

COM-HR, Graduate Programs

Housestaff Termination Checklist – Optional for Terminating Residents/Fellows/Adjunct Clinical PDA's (Graduate Programs DOES NOT need a copy – Keep for your records)

Name: _____ UFID _____ Department/Specialty: _____

REMINDERS

___ Update address in <https://one.uf.edu/login/applicant>

___ Enter Forwarding Address in New Innovations

___ Where are they going? (enter in New Innovations) *Example: Private Practice, Military, Continuing Graduate Medical Education, Staying at UF*

Exit Requirements>Returns: (department is responsible for collecting all returns and deactivating access as needed)

___ Beeper/Cell

___ All Keys (lounge, locker, etc...) & keycards/Fobs

___ ID Badge destroyed or returned

___ Departmental Requirements

I verify that all personalized UFHealth / Shands prescription pads have been destroyed by me or turned into Pharmacy. I am aware that upon departure from University of Florida/UFHealth/Shands, I am no longer able to use these prescription pads. All of the above sections have been completed. Medical records, Borland Library, parking fines and hospital accounts are listed as completed. In addition, there are no outstanding loans with the Attending Staff Foundation or the Office of Educational Affairs. I have given the resident/fellow a copy of this clearance form.

Signature of Resident/Fellow: _____ Date: _____

Signature of Program Coordinator: _____ Date: _____

Helpful information for terming Housestaff

- ❖ Health Insurance – <https://hr.med.ufl.edu/prospective-employees/health-benefits/>
- ❖ Mailing of W2 – <https://www.fa.ufl.edu/directives/w-2-information/>
- ❖ Verification of Residency/Fellowship – Mormetha Johnson, (352)273-9916 mormetha@ufl.edu
- ❖ PSLF (Public Service Loan Forgiveness) Forms – Robert Chinnis, (352)273-9915 robert.chinnis@ufl.edu