2017-2018 CU SOM Parking Instructions for Program Coordinators

The information laid out in the steps below only applies to NEW GME residents who need access to CU Parking Lots* and Transferring/Continuing Residents who need access to CU Parking Lots* for the first time. If resident only needs to park in a hospital-owned lot (i.e. UCH or CHCO), they do NOT need to complete this form. In that case, Program Coordinators should follow that institution’s specific instructions to obtain hospital parking (available on the GME Onboarding Website).

*CU Parking Lots include 1) parking lots at the VA (9th Ave and Clermont) and 2) any NON-hospital lots on the AMC campus (this type of parking is rarely necessary unless a Resident/Fellow is doing research at a CU AMC building and does not already have hospital parking)

For Interns and New PGY2s and Above

Step #1:

1. Only if incoming Residents will need access to VA parking garage or non-hospital AMC parking, PC sends the Monthly Parker Agreement-GME form to Resident(s).
2. Resident completes the required fields on the Monthly Parker Agreement- GME form and returns to their program coordinator.
   IMPORTANT: Resident must also provide a $10 non-refundable check made out to “UC Denver” ONLY if they need non-hospital AMC parking. No fee is required for VA parking only.
3. Program Coordinator collects completed monthly parker forms and checks (if applicable), and returns to Karen Graves no later than 5/5/17 (hard copies or scanned and emailed pdfs are acceptable)
   IMPORTANT: If forms are not returned to the GME office by 5/5, there is no guarantee that Residents will receive parking access in time for their program start date.

Step #2:

4. Parking Office will batch all VA key cards into parking packets by program, and contact the program coordinator when ready for pick-up no later than 6/9/17
5. PC should distribute all VA key cards to Residents before the start of their program
   NOTE: VA key cards correspond to specific Residents, so when distributing to Residents please ensure the correct key card is being given to the correct individual.

For Continuing and Exiting Residents

For Continuing Residents: New VA parking key cards for Continuing Residents will be included in the parking packet for PCs. If you have a Continuing Resident who had VA parking in 2016-2017 but will not need it in 2017-2018, their parking will be deactivated* and they will need to return their key cards to the GME office.

If you have a Continuing Resident who needs VA or non-hospital AMC parking and does not currently have it (does not have a Monthly Parker Agreement—GME form on file) please follow the steps listed above in the “Interns and New PGY2s and Above” section.

*The GME Office will confirm with program coordinators before deactivating parking for any continuing Residents.

For Exiting Residents: PCs will need to collect VA key cards from all Exiting Residents and return them to Karen Graves in the GME office no later than July 7, 2017 (earlier if possible). Please do not discard these items. A $25.00 fee will be charged to the program for keycards that are not returned to the GME office. In addition to this charge, GME will not release the final program certificates to individuals who have not returned their key card. If you have Residents that will be rotating at the VA up until the very last day of their training, please send a list to Karen Graves and exceptions will be made for those individuals.