

# Checklist-Visiting Courtesy Resident/ADJ CLIN PDA/Military

Name \_\_\_\_\_ UFID \_\_\_\_\_ 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):  
<https://hr.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](#)
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 (under Description, see **Patient Contact**):  
<https://www.ehs.ufl.edu/forms/occmec-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
14. Must be added to New Innovations – Contact GME: [GME-Office@ufl.edu](mailto:GME-Office@ufl.edu)