



June 2020

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 3 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 7/31/20.
- 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.**
- Case Logs Reminder. Complete ACGME case logs if this applies to your training program. Case logs can be requested by hospitals for future privileging and impacts program accreditation. Please give yourself and your program credit for the volume of procedures/cases completed.
- USF Issued Pager: Your pager must be returned to your program prior to your departure. If your pager is lost, you must pay a \$70 replacement fee. This should be paid by check made payable to USF.

Affiliated Hospital	Checkout Requirements
Tampa General Hospital	The TGH GME office is closed. Your form will be collected online. Your badge and account will be deactivated on your last day at TGH or by 6/30/2020.
James A. Haley VA Hospital	At JAHVH, the residents will need to go to the areas physically as delineated on the form (ID Office, Agent Cashier, IT office). Special circumstances of the Linen Room (surgery residents only), and the Facilities Management Office (if they've been issued any VA keys), as applicable. FORM MUST BE EMAILED TO SONIA.RIVERA2@VA.GOV once complete.
Moffitt Cancer Center	<p>Complete the enclosed form on page 5 and return it and your access card, ID badge, remote token, and Moffitt pager (as applicable) to the MCC GME office, MCC 4<sup>th</sup> Floor, Main Hospital/Red Valet building.</p> <p>*Starting Monday, June 1st, Moffitt's GME Office will have minimal staffing in the office due to social distancing. However, You can contact their Management Assistant, Cortney Bruce, for sign out instructions. You also have the option to do it remotely. Cortney's contact information is:</p> <p>Cortney Bruce, Management Assistant to the GME Office  <a href="mailto:Cortney.Bruce@Moffitt.org">Cortney.Bruce@Moffitt.org</a></p>
Johns Hopkins All Children's Hospital	The checkout process is completed directly with the JH ACH GME office.
Bay Pines VA Hospital	Please ensure each Resident checks out in person with the specific rotation coordinator at the end of EVERY rotation. Just a reminder* Resident time and attendance calendars should be turned in at the end of each month of your rotation and/or at the end of your rotation. (For any questions, please speak with your specific rotation coordinator) If this is their final rotation (end of program) and the Resident received their PIV badge here at Bay Pines, their badge needs to be returned to our PIV office, located in Building 37 and the Resident exit survey should be completed which is located here step 6.
<b>IMPORTANT!! NO PHONE CALLS MAY BE MADE IN LIEU OF SIGNATURES ON THE ATTACHED FORMS.</b>	

## **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> 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@usf.edu](mailto:USFSIP@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@usf.edu](mailto:mha@usf.edu) 3-5 Business Days for processing required.

### **VERIFICATION OF TRAINING**

For future credentialing requests, please visit <https://health.usf.edu/medicine/gme/credentialing>.

### **NATIONAL PROVIDER IDENTIFIER (NPI)**

Everyone has an NPI number. It is YOUR responsibility to log on to the PPES 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**

<https://vimeo.com/420817920/a28cc8684c>

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@usf.edu](mailto:medicinealum@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!**



**GRADUATE MEDICAL EDUCATION**

**1 Tampa General Circle- West Pavilion, room J420  
Tampa, FL 33606**

**OFFICE OF GRADUATE MEDICAL EDUCATION  
AT  
TAMPA GENERAL HOSPITAL**

**RESIDENT/FELLOW SIGN-OUT FORM 2020**

Please complete this form and attach a photo of the following items to [TGHGMEoffice@tgh.org](mailto:TGHGMEoffice@tgh.org)

- a. TGH Badge (front and back of your TGH badge)
- b. Meal Card (if applicable)

***Don't forget to:***

*Return TGH scrubs*

*Complete notes in Epic*

LAST NAME:

FIRST NAME:

Forwarding Address:

Email:

Cell Phone #:

TRAINING PROGRAM:

Last day at TGH:

Trainee Signature

Date

***We will email your Program Administrator to confirm that you have completed this form and submitted all the check-out requirements for TGH.***

