

**Documents Required for House Officer Contract Checklist FY17**

<b>Name:</b>	<b>Program:</b>
<b>PGY Level:</b>	<b>Contract dates:</b>

Yes	N/A	<u>Items the Program Coordinator must collect and submit to GME</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>ERAS Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MCG Application for GME</b> <i>*ONLY for programs do not use ERAS</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current mailing address label</b> (confirm mailing address with House Officer and submit printed label on sheet)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Acceptance Letter</b> – Signed by Program Director and House Officer
<input type="checkbox"/>	<input type="checkbox"/>	<b>CV</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of GA Medical License or Complete Residency Training Permit application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Notarized copy of Medical School Diploma</b> (must be translated in English & 8 1/2 x 11 in size)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Notarized copy of ECFMG Certificate</b> (required for all International Medical Graduates)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Official copy of Medical School Final transcripts</b> (final transcripts from ERAS application are acceptable)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3 Letters of recommendation</b> (must be on letterhead and signed)
<input type="checkbox"/>	<input type="checkbox"/>	<b>USMLE:</b> Step 1 _____ Step 2 CS _____ CK _____ Step 3 _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMLEX:</b> Level 1 _____ Level 2 CE _____ Level 3 _____ PE _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>BLS, ACLS, ATLS, PALS</b> (clear copy of front and back)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate(s) of Internship and/or Residency training</b> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Summative Evaluation</b> written or electronic verification of previous educational experience(s) and summative competency-based evaluation (required for all House Officers that have been in a previous Internship/Residency/Training program)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Letter of Good Standing</b> from Program Director on letterhead (required for House Officers currently in a training program or who answer yes to questions 20-22 on page 2 of the RTP application.) Letter must state whether the House Officer is “in good standing”. <i>*Not required if a certificate of completion has been provided for the training program</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Letter of explanation</b> for any break(s) in education/training. The House Officer must submit a letter explaining what they were doing during the break(s)

Yes	N/A	<u>Items the GME Office will collect from House Officer</u>
<input type="checkbox"/>	<input type="checkbox"/>	HR New Resident packet
<input type="checkbox"/>	<input type="checkbox"/>	Employee Health packet
<input type="checkbox"/>	<input type="checkbox"/>	Criminal Background check
<input type="checkbox"/>	<input type="checkbox"/>	Copy of DEA registration certificate (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Notarized copy of Social Security Card
<input type="checkbox"/>	<input type="checkbox"/>	NPI number
<input type="checkbox"/>	<input type="checkbox"/>	Proof of U.S. Citizenship (GA Drivers' License or ID (issued after 1/1/08), certified Birth Certificate, clear copy of Passport, Certificate of Naturalization, proof of Military ID, U.S. Certificate of Birth Abroad issued by the Department of State.
<input type="checkbox"/>	<input type="checkbox"/>	Signed Release of Information form
<input type="checkbox"/>	<input type="checkbox"/>	Electronic Signatures Privileges form
<input type="checkbox"/>	<input type="checkbox"/>	Data form
<input type="checkbox"/>	<input type="checkbox"/>	Drug Screen Consent form
<b><i>Additional required items for Non-U.S. Citizens</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	Permanent Resident Card (if applicable) clear copy of front & back of card
<input type="checkbox"/>	<input type="checkbox"/>	Employment Authorization Document (if applicable) clear copy of front & back of card
<input type="checkbox"/>	<input type="checkbox"/>	J-1 Visa: I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____ Ministry of Health Letter _____
<b><i>GME Routing Checklist</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	E-Par submitted _____ Paperwork sent to HR _____
<input type="checkbox"/>	<input type="checkbox"/>	Badge form sent for signature(s) _____ Complete Badge form to Jag Card Office _____
<input type="checkbox"/>	<input type="checkbox"/>	NET ID Issued(date) _____ Institutional DEA _____
<input type="checkbox"/>	<input type="checkbox"/>	PPG Number _____ Service Now Access requested _____
<input type="checkbox"/>	<input type="checkbox"/>	NET ID, Outlook Access, Electronic Health Record Access information <b>emailed</b> to House Officer and Program Coordinator