

# PROCESSING INSTRUCTIONS FOR ROTATING RESIDENTS AT AU

The AU GME Office must submit required paperwork to Human Resources for Broward residents as non-paid employees. This process will allow the residents to be issued an AU 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. **The Program Coordinators must forward rotation schedules to** the Erica Bass [EBASS@AUGUSTA.EDU](mailto:EBASS@AUGUSTA.EDU) in the GME and to the MCG Program Coordinator(s) at least 90 days out.
4. **Erica Bass will coordinate the scheduling of the Resident training** at least 60 days prior to rotation start date:
  - i. Computer Training with Instructors at [TRAINME@AUGUSTA.EDU](mailto:TRAINME@AUGUSTA.EDU)
  - ii. Asepsis with Instructor Julie Hammond at [JUHAMMOND@AUGUSTA.EDU](mailto:JUHAMMOND@AUGUSTA.EDU)
5. **The AU GME Office** will process the rotation packet, request badge/parking access, a dictation number, and DEA number (if needed). Once the resident has been processed GME will forward the following to the Resident and AU Program Coordinator:
  - a. AU NET ID
  - b. AU 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 AU 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: Erica Bass, BA  
Coordinator, MCG Residency  
Programs 1459 Laney Walker Blvd.  
AE 3039  
Augusta, Georgia 30912**

08/09/2016