

University of Colorado Enrollment Documents

Welcome Test,

We at University of Colorado School of Medicine Graduate Medical Education are happy to have you join us for your training. This onboarding package consists of GME-required action items, documents, and modules, all of which must be completed by **May 24th**.

Please review the following information before beginning your onboarding package:

- 1) In order to complete and save the fillable PDF documents in this package, you must have a recent version of Adobe Reader installed. Go to the following link to download the latest version of Adobe Reader for free: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>. Please note Mac users can not complete the PDFs with the Mac application PDF Preview.
- 2) Upon completion of each item, please mark as complete or upload the required document(s) into MedHub. You may complete the onboarding documents in one or more sessions (save as you go).
- 3) The "Status" column indicates which documents require your action. The "GME Approved" column indicates whether or not the documents have received final approval from GME. Once all items have been approved by GME, the entire onboarding package will show as complete. Once you have completed each item GME will reach out if anything else is needed.

If you need assistance please contact Kelly Knight (kelly.knight@cuanschutz.edu), Residency Management System Administrator, or Karen Graves (karen.graves@cuanschutz.edu), Software Support Specialist in the Graduate Medical Education Office.

IMPORTANT PRIVACY NOTICE: All transactions in MedHub are encrypted in transit using 256-bit STRONG encryption secure sockets layer (SSL). Each user session is timed to expire and is fully authenticated.

Deliver/Review Status

Status: Incomplete ✖

Due Date: 5/18/2020

Deliver/Review Action

Directions: The following is a list of documents required to complete your Application. Some documents may be completed online. Some documents may need to be processed outside of this online form. To process these items, select from the options available under the 'Actions' column. The 'Status' column will tell you which documents require your action. The 'GME Approved' column will indicate whether the GME Office has received your document.

Form/Document	Actions	Status	GME Approved
<p>2020-2021 Training Agreement</p> <div style="border: 1px solid gray; padding: 5px;"> 20-21 Training Agreements are still being processed. GME will notify you via email when this training agreement is ready and available for signature. </div>	No Contract is Available	✖	✖
<p>2020 Trainee Information Form</p> <div style="border: 1px solid gray; padding: 5px;"> Please complete all required fields within the Trainee Information Form. </div>	Fill Out Online	✖	✖
<p>VAMC and UCH Parking/Vehicle Registration</p> <div style="border: 1px solid gray; padding: 5px;"> Please complete the following form in order to sign up for hospital parking at the VA and University of Colorado Hospital: https://forms.ucdenver.edu/secure/multihospital_parking_form. IMPORTANT INFORMATION: <ul style="list-style-type: none"> This form does NOT include Childrens Hospital (CHCO) or Denver Health parking. If you need parking at either of those hospitals, you will need to complete the hospital-specific forms that should be provided to you by your program coordinator. If you <u>ONLY</u> need CHCO and/or Denver Health parking you do not need to complete this form and can mark it as complete and move to the next item. If you do not currently own a vehicle you do not need to complete this form at this time and can mark this item as complete and move to the next item. However, </div>	I Completed This	✖	✖

please ensure you complete the form when/if you purchase a vehicle.

- If you need to make revisions to your vehicle information after initial submission of this form, please re-complete and select the **I am making revisions** option for the second question.

GME Modules

GME New Resident/Fellow Training Modules

Login to Canvas and complete each of the required GME training modules according to the instructions provided. Once you have done so, mark this item as complete.

To access the modules, copy and paste the link below into your browser window and "Enroll in Course" by signing in to Canvas with your CU credentials:
[MODULE LINK]

Contact kelly.knight@cuanschutz.edu if you have issues accessing Canvas.

NOTE: These modules can take up to **12 hours** to complete so please ensure you set aside enough time to complete them by the deadline.

