

## Checklist-Courtesy Resident

Name \_\_\_\_\_ ID \_\_\_\_\_ PGY LEVEL \_\_\_\_\_  
Dept Name \_\_\_\_\_ Dept Contact \_\_\_\_\_

1. New Hire Demographics Form:

<http://adminaffairs.med.ufl.edu/files/2012/06/gatorStartForm.pdf>

2. Copy of Rotation Agreement - Contract should identify which institution is responsible for Salary, Malpractice, and Fringe Benefits.

3. Biographical Form 270:

<https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/11/Biographical-Information-Form.pdf>

4. Florida Training License (must be submitted 60 days prior to starting. Residents are responsible for paying processing fees with the exception of Military Residents):

<http://adminaffairs.med.ufl.edu/graduate-programs/housestaff/>

5. NPI# (National Provider Identifier):

<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>

6. Department should verify Driver's License (1 copy) must be legible

7. Intellectual Property Agreement (4-in-1) - SECTION TWO ONLY:

<https://hr.ufl.edu/wp-content/uploads/2018/04/fourinone.pdf>

8. OIG Search: <https://exclusions.oig.hhs.gov/>

HHS Office of the Inspector/OIG Exclusion Searchable/Online Database. Please submit screen print from web page with packet.

9. Copy of Medical Diploma (copy of ECFMG if Foreign Graduate)

10. HIPPA Training: <http://privacy.ufl.edu/privacy-training/> - Volunteer Training (COM-HR, Graduate Programs Office does NOT need a copy)

11. Confirmation of Required Screening: See template Memo [https://com-dean-adminaffairs.sites.medinfo.ufl.edu/wordpress/files/2018/12/External-Preplacement-Memo\\_blank.docx](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/wordpress/files/2018/12/External-Preplacement-Memo_blank.docx) (DO NOT SEND Immunization records to COM-HR, Graduate Programs Office)

12. Foreign Nationals: Contact Sally Harvin – Prior approval required