

Offboarding Checklist for Graduating Residents and Fellows

Important: Workday Transition

The University of Washington will transition to Workday, a new cloud-based HR and payroll system on June 27. Additional resources for separating UW employees will be available and linked from the GME website by early June. After you leave UW, you will access Workday to provide updated contact information, access tax documents, and access paystubs (for July 2017 onward).

Steps to be aware of now:

- ❑ **Duo 2FA Enrollment:** Duo is the new Two-Factor Authentication (2FA) solution rolled out to University of Washington in May. 2FA will be required for all UW employees signing in to Workday with their UW NetID, including separated employees who need to update/access information in Workday after their departure. To enroll in Duo go to <https://identity.uw.edu/2fa/>
 - ❑ **Address Reporting:** Update your address in Workday **at least two weeks** after your last day of employment. Workday reports on your home address and updating your address while still finishing out your appointment will result in out-of-state tax withholding on your final paycheck. You may also leave your forwarding address with your program for updating directly in Workday.
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- ❑ **Case/Procedure Logs:** Residents and fellows are required to log all final cases/procedures in ADS, or other system as required by their program/specialty upon completion of the program. Refer to the [Maintenance of Case/Procedure Logs Policy](#) for more information.
 - ❑ **Certificates of Liability Coverage for Residents/Fellows Leaving UW:** Requests for certificates of liability coverage for residents and fellows are submitted by their training program. Information regarding your terms of coverage is available on the [Risk Services](#) website. Please check with your program office if you have not received a copy of your certificate. You may also request a [certificate](#) directly from Rick Management.
 - ❑ **Chart Completion:** Complete all chart notes and dictations at each hospital prior to departure. Residents and fellows will lose access to clinical systems within 48 hours of their end date.
 - ❑ **Complete Confidential Annual Program Evaluation:** Per the ACGME Common Program Requirement V.C.2.d).(1), residents and fellows "must have the opportunity to evaluate the program confidentially and in writing at least annually." Contact your program director or administrator if you do not receive this evaluation at the end of your training.
 - ❑ **DEA Registration:** It is the responsibility of the individual resident or fellow to notify the DEA of any license registration changes (e.g., address, name) by submitting the online [Registration Changes](#) form on the DEA website. Residents and fellows may not continue to use their fee-exempt registration following completion of a UW training program - unless appointed to a UW department in another capacity (faculty, senior fellow) - and will need to submit a new registration application.

- ❑ **Graduation Certificates:** Graduation certificates are requested by individual training programs and typically handed out at graduation. If you do not receive a certificate, contact the [GME Office](#). In the event that a certificate is lost or damaged, or a trainee legally changes his/her name, a [replacement certificate](#) may be requested. All replacement certificates will be issued at the expense of the trainee.
- ❑ **HMC Parking Access Cards:** If you have a return HMC Parking access card, please return it to HMC Parking Office (HMC 8EH70).
- ❑ **Hospital ID Badges and Access Cards:** Return all hospital ID badges and building access cards (if leaving UW) to your program office.
- ❑ **Husky Cards:** Close out your [Husky Card Account](#) and request a refund of the account balance. Refer to the [Refunds \(Husky Card Account Only\)](#) section on the Husky Card site.
- ❑ **Immunization/PPD Records:** To request a copy of your immunization record, please submit your request in writing by email to emhealth@uw.edu. Include the following information in the email request:
 - Full name
 - Complete date of birth
 - Employee ID number OR last 4 of your Social Security Number
 A PDF copy of your immunization record will be sent to your email within one or two days. If you would like a stamped copy of your immunization record, please visit our clinic during office hours.
 (Please note: Employee Health will not forward immunization records to third parties)
- ❑ **Insurance Benefits – Continuation of Coverage:** Contact the [UW Benefits Office](#) if you wish to arrange continuation of your insurance benefits through COBRA. You will continue to receive your current insurance through the end of the month of your appointment (e.g., if your last day is the 15th of the month, you will be covered through the last day of the month).
- ❑ **MedHub Access:** Residents and fellows will have access to MedHub for 30 days past their appointment end date in order to log duty hours, complete faculty and program evaluations, update their contact information, and submit case log data (if applicable for the program).
- ❑ **NPI Numbers:** All health care providers with NPI numbers are required to update the [National Plan and Provider Enumeration System \(NPPES\)](#) with any changes to their provider information **within 30 days of the effective date of the change**. This includes changes to:
 1. Medical license registration (number and state)
 2. Taxonomy code (provider specialty)
 3. Provider address and practice location
 4. Contact information (it is recommended that the Contact person listed be the provider)

Residents and fellows are responsible for updating their information, and should make any necessary changes as soon as they depart the program. If you do not know your UserID and password, you may retrieve these on the NPPES site. The NPI number is used for Medicare/Medicaid.
- ❑ **Paycheck:** If leaving the UW June 30, your last paycheck received will be deposited on July 10. If departing UW after that date, your check will be deposited on within 2 weeks of your end date, on either the 10th or 25th of the month.
- ❑ **Tax Documents:** Will be available in Workday.

- ❑ **U-Link:** Sign up for U-Link. [U-Link](#) is a secure password-protected internet portal that allows non-UWMC referring physicians, other licensed referring healthcare practitioners, and their support staff to access the medical records of the patients that they refer to UW Medicine, or that are referred to them. U-Link provides access to the records of patients at UW Medical Center (UWMC), Harborview Medical Center (HMC), and Seattle Cancer Care Alliance (SCCA).
- ❑ **U- PASS/ORCA Card:** Contact Transportation Services to cancel your [U-PASS](#).
- ❑ **UW Email Forwarding:** All UW alumni and former employees keep their UW email address indefinitely; however the service hosting the email inbox expires upon graduation/separation from the university. To Setup basic email forwarding AFTER being separated:
 - Log into the MyUW page
 - Select 'Email' and then 'Change Email Forwarding'
 - Select your forwarding option*Forwarding many only be setup after you have departed the university.*
- ❑ **UWRP Benefits:** When you end employment at the UW, you keep all of the accumulations in your [UW Retirement Plan](#) including the UW matching funds. You can contact your record keeper directly if you wish to roll your savings into another retirement plan or Individual Retirement Account (IRA). However, you are not required to make any changes to your account and will be able to access your savings upon retirement or earlier per the policy plan.
- ❑ **UW NetID:** If you need assistance with your NetID and password after your departure, [email UW-IT](#).
- ❑ **Voluntary Investment Program:** When you leave the university, your VIP contributions will automatically stop, however you may keep all of your accumulated savings in your savings plan. Visit the [VIP section](#) on the Benefits & Work/Life site for more information.
- ❑ **Washington State License:** It is the responsibility of each practitioner to maintain his or her current address on file with the Department of Health. If you have a full, unrestricted license, and will be staying in Washington state following completion of training, you must provide the Department of Health with updated address information if your address will change. To do this, complete the online [Address Change Form](#) and submit to the DOH. The mailing address on file with the DOH will be used for mailing of all official matters to you, so it is important that this information be updated accordingly.