Exit Process Policies & Procedures
Resident and Fellow Appointments

Responsibilities of the Residency/Fellowship Program

q Submit Ending Appointment Information to GME Finance
   1. Create List of Residents/Fellows Departing Your Program: Complete the “Ending/Changing GME Appointments List” located in MedHub. This is to include residents/fellows departing your program for another UW GME appointment, a non-GME appointment, and those departing the university. Please only submit one list per program, and prepare a list whether or not you have anyone leaving your program (indicate “not applicable” in the name field).
   2. Complete GME Finance Pre-Approval Payroll/Action Forms (PAAF): Create a PAAF for each resident/fellow departing your training program.
   3. Submit Ending/Changing Program Information to GME Finance: Mail the following paperwork to Carolyn Adams at Box 358047 (do not email):
      A. Completed “Ending/Changing GME Appointments List”
      B. Completed PAAs
         For Medicine fellowships, mail to Lisa Lawless; for Pediatrics fellowships, mail to Heather Bliss.

Lists submitted to GME Finance without the PAAs will be returned to the preparer without being processed. PAAs received by GME Finance without a list will be returned to the preparer of the PAAF at the discretion of GME Finance without being processed.

q MedHub Terminations
   1. Terminate Resident/Fellow Appointments in MedHub: Use the Resident Termination/Graduation Wizard to terminate/graduate a resident/fellow. For single appointment changes, select ‘Individual’. To change a large number of appointments, select ‘Batch’. Reasons for termination in most cases will either be “Completed Internship/Residency” or “Changed Programs (UW).” For other reasons, please select the appropriate response from the drop-down menu. This may be done within 90 days of the termination date.
   2. The GME Office will only process the termination request once the “Ending/Changing GME Appointments List” has been received by GME Finance.

q Annual Program Evaluation by Residents/Fellows: Per the ACGME Common Program Requirement V.C.1.d).(1), residents and fellows “must have the opportunity to evaluate the program confidentially and in writing at least annually.” Programs should give their residents/fellows the opportunity to evaluate the program at the end of their training.

q ADS Updates: Update status of residents/fellows who have departed the training program in a timely manner.

q Case Logs: Programs must ensure that their residents/fellows update their case logs in ADS (or other system used by their program), prior to their departure. Incomplete case logs can negatively affect accreditation decisions on future site visits.

q Certificates for Completion of Residency/Fellowship Training: Certificates for completion of residency or fellowship training must be requested through UW Creative Services using one of two standard templates. Certificates sent to the GME Office or to the Dean’s Office for the Dean’s signature will not be processed. Please refer to the Certificate Processing Instructions provided by UW Creative Services for detailed instructions on how to submit certificate requests (instructions to be available by mid-April).

q Certificates of Liability Coverage for Residents/Fellows Leaving UW: The Office of Risk Management generates certificates of professional liability coverage (“proof of insurance”) for residents and fellows leaving UW. Programs are responsible for submitting requests for certificates of coverage directly to Risk Management using the “Certificate of
Liability Coverage Request Form" located in MedHub in GME Office Resources > Resident and Fellow Appointments. Risk Management will email PDFs of the certificates directly to the program contact who submitted the request. It is advised that the program give one copy to the resident/fellow and keep one copy in their file. For individual requests, the Request a Provider’s Certificate and Claims History form may be submitted online.

q **Payroll:** Forward appointment separation information to your payroll coordinators.

q **Pager Returns:**
   1. **UWMC Pagers:** Pagers for departing housestaff must be returned to UWMC Teleservices in NE165. Programs will receive a receipt from Teleservices at the time of drop off. Do not drop off the pagers without obtaining a receipt. Each pager returned must be labeled with the following information:
      A. Pager Number
      B. User Name
      C. Program

      - If a resident/fellow leaves and does not turn in their pager, the monthly fees will continue to be charged to the budget until the pager is returned or deemed lost. If the pager is lost, a $69 fee will be charged to the budget at the time of disconnect.
      - If a departing resident/fellow will be moving into another UW training program, they may keep the pager. The new program will be responsible for emailing Pat Lambrou (uwtech-billing@u.washington.edu) and providing her with the residents/fellows name, pager number, current budget number, new budget number, and the date this will take effect in order to transfer the pager charges to the new program.

