

Memorandum

To: Departing Residents/Fellows

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 or 263-8023.

Good luck in your future endeavors.

UWHC House Staff Termination Information & Reminders

Certificates

If you have *satisfactorily completed* your training program, your program has asked that we prepare a certificate for you. **Please note that if your certificate gets damaged we will replace it only if the original certificate is returned.** We do not replace lost certificates. Please make sure you take care of your certificate.

Training Verifications

Training verifications can be completed by your training program or the Graduate Medical Education Office.

PLEASE 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 Verifications (Pink)

If you need information regarding your liability coverage and claims contact the Hospital 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 a form 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 Liability Protection for Health Professionals booklet is available on U-Connect at https://uconnect.wisc.edu/servlet/Satellite?pagename=B_EXTRANET_UWH_HOME/Page/Show_Department%20&cid=1119365845145&c=Page. You may want to print this booklet out for reference.

Health Insurance

For benefit information, please contact Sarah Grumke, UWHC Human Resources at (608) 265-8204 or email at sGrumke@uwhealth.org

Disability Insurance

Your group, 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. Please contact Andrew P. Shulla, CLU, financial representative for the underwriting insurance company, at 608-836-2094.

Address Change Notifications (Yellow)

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

- Graduate Medical Education** Submit an address change form to Graduate Medical Education to make sure you receive your 2008 W-2 form.
- Medical Examining Board** (MEB) If you hold a full medical license in Wisconsin, complete an address change on the DRL website <https://drl.wi.gov/drl/drlhome/login.jsp>
- Patients Compensation Fund** (PCF) If you hold a full medical license in Wisconsin, an address change form must be submitted to the PCF. Also, make sure you review the enclosed informational sheet (purple) regarding the PCF.
- Drug Enforcement Administration** (DEA) If you hold a DEA registration, the enclosed address change form can be submitted or changed on-line at <https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>

Parking

If you have a departmentally issued parking permit (hangtag) you **MUST return your permit to your program** on your last day of training. These permits are needed for the new residents/fellows starting in June and July.

UWHC Photo ID

When turning in your pager, keys, and parking permit to your program coordinator, do not forget to return your UWHC Photo ID at the same time.

MERCK Loans

Any outstanding MERCK Loan balance will be deducted from your final paycheck.