**Moonlighting Memo**

**TO:** Natasha M. Savage, MD

Senior Associate Dean for Graduate Medical Education

**FROM:** Name of Program Director

Name of GME Training Program

**RE:** House Staff Moonlighting

**DATE:** \_\_/\_\_/\_\_\_\_

I have approved (name of House Staff) to engage in moonlighting at (facility/location moonlighting will take place) during the time frame of (start date and end date House Staff is expected to be employed).

The House Staff understands they must be licensed for unsupervised medical practice in the State where the moonlighting occurs to engage in moonlighting external to Wellstar MCG Health and unsupervised moonlighting internal to Wellstar MCG Health. They understand it is the responsibility of the House Staff and the Institution hiring the House Staff to moonlight to determine whether such licensure is in place, adequate liability coverage is provided, and if the House Staff has the appropriate training and skills to carry out the assigned duties.

The House Staff understands the following:

* The House Staff will abide by the moonlighting requirements outlined in HS Policy 10.0 House Staff Learning and Working Environment and HS Policy 16.0 House Staff Moonlighting. This includes that PGY1 residents cannot moonlight and that all moonlighting must be counted toward the 80-hour weekly limit (averaged over four weeks) for clinical and educational work hours. The Program Director has reviewed these policies with the House Staff.
* The House Staff must report all moonlighting hours in New Innovations in a timely and accurate fashion.

House Staff in H-1B status may not work for other employers or in positions other than those described in the MCG H-1B petition without applying for additional H-1B sponsorship. J-1 Visa holders require additional approval steps and can only engage in internal, supervised moonlighting. The Program is responsible for contacting the GME Office and ensuring all processes and approvals are completed and obtained before J-1 holders engage in moonlighting.

The provided insurance as part of GME training does not cover the activities of the House Staff while they are performing moonlighting external to Wellstar MCG Health.

\*Attached is a copy of the House Staff’s unrestricted Medical License (not required for internal supervised moonlighting).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House Staff Name Date Program Director Name Date

GME Program Name GME Program Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allegra Blair, MBA Date Natasha M. Savage, MD Date

GME Operations Manager Senior Associate Dean for GME and DIO