June 2018

FROM: Graduate Medical Education
17 Davis Blvd., Suite 308
Tampa, FL 33606
(813) 250-2506

RE: Checkout Process

The following document contains information about the Checkout process. In addition, on page 2 we’ve provided helpful information/links related to change of address, insurance, and NPI number, among other topics.

The Checkout process consists of:

- **Completion of an Exit Survey.** This survey is located in New Innovations and will be available for completion through 7/31/18.

- **Completion of the Checkout process for each of the affiliated hospitals where you rotated.** Use the table below to guide you through the checkout process for each affiliated hospital. **Your training will not be considered complete if the appropriate forms are not returned, as indicated.**

<table>
<thead>
<tr>
<th>Affiliated Hospital</th>
<th>Checkout Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampa General Hospital</td>
<td>Return ID badge, pager, call room keys, meal card and check out form to Carmela Villanueva (<a href="mailto:carmelavillanueva@tgh.org">carmelavillanueva@tgh.org</a>) on the 4th floor of the TGH East Pavilion, Room J402.</td>
</tr>
<tr>
<td>James A. Haley VA Hospital</td>
<td>Complete the enclosed form on page 4 and return to Erika Barr in JAHVA, Room 130 (Director’s Suite-1st floor/Main hospital).</td>
</tr>
<tr>
<td>Moffitt Cancer Center</td>
<td>Complete the enclosed form on page 5 and return it and your access card, ID badge, remote token, and pager (as applicable) to the MCC GME office, MCC 4th Floor, Main Hospital/Red Valet building.</td>
</tr>
<tr>
<td>Johns Hopkins All Children’s Hospital</td>
<td>The checkout process is completed directly with the JH ACH GME office.</td>
</tr>
<tr>
<td>Bay Pines VA Hospital</td>
<td>The checkout process is completed at the end of the Academic Year.</td>
</tr>
</tbody>
</table>

**IMPORTANT!! NO PHONE CALLS MAY BE MADE IN LIEU OF SIGNATURES ON THE ATTACHED FORM.**
HELPFUL INFORMATION

HEALTH INSURANCE / W-2
COBRA benefits are available to you if you are leaving and wish to extend your health coverage. Please visit the GME webpage at http://health.usf.edu/medicine/gme/graduating/benefits.htm for additional information.

It is your responsibility to notify the U.S. post office of a forwarding address so that your mail continues to follow you. In addition, before termination you will need to log-on to the USF GEMS system to change your home address so that your W-2 tax form will be sent to you in January. Instructions may be found here.

MALPRACTICE COVERAGE
For proof of malpractice coverage, please contact the USF Self Insurance Program at USFSIP@health.usf.edu or 813-974-8008.

DISABILITY INSURANCE
Your long-term disability insurance can be converted to a private policy if you desire. For additional information on your current policy and conversion, please contact Muniz & Associates at 813-258-0033.

IMMUNIZATIONS RECORDS
Immunization/Vaccination records on file in the Medical Health Administration Office can be obtained in person (USF Morsani, 6th Floor, MDH 6108) or by completing a Medical Record Information Release Form. The completed Release Form can be returned to mha@health.usf.edu 3-5 Business Days for processing required.

NATIONAL PROVIDER IDENTIFIER (NPI)
Everyone has an NPI number. It is YOUR responsibility to log on to the NPPES website (https://nppes.cms.hhs.gov/NPPES/Welcome.do) and update your personal information. Remember that the log-on and password belong to YOU and should not be shared with anyone.

ALUMNI SOCIETY
The USF Health Morsani College of Medicine Alumni Society is proud to welcome our residents and fellows as alumni members of the USF family. To register, visit us at http://bit.ly/GMEalumni or contact us at medicinealum@health.usf.edu to be included and get involved.

CONTINUING AS FACULTY
If you will be staying at USF in a Faculty position, please let your Department know so that your e-mail account will not be turned off and your health benefits can be addressed.

