that day or they can have the ticket validated in the Parking Office in the West garage. Badges will be activated June 18th for orientation activities.

2. **PAGERS:** GME will distribute these to coordinators for distribution

3. **LICENSURE, CREDENTIALING, & EHS CLEARANCE**
   GME will keep you updated on the status of license approvals, credentialing and EHS Clearance. There have been significant delays this year. We will keep you posted.

   **ANYONE WHO DOES NOT MEET ALL EMPLOYMENT REQUIREMENTS BY JULY 1 MAY BE ABLE TO ATTEND ORIENTATION BUT CANNOT PARTICIPATE IN ANY PROGRAM ACTIVITIES INCLUDING CONFERENCES AND ACADEMIC SESSIONS AFTER JULY 1 UNTIL THEY MEET ALL REQUIREMENTS AND HAVE BEEN CLEARED BY GME.** Their hire date and benefits will be delayed.

4. **GME ORIENTATION SESSIONS**
   **EVERYONE MUST BRING REQUIRED I-9 DOCUMENTATION TO GME ORIENTATION.** If HR does not review the original documents, within 3 days of start date residents and fellows cannot start work and will not get paid.

5. **IS TRAINING SESSIONS**
   Most of the sessions will convene in the iTLC. Residents must arrive on time! Coordinators must arrange training for late starts (e.g. August 1st)
6. MEMORIAL AND HAHNEMANN PARKING
Notify the Memorial Parking Office (Arlene Duhamel) when your residents receive their ID badges so that parking can be activated on the Memorial Campus. This does not always happen automatically!

7. UMMS ASC FITNESS CENTER ENROLLMENT INFORMATION
The enrollment fee will be waived for the first 30 days of start date. Monthly rate will be $12.50, the remainder to be subsidized by the Medical School.

8. HEALTH INSURANCE REMINDER FOR NEW RESIDENTS
OGME will provide 50% reimbursement for premiums up to $200 per month for Individual Coverage and $600 per month for Family Coverage for residents who purchase COBRA or health connector plans for July-August. They must register for Health Connector plans in June to initiate coverage in July. Receipts must be submitted to OGME.

9. DEATH CERTIFICATE REGISTRATION
Please make sure your residents/fellows do this once they have their license and NPI numbers.

10. PMP ENROLLMENT
All new residents and fellows will have to be entered into the PMP once they have their NPI numbers. Instructions will be provided to residents during GME orientation.

11. E*VALUE
Graduate all residents and fellows who are leaving.

12. MED HUB
Upload all documents (e.g. licenses) to Med Hub.

OTHER IMPORTANT TASKS

- FINAL 2017-18 ROTATION SCHEDULES TO GME AS SOON AS POSSIBLE!!! NEW ROTATION SCHEDULES ENTERED INTO MED HUB

- GME TRACK UPDATE – Instructions were recently provided