

## **Memorandum**

**To:** Residents & Fellows completing ACGME Training

**From:** Debra, Cindy, Lisa, Jeanne and Randa  
Graduate Medical Education Office

**Re:** Termination Information and Reminders

The enclosed materials have been prepared to assist you with your departure from UWHC. We have gathered information from various departments within the institution. Some of this information might not interest you for a few months, so we suggest you keep it in a safe place so you can refer to it at a later date. We hope you will find these materials helpful.

Enclosed in the blue portfolio, you will find a letter from Donna Katen-Bahensky and Dr. Carl Getto. Our office would appreciate any comments or suggestions you may have on how we could improve the portfolio.

If you have questions, please contact the appropriate individuals indicated in the enclosed materials. General questions should be directed to Cindy Feuling, Graduate Medical Education Office, at [cfeuling2@uwhealth.org](mailto:cfeuling2@uwhealth.org) or 263-8023.

Good luck in your future endeavors.



## UWHC Graduate Medical Education Termination Information & Reminders

### Certificates

The certificate of completion received from your training program is considered a document.

*Replacement of Certificate* - UWHC-GME guidelines regarding certificates are as follows:

Lost/stolen – no duplicate certificate will be prepared.

Damage – if the certificate gets damaged the GME Office will only replace if the original certificate is returned.

Name change – the name under which the person trained is the name that will appear on the certificate.

### Training Verifications

Training verifications can be completed by your training program or the Graduate Medical Education Office. Employing institutions can request verification on-line at <http://www.phdb.net>.

*NOTE:* The Graduate Medical Education Office can only verify training dates. To ensure timely completion of your verifications please make sure that all verifications that include an evaluation or an assessment of clinical skills are forwarded directly to your training program.

### Professional Liability Verification

If information regarding your liability coverage and claims history is required for new employment, contact the UWHC Risk Management Office. Due to the volume of requests they receive, they will only accept written requests for information. To assist you, we have included the **Request for Liability Coverage/Claims History** form (**Pink**) to use when making these requests. If there are any questions on your coverage or claims please contact the Risk Mgt Dept at 608-261-1327.

The UWHC Liability Protection for Health Professionals booklet is available on *U-Connect – Departments – Risk Management – Resources – Liability Handbook (pdf)*. It is suggested that this booklet be printed for your reference.

### Health Insurance – see Q&A Health Insurance page (Ivory)

For benefit information, please contact Sarah Grumke, UWHC Human Resources at (608) 265-8204 or [SGrumke@uwhealth.org](mailto:SGrumke@uwhealth.org). A packet on COBRA and any additional benefits you participated in during your training will be sent to your home address approximately two weeks after your last day of employment.

### Disability Insurance – Request for Group LTD Conversion Insurance Form

The long-term disability insurance, underwritten by the Northwestern Mutual Life Insurance Company through the Shulla Financial Services, ends on the last day of your service. *If you want to apply for conversion coverage*, complete the enclosed request form then contact Andrew P. Shulla, CLU, and the financial representative for the underwriting insurance company, at 608-836-2094.

### Address Change Notifications

It is very important that you submit address changes to the following departments/agencies. We have included forms for this purpose.

- Graduate Medical Education Forwarding Address Form (Yellow)** To receive your 2010 W-2 form. Also sent electronically to Program Coordinator.

**If the following address/information changes are not made it could potentially hinder patient care and your ability to practice.** For example: medical licensure, DEA renewal notices will go to address on file, which would be the UWHC GME Office. The NPI Registry is used by pharmacies & Home Health agencies to contact physicians to verify patient orders or prescription renewals.

- Wis Dept Licensing & Regulations Medical Examining Board** Complete address change on-line to obtain renewal notices: <http://drl.wi.gov>
- Patients Compensation Fund (PCF) (orchid)** Complete the address change letter included and send to the PCF. Also review the enclosed PCF informational sheet
- Drug Enforcement Administration (DEA) (salmon)** Complete the address change on-line at: [http://www.deadiversion.usdoj.gov/drugreg/change\\_requests/index.html](http://www.deadiversion.usdoj.gov/drugreg/change_requests/index.html) Also review the enclosed DEA informational page.
- NPI – National Provider Identification Number (blue)** Your NPI number is linked to your practicing institution. Complete the address and information change on-line: <https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do> Also review the enclosed NPI information page.

### **Return the following items to your Program Coordinator**

- Parking Permit / Hangtag - If you do not return your parking permit there will be two (2) additional months of parking deducted from your last paycheck.** If you will become UW Faculty or continuing in a non-accredited program you will need to request parking thru the UW-Madison Campus Department of Transportation. Check *U-Connect / Departments / Parking & Transportation* for direction on how to apply.
- UWHC Photo ID**
- Pager**
- Keys**
- Meriter Parking permit**
- VA Parking permit**
- VA Photo ID**

**Medical Records** - finalize all patient care records.

### **Scrubs**

All scrubs must be returned to their respective assigned machines. **Any scrubs not returned will be subject to a \$25 per set fee, which will be automatically deducted from your last paycheck.**

## Email

Your UWHC Outlook e-mail account will terminate either June 23 or June 30, 2010. Forwarding of e-mail will not be available after your account is terminated. Your Resident Desktop account will also be closed.

If you do not have an alternate e-mail account, you should set up a 3rd party e-mail account such as G-mail or Hotmail. Then you should:

1. Notify your contacts of your new address
2. For e-mail that you have stored in your hospital Outlook account, move it to the new account.
- 3 **You should also transfer any files that you have saved in your Resident Desktop**

If you have a UW faculty or non-accredited fellowship appointment that starts in July, please notify Brad Sinner, [bsinner@uwhealth.org](mailto:bsinner@uwhealth.org). He will try to arrange continuity of your account.