

Checklist-Courtesy Resident/ADJ CLIN PDA/Military

Name _____ ID _____ PGY LEVEL _____
Dept Name & Contact _____

1. New Hire Demographic:

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

2. Copy of Rotation Agreement or Contract approved by GME - 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://npiregistry.cms.hhs.gov/search>

6. Department should verify photo ID (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 Results: <https://exclusions.oig.hhs.gov/?AspxAutoDetectCookieSupport=1>

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

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

11. Confirmation of Required Screening:

<https://www.ehs.ufl.edu/forms/occmmed-forms/>

(DO NOT SEND Immunization records to COM-HR, Graduate Programs Office)

12. COVID Vaccine documentation or Exemption: <https://bridge.ufhealth.org/vaccine-proof-exemption-request/> *Courtesy should complete online portal

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

14. Must be added to New Innovations - Contact Sony Kuruppacherry kurupsj@ufl.edu