

PROCESSING INSTRUCTIONS FOR EISENHOWER RESIDENTS

The MCG GME Office must submit required paperwork to Human Resources for EAMC residents as non-paid employees. This process will allow the EAMC residents to be issued an MCG e-mail address which will be used for computer training and access.

The completed Rotation Checklist and required documents must be submitted to the GME Office **at least 60 days before** the scheduled computer training class.

1. **The Rotation Checklist must be filled out completely.**
2. **All items on the Rotation Checklist are required** (with the exception of those with a N/A option noted).
3. **EAMC Coordinators must forward rotation schedules to** the Erica Bass, in the GME Office EBASS@AUGUSTA.EDU and to the MCG Program Coordinators at least 90 days out.
4. Erica Bass will coordinate the scheduling of the Computer and ASEPSIS Training:
 - i. Computer Training with Instructors at TRAINME@AUGUSTA.EDU
 - ii. Asepsis with Instructor Julie Hammond at JUHAMMOND@AUGUSTA.EDU
5. **The GME Office** will process the rotation packet, request badge access, a dictation number, and DEA number (if needed). Once the resident has been processed GME will forward the following to the EAMC Resident and MCG Program Coordinator:
 - a. MCG NET ID
 - b. MCG e-mail address and information on how to login to Outlook
 - c. Computer login information
 - d. Blue HIMS booklet, dictation card, contact information card
6. **The MCG Program Coordinator** will ensure that the resident obtains the badge and parking pass at the start of the rotation and distribute the necessary access information to residents.

Please submit the completed Rotation Checklist and all required documents to:

**Medical College of Georgia-GRU
Graduate Medical Education Office
Attn: MCG Residency Programs
1459 Laney Walker Blvd. AE 3039
Augusta, Georgia 30912**