

INTER-OFFICE MEMO

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FROM: Office of Graduate Medical Education and Human Resources

RE: House Staff Final Checkout Procedure 2021

Please follow the instructions below to ensure a successful check-out process.

Program Coordinators

Given that UCSF Fresno is on a telecommute schedule this year, it is the responsibility of the program to facilitate and ensure that all check-out items are completed and turned in to the GME Office prior to the resident/fellow's separating date and/or receiving his/her training certificate of completion.

Program coordinators should complete Section #4: Program Specific Sites (Form #1) before providing both check-out forms to the separating resident/fellow to complete. Once both forms are completed by the separating resident/fellow, program coordinators will deliver Form #1, Form #2, the resident/fellow's UCSF Fresno ID badge, CMC ID badge and CMC parking placard (if applicable) to the GME office. Please ensure that both check-out forms are fully completed and legible and submitted with all other check-out items to the GME office within *one-week* of the trainee's separation date. **Programs should only deliver the house staff training certificate of completion when the check-out process is completed and approved.**

Resident/Fellow

1. Complete Forms #1 and #2 (attached). Obtain ALL required signatures on Form #1. Fully and legibly complete Form #2. Your personal forwarding address information will be entered into the UC Payroll System as your last known address of record for future W-2 forms, health benefit information and/or follow up. Take both forms to your program office for their checkout process and release/approval. You may receive additional instructions directly from your program regarding checkout.
2. Return Form #1, Form #2, your UCSF Fresno ID badge, CMC ID badge and CMC parking placard (if applicable), to your program coordinator. **Your program coordinator will provide you with your training certificate of completion once your check-out process is approved.**
3. Return all other site badge (i.e., VA, FHCN) to the appropriate facility or to your program as instructed. Regardless of whether you are staying as faculty or will be joining any of the local medical staffs, you are required to turn in your program specific training ID cards. New ID cards and parking access information will be provided to you when you complete medical staff appointment procedures.

UCSF Fresno Email Deactivation

UCSF accounts that provide access to computers at UCSF Fresno and email accounts are disabled upon separation from the program. *Separating house staff should save/forward any important emails prior to their official separation date.* Instructions on how to export information will be provided in an email from UCSF Fresno IT and can be located at <http://www.fresno.ucsf.edu/wp-content/uploads/2017/06/Downloademails.pdf>.

Update Contact Information

Separating house staff should update their contact information with **UCPath (payroll)** **PlanSource (benefits)**, NPI, DEA, medical boards, and other professional organizations.

Professional Liability Insurance

For information regarding professional liability insurance and coverage, contact Fresno-Risk@ucsf.edu.

UCSF Fresno House Staff Final Checkout Form

Name: _____ Program: _____

All signatures must be obtained prior to separating from UCSF Fresno and receiving your training certificate of completion. This includes any program specific sites listed under item #4 (i.e., FHCN, VCH, VA, Reedley, Kaiser, etc.).

1. CRMC HEALTH INFORMATION MANAGEMENT: _____ Date: _____
 HIM Office – CRMC, first floor; Medical Staff Office hallway; across from entrance to the cafeteria. Ensure all medical records are up to date and/or completed.

2. UCSF FRESNO MEDICAL LIBRARY: No library staff signature is needed. The library staff will contact trainee directly regarding any overdue items.

3. MEDHUB: _____ Date: _____
 Check with your program to confirm who can sign off on MedHub. Trainees should complete ALL evaluations, work hours, procedure logging, etc. Access to MedHub is deactivated on the final day of training.

4. PROGRAM SPECIFIC SITES: _____ Date: _____
If required, Program Coordinators should include any additional sites (i.e., FHCN, VCH, VA, Reedley, Kaiser, etc.) that need clearance prior to providing this form to the separating resident/fellow.

If required by your program, check-out at the sites specified below:

Site: _____ Signature: _____

Site: _____ Signature: _____

Site: _____ Signature: _____

5. PROGRAM RELEASE/APPROVAL:
 The Program Director/Designee signature indicates that ALL checkout items have been completed and will be submitted to the GME office within one-week of the trainee’s separation date. Programs may attach additional program-specific check-out forms as required but should only sign this form and provide the separating house staff with his/her training certificate of completion after ALL requirements have been met.

Program specific items: pager keys Vocera locker other _____

 Signature of Program Director/Designee Date: _____

UCSF Fresno House Staff Forwarding Address Form & Alumni Data

Full Name: _____

Current Program: _____

Personal Forwarding Address: _____

Phone Number: _____ Email: _____

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Unchecked boxes will default to "NO."

- 1. I authorize UCSF Fresno to release my forwarding information (above) to affiliated partners from program related purposes, without giving me prior notice of such disclosures. YES NO
- 2. I would like to be contacted for UCSF Fresno alumni events. YES NO

Signature: _____ Date: _____

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Please answer the following questions regarding your post-residency/fellowship plans.

- 1. Will you be staying as faculty with UCSF Fresno/CCFMG? YES NO
- 2. Will you be staying in the Central Valley to practice? YES NO
- 3. Will you be entering into an advanced postgraduate training program? YES NO
- 4. Will you be entering private practice? YES NO

Business Address: _____
 Facility Name (private practice, institution, postgraduate training program)

 Address

 City State Zip Code

FOR HR/GME USE ONLY: Form #1 completed Form #2 completed
 UCSF Fresno badge returned CMC badge returned CMC parking placard returned

Certificate of completion: Given to program to deliver to house staff

Comments: _____

GME Staff Initials: _____