If you have any questions, please email [TGHGMEoffice@tgh.org](mailto:TGHGMEoffice@tgh.org)

*Thank you and Congratulations!*

# Veterans Administration

## RESIDENTS/FELLOWS CLEARANCE FROM INDEBTEDNESS (Please complete all areas)

NAME OF EMPLOYEE	SSN	MAIL FORWARDING ADDRESS	DATE
TITLE OF POSITION	STATION NO.	SERVICE, DIVISION AND SECTION	
THE EMPLOYEE IS <i>(Check one)</i>		THE EMPLOYEE IS <i>(Check one)</i>	
<input type="checkbox"/> BEING SEPARATED FROM VA <input type="checkbox"/> BEING TRANSFERRED		<input type="checkbox"/> VETERAN <input type="checkbox"/> NON VETERAN	

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

DEPARTMENTS/STAFF OFFICES	CLEARANCE OFFICIAL	ARTICLES	QTY.	UNIT COST	TOTAL COST
<b>(FOR SURGERY RESIDENTS ONLY) Uniform Exchange:</b> 6010 (located GB-36)		<b>(if applicable)</b> Laundry, uniform, linen and lockers (6:30am-2:45pm)			
<b>HIMS/Records Management</b> 4979/6140 Located on Ground Floor (GA-027)		<b>All Employees</b> must certify with Records Management that they are <b>not</b> removing any Federal records from VA custody. <b>CALL EXT. 4979/6140</b>			
<b>Police/ID Office</b> Ext. 6332		Collection of I.D. badge and automobile decal <b>(MUST PHYSICALLY GO TO THE ID OFFICE - located in Bldg. 42-119)</b>			
<b>Facilities &amp; Engineering:</b> Ext. 7057		Collection of Keys (if applicable) <b>(MUST PHYSICALLY GO TO THE OFFICE- located in bldg 42-205)</b>			
<b>IT Office:</b> Ext. 6108/7222		Computer usage cancellation and Turn-in: VA Pager/Cell Phone/VA loaned equipment <b>(MUST PHYSICALLY GO TO THE OFFICE- located on Ground Floor (GB-20C))</b>			
<b>Main Library (Med):</b> Ext. 6569 (located – 2A-239)		Medical and General Library clearance. Books and Publications <b>CALL EXT. 6569</b>			
<b>Agent Cashier:</b> 6033/6036		Collect Transit Benefits. CORRECT FORWARDING ADDRESS <b>(MUST PHYSICALLY GO TO THE OFFICE – located on 1<sup>st</sup> floor 1C-104E)</b>			
Please visit <a href="http://www.va.gov/oa/surveys/">www.va.gov/oa/surveys/</a> and complete the OAA LEARNER'S PERCEPTION SURVEY. Your response is greatly appreciated.					
<b>FORM MUST BE EMAILED TO <a href="mailto:SONIA.RIVERA2@VA.GOV">SONIA.RIVERA2@VA.GOV</a> once complete.</b>					

**EMPLOYEES ARE REQUIRED TO CLEAR EVERY SERVICE LISTED ABOVE, EXCEPT FOR EMPLOYEE SPECIFIC SERVICES IDENTIFIED BY ASTERISKS. Final Pay Checks will NOT be direct deposited. All final pay checks will be received by the Agent Cashier and available for pick up or mailing 3 days after the Tuesday Payday.**

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

SIGNATURE OF APPROVING OFFICIAL	DATE	AGENT CASHIER INITIALS		INDEBTEDNESS COLLECTED
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### 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 4<sup>th</sup> Floor, Main Hospital/Red Valet building for sign out.

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**I. TRAINEE Please complete the following information**

Name: \_\_\_\_\_ Training Program: \_\_\_\_\_

Termination Date: \_\_\_\_\_

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**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: \_\_\_\_\_

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**II. SIGNATURES**

Trainee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Moffitt GME Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

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