

**Documents Required For House Officer's Contract Checklist FY15**

Name: \_\_\_\_\_ Program \_\_\_\_\_  
PGY Level \_\_\_\_\_ Contract Dates: \_\_\_\_\_

Yes      N/A

**Program Coordinator to Collect and Submit to GME**

- ERAS Application, etc.
- MCG Application for GME - <http://www.gru.edu/mcg/residents/forms/gmeappl.pdf>
- Acceptance Letter – Signed by Program Director and House Officer - <http://www.gru.edu/mcg/residents/coordinate.php>
- Copy of GA Medical License or Residency Training Permit App. (**GME Office will send RTP applications to Coordinators**)
- Notarized Medical Diploma (Translated in English)
- Final Summative Evaluation (any resident /fellow that has done a previous internship or residency) written or electronic verification of previous educational experiences and summative competency-based evaluation  
Pager # : \_\_\_\_\_
- USMLE: Step 1 \_\_\_\_\_ Step 2 CS \_\_\_\_\_ CK \_\_\_\_\_ Step 3 \_\_\_\_\_
- Complex: Level 1 \_\_\_\_\_ Level 2 CE \_\_\_\_\_ PE \_\_\_\_\_ Level 3 \_\_\_\_\_
- Resume CV
- Copy of BLS, ACLS, ATLS, PALS (clear copy of front and back)
- ECFMG Certificate
- Certificate(s) of internship and or residency training
- Final transcript(s) from Medical School
- Letter of Good Standing from Program Director on letterhead (Must say "Good Standing")
- 3 letters of recommendation on letterhead and signed

**GME Office to Collect**

- HR in-processing packet
- Criminal Background check
- Clear readable copy of personal DEA card (if applicable)
- Clear readable copy of Social Security Card
- NPI# \_\_\_\_\_
- Proof of US Citizenship (GA drivers' license or State of GA ID issued 1/1/08 or later, certified Birth certificate, clear copy of Passport, naturalization certificate, current Military ID, US Certificate of Birth Abroad issued by Dept. of State
- Signed Release of Information
- Electronic Signatures Privileges Form
- Data Form
- Drug Screen Form

**Non-U.S. Citizens also need:**

- Perm Resident Card (if applicable) clear readable copy of front & back of card
- Employment Authorization Document (if applicable) clear readable copy of front & back of card
- J visa – I-94 \_\_\_\_\_ DS 2019 \_\_\_\_\_ ECFMG Acceptance Letter \_\_\_\_\_ Ministry of Health Letter \_\_\_\_\_

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**GME Office use only**

- E-Par submitted \_\_\_\_\_  Paper work sent to HR \_\_\_\_\_
- Badge form sent for signature(s) \_\_\_\_\_
- NET ID Issued(date) \_\_\_\_\_  Institutional DEA \_\_\_\_\_
- Badge for to Badging \_\_\_\_\_
- PPG Number \_\_\_\_\_  Service Now Access requested \_\_\_\_\_
- NET ID & Outlook Access, and Computer Access information emailed to resident and Program Coordinator