I Completed This



Licensure/NPI/NPDB Self-Query

Colorado State Licensure

Please confirm all licensure requirements with your Program Coordinator ASAP and mark this item as complete indicating that you have begun the application process. Additional full (DR) and training (TR) license application information can be found at: <https://dpo.colorado.gov/Medical/Applications>

IMPORTANT NOTE: If you answer "yes" to any of the screening questions on your application for Colorado medical license your application may be flagged for review by the board. An evaluation by the Colorado Physicians Health Program (CPHP) may be required before your license will be processed. If this information applies to you, contact Ashley Wexler-Walter (ashley.wexler-walter@cuanschutz.edu), **expand**

I Completed This



NPI Number

All CU GME trainees must have a National Provider Identifier (NPI) number. Please follow the instructions provided to apply for a new NPI or update an existing one. Then confirm your NPI number by uploading a copy here.

Upload File



NPDB Self-Query

Please complete the NPDB Self-Query and upload the results. Even if you have run this report recently, you will need to do so again (process date must be no earlier than 4/1/2020).

If you just graduated from medical school and have never practiced medicine you do not need to complete the self-query and can skip over this item.

Upload File



Payroll / HR Forms and Instructions

W-4 Completion

Please review the instructions for completing your W-4 and mark as complete, verifying your **receipt** of this information.

NOTE: Marking this item as complete indicates receipt of this information, not completion of your W-4. You will not have access to the electronic W-4 form on the CU Portal until your **program start date**. Please complete your W-4 at that time.

I Completed This



Direct Deposit Completion

Please review the instructions for setting up Direct Deposit and mark as complete, verifying your **receipt** of this information.

NOTE: Marking this item as complete indicates receipt of this information, not completion of your Direct Deposit. You will not have access to the Direct Deposit portion of the CU Portal until **60 days before your program start date**. At that time, please update your Direct Deposit information as quickly as possible in order to avoid lost paychecks.

I Completed This



Background Check for Employment

All applicants who are offered employment with the University of Colorado School of Medicine Graduate Medical Education will be subject to a **pre-employment background** investigation. Offers of employment are contingent on the successful completion of a background investigation.

I Completed This



- Please be on the look-out for an **email from HireRight** to complete your background check.
- You will need to check your Spam/Junk email.
- You must click into the link in the email to begin the background check process.
- Please note you will also receive a separate email from HireRight for your I-9.

Mark this item as complete indicating you have reviewed this information.
Please note that marking this item as complete indicates receipt of this information, **not completion** of your background check.

 **Update Emergency Contact**

Please review the instructions for updating your Emergency Contact information in the Portal and mark as complete, verifying your receipt of this information.

NOTE: You do not need to have updated your Emergency Contact information in order to mark this item as complete. You just need to have reviewed the instructions so that you are prepared to do so before your start date.

I Completed This



Immunization Forms and Information

 **Immunization Summary and Supporting Documentation**

1. Complete the Immunization Summary, save and upload into MedHub.
2. Upload copies of all of your Immunization Supporting Documentation into MedHub.

You can upload a maximum of 5 files in this area. If you have more than 5 files, combine into pdfs or word documents to upload.

If you do not have a local address, use your current address. Notify your Program Coordinator and GME (joseph.lafond@cuanschutz.edu) as soon as you have a local address. expand

Upload Files



 **The Day of Your Immunization Screening Appointment**

Please review The Day of Your Immunization Screening Appointment information and mark as complete, verifying your receipt of this information.

I Completed This



Benefits Forms and Information

 **CU GME Benefits Summary & Helpful Tips**

Review the CU GME Benefits Summary & Helpful Tips and mark as complete, verifying your receipt of this information.

I Completed This



 **Life Insurance Beneficiary Designation Form**

Eligible CU GME residents/fellows have a group term life insurance policy provided at no cost to the resident/fellow. Review coverage details at the following link: <https://medschool.cuanschutz.edu/graduate-medical-education/CUGME-benefits/benefits>.


Complete the Life Insurance Beneficiary Designation Form, save and upload into MedHub. If you do not have a local address, use your current address. Notify your Program Coordinator and GME (joseph.lafond@cuanschutz.edu) as soon as you have a local address.

NOTE: Please ensure that your computer has a recent version of Adobe Reader installed in order to complete this form. Go to the following link to download the latest version of Adobe Reader for free:
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

NOTE FOR MAC USERS: You CANNOT complete the PDFs with the Mac application PDF Preview.

