**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) |