**Find that File in Central GME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| File Item | **Highlighted** indicates document contains sensitive information  ^ indicates files that will be removed when archiving a file because of alumni status | **NI** | **Box** | **Paper** |
| ^NPI Number | | Basic Information |  |  |
| ^BLS/ACLS/PALS/ATLS/NRP | | Certifications |  |  |
| Resident Contracts/RAC Contracts | | Contracts |  |  |
| ECFMG | | ECFMG | Back-Up Copy |  |
| Medical School Diploma | | Education | Back-Up Copy |  |
| Previous Training Signed Form | | Files & Notes: HR Folder | Back-Up Copy |  |
| Background Check Verification | | Files & Notes: HR Folder |  |  |
| ^Leave Forms | | Files & Notes: HR Folder |  |  |
| ^Moonlighting Forms | | Files & Notes: HR Folder |  |  |
| ^Florida Board of Medicine License | | Licenses |  |  |
| USMLE/COMLEX Scores | | Test Scores |  |  |
| ^Communicable Diseases/  Verification Form   * Health Administration office keeps current | | Remove in January |  |  |
| **^Health/Life Insurance Enrollment/Updated Forms** | | Remove in January |  |  |
| **^HR Packet** | | Remove in January |  |  |
| **^Standard Beneficiary Form** | | Remove in January |  |  |
| **^J-1 Visa Paperwork** | |  | Originals |  |
| **Sensitive Background  Check Documents** | |  |  | HR Files  (Scanned later) |
| **Disciplinary Action** (Written warnings, probationary action, etc.) | |  |  | HR Files  (Scanned later) |
| PRN Files | |  |  | HR Files  (Scanned later) |