

2024 REGISTRATION INSTRUCTIONS

Please try to come by the GME Office if you are in town after May 1st to complete the items that must be done in person to ensure that you are cleared to begin working on time. If you are unable to come by, make sure that you meet the May 17th deadline for mailing in required documentation and bring the other required items to orientation.

You will receive an email soon that will tell you how to find and activate your UT NetID/email address. You will need to use this email when complete the registration forms. If you are currently ACLS certified, please provide documentation. If not, you must obtain certification by July 31st. You can complete most of the process via a web-based program at no cost to you. You will have to complete the skills component in person in the Sim Center located in the CHIPS Building. Instructions will be emailed to you later in the spring. You will be emailed instructions for you to complete the mandatory training modules in Blackboard for GME before the July 1st start date.

You will be paid monthly on the last working day of each month. Your first paycheck will be on July 31st. Direct deposit is mandatory for all employees. You will need to sign up for direct deposit between July 1st and July 15th for it to be effective for the July pay period.

The effective date for your **health, dental, and vision insurance coverage** will be your first date of employment which is generally July 1st. Health insurance is mandatory. You will be responsible for 20% of the total cost of the plan that you select. The payroll deductions for each plan are listed on the GME website. If you have other coverage, please complete a declination form found on the GME website and bring a copy of your current insurance card.

The minimum **disability coverage** of a \$1,500 monthly benefit through the GME provided carrier is mandatory. These are individual policies and not group policies. You may also purchase additional coverage up to a \$5,000 per month benefit on a guaranteed issue basis. \$50 per month is added to your normal PGY level pay to apply toward the purchase of your coverage and then the amount of your premium is payroll deducted. Your premiums are age based. The premium amounts are listed on the GME website or by contacting the agent. If the amount of your chosen plan exceeds \$50 per month, the full premium will still be payroll deducted for your convenience. This method of deduction is to make sure that your disability benefits would be tax free if you were to become disabled. The coverage is excellent, and the premiums represent a significant premium discount. The disability company representatives will be at orientation to provide enrollment forms and answer any questions that you have.

You will have \$100,000 of **group life insurance** and an additional \$100,000 of accidental death and dismemberment coverage. This benefit is mandatory, and you may not opt out. The cost of this coverage (\$4.40 per month) is also added to your monthly salary and is payroll deducted. Do not designate a minor as your beneficiary.

GME pays for you to receive four (4) monogrammed lab coats with the UT logo patch on the sleeves from Landau Uniforms located at 1004 Madison Avenue. If you are in Memphis prior to orientation, you can go by and get fitted for your coats. If you do not get to Landau before orientation, please be prepared to wait approximately two weeks for your coats to be altered and monogrammed.

REGISTRATION CHECK LIST

The following forms available on the GME website (www.uthsc.edu/gme) must be completed and returned *in person or by email* (gme@uthsc.edu) to the GME Office by May 17, 2024. For sensitive information you can use the [UT Vault](#) system.

Complete and return Immediately:

- Registration Form (If you do not have a local address, leave blank and email us when this is available.)
- Competency Form
- Immunization Records (*You will receive an email about Verified Credentials to start the process*)
- Health Statement (*Must be signed by a **licensed U.S. physician***)
- Background Check Authorization (*An email will be sent to your UT email with a link to complete*)
- Hospital Forms (*Check with your coordinator to see which hospitals you rotate through and send forms directly to hospitals.*)
- Disability Disclosure

Complete once you have a local address:

- Personal Data Form (*Leave permanent address blank unless you have your new, local address*)
- Health Insurance Enrollment (*An email will be sent to your UT email with a link to complete via the BerniePortal June 1*)
- Life Insurance Form (*Mandatory*)
- W-4 Form
- Memphis Medical Society Application

Complete in GME Office

- I-9 (*Refer to instructions in June I-9 email to listserv sent in June*)

Complete at Orientation

- Disability Insurance
- Preemployment Drug Test and Fit Test (*May have done in advance, but after May 15, at Cordova location*)

Other

- Agreement of Appointment (*Contract will be sent out in June via DocuSign*)
- Direct Deposit (*You must upload a voided check or direct deposit form from your bank-email July 1*)
- PECOS registration (*Must wait until May 1 and must attach GME letter*), MS and AR Medicaid registration.
- Outside Interests Disclosure Form (*Electronic form*)

There are **eight (8)** things that must be completed or submitted **before you can begin your training**:

- Your completed background check. Refer to instructions via email.
- An official copy of your **final** medical school transcript showing that your medical degree was conferred. Wait until the end of May before requesting transcript to ensure it is complete. This must be sent directly by your school's certifying official to the GME Office. If you choose to send electronically do NOT select UT as the place to send it. You must enter gme@uthsc.edu. If you are an international medical school graduate, we require a copy of your valid ECFMG certificate in lieu of a transcript.
- Your completed immunization record and backup documentation (including results of a TB blood draw test within 30 days of your start date). If you do not have official shot records, you must provide proof of immunity to the communicable diseases on the immunization form. It is your **personal financial responsibility** to get your titers drawn to document immunity if you do not have a record of your immunizations. You can use your personal physician, a public health department, your current university health department, or UT University Health (901) 448-5630 to get needed immunizations or titers drawn. See the infection control policy on the GME website. UT covers the cost of the TB test at the approved UT vendor only.
- A 2024 respiratory fit test. You may bring a card from your institution that was done in 2024 or you may have it done at the UT vendor during orientation week.
- Fill out the I-9 within a few days of receiving the email. If you are in Memphis in June, please stop by the GME office with your ORIGINAL documents to complete the in-person portion of the I-9 process. If you are unable to complete prior to orientation, this MUST be completed at orientation for you to start training on July 1. If you have a US passport, this is the easiest documentation needed to meet this requirement. If you are on a VISA, please bring your Passport and all VISA documents when you come to the GME office or orientation.
- A social security number and a National Provider Identifier (NPI) number. You should have a social security number to obtain your NPI number. Complete instructions are included on our website, or you can go to the following web address to complete the required information:
<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>.
When you obtain your NPI number, please provide a copy of the notification to the GME Office. This may be emailed or faxed.
- Proof of passage of USMLE Steps 1 and 2 for all residents starting at the PGY 1-2 level. For residents and fellows starting at the PGY 3 or above level, documentation must also be provided for successful passage of USMLE Step 3. Official transcript directly from FSMB or Comlex.
- You must have a pre-employment drug test done by the UT vendor after May 15th. This can be done at orientation.

If you are in Memphis prior to orientation, please stop by the GME Office to complete your paperwork. After June 1st you can go ahead and have your picture made so you do not have to wait in line at orientation. UT Campus Police is located at 3 N. Dunlap.

The information that you will need to bring or have sent to the GME Office or Orientation:

- Identification for your I-9 (US Passport is the easiest—refer to June email for a listing of other accepted documents);
- Documentation of current ACLS certification (Pediatrics and pediatric subspecialties must have PALS instead of ACLS). If not certified, you will need to complete within 30 days of employment. Training is available to you at no cost via a web-based program. [ACLS and BLS.docx](#)
- Copy of ECFMG Certificate (if applicable)
- Official Medical School transcript showing degree conferred mailed or electronically sent directly to GME (US Medical Schools Only)
- Official proof of passing USMLE Step 1 and Step 2 (required for every new resident and fellow)
- Official proof of passing USMLE Step 3 (required for any resident or fellow starting at the PGY 3 level or above)