Rose Medical Center ("RMC") Onboarding - All Non-Rose Family Medicine Residents/Fellows

RMC Contact: Linda Clancy at: Linda.Clancy@HealthONEcares.com (303 320 2484)

CU Program Coordinator Step by Step:

For All Non-Rose Family Medicine Residents/Fellows:

1. On an annual basis at the commencement of each rotation year, GME Office will send a Letter of Good Standing covering all incoming Residents for the year.

2. One quarter in advance of the rotation start, CU Program Coordinator is to send a list of the resident names, rotation dates, rotation name, and Rose Medical Center supervising physician name to Linda Clancy. Program Coordinators will also provide headshot pictures of all incoming Residents for the coming year (whether on a CD or via email).

3. No later than 2 weeks prior to the rotation start, the Chief Resident at RMC and/or CU Program Coordinator is to send the following to Linda Clancy:

   a) Completed Statement of Responsibility and Confidentiality (in the form attached here to as Attachment B)

   b) Completed Provider Confidentiality and Security Agreement, Clinical Access Form and Electronic Signature Form (in the forms attached here to as Attachment C)

   c) Completed Consent and Release of Background Check (in the form attached here to as Attachment D)

   d) Completed Consent to Release of Health Information (in the form attached here to as Attachment E)

4. Upon receipt of Attachment B, RMC will begin Resident registration and badging process.

5. Upon receipt of Attachment C, RMC will forward copies to the HealthONE ITS dept.

6. Upon receipt of Attachment D, RMC will forward copies to the GME Office.

7. Upon receipt of Attachment E, RMC will forward copies to the GME Office and ProHealth, or CU's authorized immunization vendor/provider.

8. The GME Office will provide copies of the Background Check Report and "negative" drug screen report for each Resident to Linda Clancy prior to the rotation start date.

9. ProHealth will provide copies of Immunization Records for each Resident to Linda Clancy prior to the rotation start date.

10. The Chief Resident at RMC will bring new Residents to the Med Staff Office on first day of rotation to receive badges, and to provide/oversee Facility orientation for all new Residents. The Chief Resident will also serve as a liaison between RMC, the Residents and CU, to ensure RMC's timely receipt of all required documentation.