2016-2017 Program Coordinator Onboarding Checklist

Onboarding Contact Sheet

Documents for PC to send to Resident and/or complete

Below is a list of all of the onboarding documents that PCs are responsible for *sending to Residents and/or completing either before or after their arrival (click on each title to view individual documents). Please pay careful attention to the **timeline and specific action required** for each document and reach out to the appropriate contact for each if you have specific questions that are not answered in the relevant instructions. *Those documents listed below with an action item of “send to resident” can be easily accessed via the New Resident Affiliate Documents Zip File on the [GME Onboarding Website](#).

- **GME Welcome Letter with Institutional Orientation Information**
  - Timeline: **Before Resident arrival**
  - PC Instructions: Send document to Resident via email

- **PECOS/Medicare Enrollment Application**
- **PECOS/Medicare Enrollment Application Instructions**
- **Medicare Informational Handout**
  - Timeline: **Before Resident arrival**
  - PC Instructions: Send all three PECOS/Medicare documents to Resident via email, communicating that they only need to complete the enrollment application if they have not already done so (instructions for checking status included in instructions document)

- **State Licensing Application Instructions**
  - Timeline: **Before Resident arrival**
  - PC Instructions: Review instructions and send relevant information to Resident via email
  - Contact: Donna Bame

- **Scheduling Immunization Screenings/Mask Fit Appointments**
  - Timeline: **Before Resident arrival**
  - PC Instructions: Schedule appointment for new PGY2s and above
  - Contact: Karen Graves for Interns, PROHealth for PGY2s and above

- **I-9 & Affirmation of Legal Work Status Training Completion Instructions**
  - Timeline: **Before and After Resident arrival**
  - PC Instructions: Complete and submit
  - Contact: HR.I-9@ucdenver.edu
• How to Obtain Parking Coupons for GME Institutional Orientation 6/17 and 7/1
  o Timeline: After Resident Arrival
  o PC Instructions: GME will bring coupons both of the GME Institutional Orientations. They will be handed out at the end of the day.

• Resident Moonlighting Approval Form - if applicable
  o Timeline: After Resident arrival
  o PC Instructions: Complete and submit
  o Contact: Karen Graves

• Additional Pay for Additional Work Approval Form - if applicable
  o Timeline: After Resident arrival
  o PC Instructions: Complete and submit
  o Contact: Karen Graves

CU SOM / Affiliated Hospital Documents

Children’s Hospital Colorado:

CHCO PC Onboarding Instructions

Send to Resident Before Arrival
CHCO Resident Onboarding Instructions
CHCO Resident EMR Policy
CHCO Resident Orientation and Training Handbook
CHCO Online Module Instructions – NEW as of 6/13/16
CHCO Online Module Instructions – Radiology Residents/Fellows – NEW as of 6/13/16

Denver Health Medical Center:

DHMC ID Badge PC Step by Step Instructions

Send to Resident Before Arrival
DHMC Information Services Access Request
DHMC Parking Enrollment Form
DHMC Badge Form

HealthOne:

Rose Medical Center PC Instructions - For Rose Family Medicine Residents ONLY
Rose Medical Center PC Instructions - For Non Rose Family Medicine Residents/Fellows
Rose Surgical Center PC Instructions
Send to Resident Before Arrival
Rose Medical Center HealthONE Onboarding Forms - For ALL RMC Residents/Fellows
Rose Surgical Center HealthONE Onboarding Forms

University of Colorado Hospital:

Send to Resident Before Arrival
UCH EPIC Training Resident Instructions
UCH Computer System Security Statement
UCH Parking Form
UCH Scrub Machine Information

Complete Before Resident Arrival
UCH EPIC Training and Access Requests
UCH EPIC Training Registration Form
UCH EPIC Training Schedule
UCH ID Badge Scheduling Instructions

University of Colorado School of Medicine:

Send to Resident Before Arrival
CU SOM and VA Parking Agreement Form
CU SOM and VA Parking Key Card Information for Residents

Complete Before Resident Arrival
CU SOM Badging Instructions
CU SOM Pagers
CU SOM and VA Parking Instructions

Veteran Affairs Medical Center:

VAMC Service Contacts by Program

Send to Resident Before Arrival
VAMC HR and Badging Office Directions
CU SOM and VA Parking Agreement Form – See CU SOM section
CU SOM and VA Parking Key Card Information for Residents - See CU SOM section

Complete Before Resident Arrival
CU SOM and VA Parking Instructions – See CU SOM section
VAMC Onboarding Instructions
PC Instructions: Review instructions and send relevant action items to Resident via email
Documents Delivered to the Resident VIA MEDHUB Onboarding

Each of the documents listed below is automatically delivered to Residents via MedHub* and tracked, reviewed and confirmed by GME. **PCs are NOT responsible for tracking the status of these documents.** If you receive questions from Residents regarding any of these documents, please refer them to the appropriate GME contact person listed below.

**Contact: Kelly Knight**

- 16-17 Training Agreements
- GME Trainee Information Form
- NPI Instructions
- NPDB & Self Query Instructions
- Background Check Consent Form
- W-4 & Direct Deposit Instructions
- Medical/Dental/Pharmacy School Diploma
- USMLE / COMLEX Documentation
- ECFMG Certificate (when applicable)
- Professional Head-Shot
- Required GME Modules
- Housestaff Association Forms

**Contact: Joe LaFond**

- Benefits Forms and Information (including Health, Dental & Vision Enrollment)
- Immunization Summary and Supporting Documentation
- Life Insurance Beneficiary Form

*Documents are delivered to new Residents on April 1, 2016.*