

## GME Welcome Packet/New Hire Checklist

See documentation/information on website at [http://harbor-ucla.org/coordinator\\_forms.php](http://harbor-ucla.org/coordinator_forms.php)

<b>County Paid</b>	
<b>New Interns only:</b>	
1. Match Letter	
2. GME-Required Institutional Documents*	
3. List of Acceptable Documents for HR	
4. Employee Health Packet	
5. Roommate Notice	
6. Hotel/Apartment Information	
7. Credit Union Information	
<b>Resident/Fellows only:</b>	
1. Welcome Letter (PGY 2-7 County Paid)	
2. GME-Requirement Institutional Documents*	
3. List of Acceptable Documents	
4. Employee Health Packet	
5. Roommate Notice	
6. Hotel/Apartment Information	
7. Credit Union Information	
<b>Not County Paid</b>	
<b>Residents/Fellows Only:</b>	
1. Welcome Letter (PGY 2-7 Not County Paid)	
2. GME-Required Institutional Documents*	
3. Roommate Notice	
4. Hotel/Apartment Information	

<b>*GME-Required Institutional Documents</b>
<ul style="list-style-type: none"> <li>• Release of Information Form</li> <li>• License Requirement Agreement</li> <li>• Contract (signature page only)</li> <li>• Combined Data Sheet/Resident Application</li> <li>• Harbor HIPAA Certification Test</li> <li>• Code of Conduct Test</li> <li>• Medical Records/Radiology Agreement</li> <li>• Postgraduate Training Registration form</li> <li>• Medical School Diploma Copy</li> <li>• Request for Special Consideration</li> <li>• Electronic Signature Form</li> </ul>
If Foreign Medical Graduate, in addition to the above documents:
<ul style="list-style-type: none"> <li>• ECFMG Certificate</li> <li>• Medical Board Postgraduate Training Authorization Letter (if unlicensed by CA Medical Board)</li> </ul>