

## Housestaff Contract Modification Request

Programs must submit this completed form to the GME Office to request changes to *current* House Officer reappointment/contract effective dates.

The form must be submitted to GME as soon as the Program is aware that the House Officer will have a change to contract or reappointment dates that are on file in GME.

**Please provide all requested information. This information will be printed on the House Officer Contract and submitted to Human Resources to process the reappointment and salary change for the House Officer.**

### House Officer Information

<b>Last Name</b>	<b>First Name</b>	<b>Degree (ex. MD, DO)</b>
------------------	-------------------	----------------------------

**Program Name**

Please explain the reason for modification request (*extension of current contract, reappointment, etc.*):

If the House Officer's current contract is being extended, and they will not be reappointed, please attach back-up for this action.

<b>Requested Contract Period (not to exceed one year)</b>	<b>Contract Start Date:</b>	<b>Contract End Date:</b>
---	-----------------------------	---------------------------

**Future PGY Level as of the above contract start date:**

<b>Will this be an ACGME accredited year?</b>	<b>Yes</b>	<b>No</b>	
---	------------	-----------	--

### Source of funding for this position for the above period:

Fund	Department	Program	Class	Project	Distribution (FTE)

### Program and Budgetary Approval

<b>Prepared by:</b>	<b>Program Coordinator</b>	<b>Name:</b>	<b>Signature</b>	<b>Date</b>
<b>Approved by</b>	<b>Program Director</b>	<b>Name:</b>	<b>Signature</b>	<b>Date</b>
<b>Approved by:</b>	<b>Department Administrator</b>	<b>Name:</b>	<b>Signature</b>	<b>Date</b>

### *Graduate Medical Education Office Use Only*

<b>GME Manager Approval</b>	<b>Date</b>	<b>Date GME Budget updated</b>	<b>Date GME Database updated</b>
<b>Date ePAR submitted</b>	<b>VA draft bill updated</b>	<b>Date Contract routed to Program</b>	<b>Date Contract filed in GME House Officer file</b>