YOU MUST COMPLETE THE CHECKOUT PROCESS EVEN IF YOU ARE GOING TO BECOME FACULTY!
DATE:

NAME:

TRAINING PROGRAM:

TERMINATION DATE:

TGH Badge returned: OYes ONo ON/A
Pager returned: OYes ONo ON/A
Meal Card returned: OYes ONo ON/A

______________________________
Trainee Signature

______________________________
GME Staff Signature
**Veterans Administration**

**RESIDENTS/FELLOWS CLEARANCE FROM INDEBTEDNESS**  
*Please complete all highlighted areas*

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE</th>
<th>SSN</th>
<th>MAIL FORWARDING ADDRESS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE OF POSITION</strong></td>
<td>STATION NO.</td>
<td>SERVICE, DIVISION AND SECTION</td>
<td></td>
</tr>
</tbody>
</table>

**THE EMPLOYEE IS (Check one)**

- [ ] BEING SEPARATED FROM VA  
- [ ] BEING TRANSFERRED  
- [ ] VETERAN  
- [ ] NON VETERAN  

**THE EMPLOYEE IS (Check one)**

- [ ] EFFECTIVE DATE

This certifies that the above-named employee is not indebted to the Government except as noted.

### 1. TO BE COMPLETED AT SERVICE LEVEL:

<table>
<thead>
<tr>
<th>DEPARTMENTS/STAFF OFFICES</th>
<th>CLEARANCE OFFICIAL</th>
<th>ARTICLES</th>
<th>QTY.</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s Service/Ext:</td>
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<tr>
<td>Employee’s Supervisor Ext:</td>
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<tr>
<td>Uniform Exchange: 6010 (located B-36)</td>
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<tr>
<td>HIMS/Records Management 4979/6140 (located GA-027)</td>
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<tr>
<td>Police &amp; Sec Service: Ext. 6332 (located in bldg 42-119)</td>
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<tr>
<td>Fac &amp; Eng: Ext. 7057 (located in bldg 42-205)</td>
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<tr>
<td>IRM Service: Ext. 6108/7222 (located on ground floor GB-20C)</td>
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<tr>
<td>Medical Education Office (Clinical Training Evaluation); Ext. 2197</td>
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<tr>
<td>Agent Cashier: Ext. 6033 (1st floor 1D-106)</td>
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<tr>
<td>Main Library (Med): Ext. 6569 (located – 2A-239)</td>
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</tbody>
</table>

**Employee’s Service/Ext:**  
See House Staff Coordinator for clearance form

**Employee’s Supervisor Ext:**  
CLINICAL STAFF ONLY – Verify unsigned patient progress notes are closed out

**Uniform Exchange:** 6010 (if applicable)  
Laundry, uniform, linen and lockers  
(6:30am-2:45pm)

**HIMS/Records Management 4979/6140**  
All Employees must certify with Records Management that they are not removing any Federal records from VA custody.

**Police & Sec Service: Ext. 6332**  
Collection of employee I.D. badge and automobile decal

**Fac & Eng: Ext. 7057**  
Collection of Keys

**IRM Service: Ext. 6108/7222**  
Computer usage cancellation and Turn-in: Pager/Cell Phone/VA loaned equipment

**Medical Education Office**  
Please visit [www.va.gov/oaa/surveys/](http://www.va.gov/oaa/surveys/) and complete the OAA LEARNER’S PERCEPTION SURVEY. Your response is greatly appreciated.

**Agent Cashier: Ext. 6033**  
LAST STOP! Collect Transit Benefits and Forward final pay check. **CORRECT FORWARDING ADDRESS**

**Main Library (Med): Ext. 6569**  
Medical and General Library clearance.  
Books and Publications

**INSTRUCTIONS:** This form must be completed and presented to the Agent Cashier, Finance Division, before final payment will be released.

**SIGNATURE OF APPROVING OFFICIAL**

<table>
<thead>
<tr>
<th>DATE</th>
<th>AGENT CASHIER INITIALS</th>
<th>INDEBTEDNESS COLLECTED</th>
</tr>
</thead>
</table>

VA FORM 3248

Revised 12/2014eb
GME SIGN OUT FORM

Residents and fellows graduating from their training programs should complete the first section and report to the Moffitt GME Office, MCC 4th Floor, Main Hospital/Red Valet building for sign out.

I. TRAINEE Please complete the following information
Name: ____________________________  Training Program: ____________________________
Termination Date: ________________

II. GME STAFF
Access Card Return: # ___________  Moffitt ID Badge Returned: ☐  Remote Token: ☐  Pager returned: ☐
Moonlighter  Yes ☐ (complete this section)  No ☐
If yes, Moonlighting Department: ____________________________
Date cleared by Dept: ________________  Dept. Admin Signature ____________________________
Do Not Term Until: ____________________________

II. SIGNATURES
Trainee Signature: ____________________________  Date
Moffitt GME Staff Signature: ____________________________  Date

Moffitt GME Office
Open Monday-Friday, 7:30 am to 4:30 pm
MCC (Main Hospital Building) 4th floor, Suite 4035
813-745-1867