Upload File



 **Information - CU GME Health & Dental Benefits Plan Enrollment**

Review the Information - CU GME Health & Dental Benefits Plan Enrollment and mark complete in MedHub, verifying your receipt of this information.

I Completed This



 **Enrollment Form - CU GME Health & Dental Benefits Plan**

Complete the CU GME Health & Dental Benefits Plan Enrollment Form, save and upload into MedHub.

If requesting coverage for dependent, upload documentation of dependent eligibility (eg. marriage certificate for spouse, birth certificate for child).

You can upload a maximum of 5 files in this area. If you have more than 5 files,

Upload Files



combine into pdfs or word documents to upload. expand

Information - Optional VISION Care Plan

Review the Information - Optional VISION Care Plan and mark complete in MedHub, verifying your receipt of this information.

I Completed This



Enrollment Form - CU GME Optional Vision Care Plan

Complete the Optional Vison Care Plan Enrollment & Payroll Deduction Authorization Form, save and upload into MedHub. Please complete this form even if you intend to waive the optional vision care plan.

If you do not have a local address, use your current address. Notify your Program Coordinator and GME (joseph.lafond@cuanschut.edu) as soon as you have a local address.

NOTE: Please ensure that your computer has a recent version of Adobe Reader installed in order to complete this form. Go to the following link to download the latest version of Adobe Reader for free:
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

NOTE FOR MAC USERS: You CANNOT complete the PDFs with the Mac application PDF Preview.

Upload Files



Summary of Benefits and Coverage (SBC)

Review the Summary of Benefits and Coverage (SBC) and mark complete in MedHub verifying your receipt of this information. This is the SBC for the 2019-2020 Plan Year. The 2020-2021 SBC will be posted to the GME Benefits webpage as soon as it is available.

I Completed This



CU GME Health Benefits Plan Required Notices

Review the CU GME Health Benefits Plan Required Notices and mark as complete, verifying your receipt of this information.

I Completed This



Supporting Documents

Medical School Diploma

Please upload a high-quality, legible scan of your medical school diploma.

Upload File



Curriculum Vitae (CV)

Please upload a copy of your updated CV.

Upload File



Professional Head-Shot (Photograph)

Please upload your professional head-shot (photos used in ERAS are acceptable).

Files must:

- be in .jpg or .png format
- be smaller than 3MB in size
- have filenames with less than 30 characters in length
- not include special characters (such as apostrophes or commas)
- be right-side up and cropped to include desired content

Upload File



ECFMG Certificate (Foreign Medical Graduates Only)

All Foreign Medical Graduates must upload a high-quality, legible scan of their current ECFMG certificate to MedHub.

Upload File



USMLE/COMLEX Test Scores

Upload high-quality, legible scans of your official USMLE or COMLEX test score reports to the items below. Once all scores have been uploaded below, mark this item as complete.

- Steps 1 and 2 are required for all incoming trainees. Steps 1, 2 & 3 are required for incoming PGY3s and above.
- If you have a combined score report, please upload the same document for each applicable score report below.
- If you do not have a copy of your official score report and you applied through ERAS, please contact your program coordinator requesting a copy of your scores.

I Completed This



USMLE Step 1

Upload File



USMLE Step 2 CK

Upload File



USMLE Step 2 CS

If your USMLE Step 2CS exam date was postponed due to the impact of COVID-19, please obtain an email from USMLE confirming your exam postponement and send it to karen.graves@cuanschutz.edu in order to be granted a temporary waiver.

Upload File



USMLE Step 3

Upload File



COMLEX Level 1

Upload File



COMLEX Level 2CE

Upload File



COMLEX Level 2PE

Upload File



COMLEX Level 3

Upload File



Housestaff Association

 **Housestaff Brochure**

Please review and mark as complete, indicating your review of this item.

I Completed This



 **Housestaff Membership Form**

Please review and mark as complete. If you choose to Opt-Out of the Housestaff Association, click the link within the document to access the Opt-Out Form.

I Completed This



[Contact GME Office](#)