      2. **Other Pagers:** If your program works directly with telecommunications at another site to order pagers, be sure the pagers are returned to the appropriate office when your resident/fellows departs the program.

q **Specialty Board Updates:** Program are responsible for submitting graduate information to their specialty boards.

q **Summative Evaluations of Residents/Fellows:** The program director must complete a summative evaluation for each resident/fellow upon completion of the program or if leaving the program early for any reason. This evaluation must become part of the resident’s/fellow’s permanent record maintained by the institution, and must be accessible for review by the resident/fellow in accordance with institutional policy. This evaluation must:
   1. document the resident’s/fellow’s performance during the final period of education (this should be done in the form of a competency-based performance evaluation) Common Program Requirement V.A.2.a), and
   2. verify that the resident/fellow has “demonstrated sufficient competence to enter practice without direct supervision” Common Program Requirement V.A.2.b). This exact language is required by the ACGME.

q **UW Medicine Account Deactivations:** Programs that submitted UW Medicine Accounts requests for trainees without an end date, will need to go to the IT Services website and submit an Online UW Medicine Account Deactivation Request Form. To request a list of account end dates for your trainees, send an inquiry including names and UW NetIDs to uaa@u.washington.edu.

      - If you have a resident or fellow who will be starting a UW faculty appointment, you must ensure that appropriate paperwork has been submitted to OMSA/OFA to update their appointment status, and submit a UW Medicine Account Change Request Form.

q **Visas:** If a resident/fellow on an H-1B visa departs the program prior to completion of training, the International Scholars Office (ISO) must be notified in writing, with a letter from the Chair explaining the reason for the departure, the termination date, and a request that ISO withdraw H-1B sponsorship “as required.”

q **Other exit procedures as required by your training program**

**Responsibilities of and Reminders for Departing Housestaff**

Programs are responsible for ensuring that their departing housestaff are provided with the attached "Separation Checklist for Departing Housestaff," as well as any additional separation instructions specific to the training program. The checklist is also available on the Residents and Fellows page on the GME website.
Separation Checklist for Departing Housestaff

q **Address Information:**
   1. Provide forwarding address to your residency/fellowship program office as requested (e.g., via MedHub)
   2. Update MyUW/Employee Self Service with forwarding address information.

q **Complete Confidential Annual Program Evaluation:** Per the ACGME Common Program Requirement V.C.1.d.(1), residents and fellows “must have the opportunity to evaluate the program confidentially and in writing at least annually.” Your program should give you the opportunity to evaluate the program at the end of your training. Contact your program director or administrator if you do not receive this evaluation.

q **Case/Procedure Logs:** Log all cases/procedures in ADS, or other system as required by your program/specialty. Failure to report all cases/procedures completed during training can negatively affect a program's accreditation status.

q **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 Office of Risk Management website. Please check with your program office if you have not received a copy of your certificate.

q **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.

q **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 with a fee-exempt license may not continue to use their license following completion of a UW training program - unless appointed to a UW department in another capacity (faculty, senior fellow) - and will need to apply for a new license.

q **HMC Parking Access Cards:** Return HMC Parking access card to HMC Parking Office (8EH70; 7:00 a.m. to 4:30 p.m.).

q **Husky Cards:** Close out your Husky Card Account and request a refund of the account balance.

q **ID Badges and Access Cards:** Return all hospital ID badges and building access cards (if leaving UW) to your program office.

q **Immunization/PPD Records:** You may be required to submit these for credentialing at other institutions. Please contact UWMC-Employee Health Center at (206) 598-7971 to request copies of your records.

q **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).

q **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).

q **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 have your NPI confirmation letter and/or know your login and password and were a UW resident or fellow prior to 2008, please contact the GME Office to get this information. If you received your NPI number at a previous institution, you will need to contact that institution to request the information.

- **Paycheck**: If leaving the UW June 30th, your last paycheck received will be deposited on July 10th. If departing UW after that date, your check will be deposited within 2 weeks of your end date, on either the 10th or 25th of the month.

- **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 us, or that we refer 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**: Cancel your U-PASS by turning in your sticker or you will continue to be charged.

- **UW Email**: 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. There are several ways to continue to use your @uw.edu email address after being separated:
  1. **Setup basic email forwarding** – this can be done by logging into the MyUW page, clicking ‘My Account’ and then selecting ‘Change e-mail forwarding.’ This will forward e-mail sent to the @uw.edu e-mail address to another e-mail account of the users choosing. This will not however allow the user to send e-mails from their @uw.edu e-mail address, since e-mails are simply being redirected to a separate e-mail account.
  2. **Set up one of the UW Cloud Services** - These are the **UW Google Apps**, and **UW Windows Live**.

- **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 the fund sponsors 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.

- **Voluntary Investment Program**: When you leave the university, your VIP contributions will automatically stop; however, your may keep all of your accumulated savings in your savings plan. Contact the **UW Benefits Office** if you have questions about your contributions.

- **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.

  - **Returning to Active Status when an MD License has Expired**: If you leave Washington state following completion of training, and later return for additional training or to practice, you will need to pay a late or reissuance fee for your full MD license. See the Washington State MQAC Fee Schedule page for current renewal and reissuance fees. If your license expired over 3 years ago, you will also need to submit an **Expired License Activation Application Packet**.