



Office of
Graduate Medical Education
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TO: Graduating and Departing Residents and Fellows

FROM: Hilary Jones, Financial Specialist for GME

DATE: June 1, 2021

Here are the documents and instructions for completing your Exit Clearance Process. Unless you are scheduled to take unused vacation at the end of June, you must work until the end of the month to be paid through June 30. Completed GME and UT exit forms will be accepted for clearance in the GME Office, 920 Madison Suite 447, starting June 25th.

1. GME Exit Clearance Form

If you are completing training, a signed copy of your final summative evaluation must be uploaded to New Innovations. On the 2nd page, you must obtain clearance from hospitals where you have rotated during your training. If you never rotated there, write N/A next to the hospital. Note that there is a separate VA clearance form that must be completed.

Your June paycheck will run on the normal June 30 schedule and will not be released by Payroll to the GME Office until you have completed the Clearance Record. Please note that your final check will be a paper check and **will not be direct deposited**. This final check will be distributed according to your request on the GME Exit Clearance Form.

NOTE: If you are becoming faculty on July 1 and remaining on UT payroll, you must complete the GME Clearance Form and obtain a new ID card from campus police. Your check should still be direct deposited. If you have a break in service, you will need to complete all forms and your check will not be direct deposited.

2. NPI Number

You are required to update your National Provider Identifier information whenever you change practice locations. If you fail to keep your NPI data current, you may experience problems being recognized by pharmacies and insurers. Log in to the NPI Web site and enter your new practice location address and phone #:

<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>.

You must attach a printout of the updated NPI information to clear

3. Disability Coverage

You are entitled to keep your individual disability policy at discounted rates. Additionally, you can upgrade your current policy for an enhanced version with limited to no medical underwriting. If you have not already met with representatives from The Barnett Group, please give them a call at (901) 365-3447 or email them at chirag@gobarnett.com OR wes@gobarnett.com if you have a Unum

policy (start date prior to July 2019) or Health Hildreth at hhildreth@hildrethins.com if you have an Ohio National Policy (July 2019 start date or later)

4. Claims Commission Coverage

As a resident you have had immunity under the Tennessee Claims Commission Act rather than commercial liability coverage. We have enclosed a letter explaining this immunity. If you need an individual letter sent to future employers or insurance carriers, please contact us.

5. Email Account

Your UT email account stays active for 30 days after leaving the University. If you have set up your UT account to forward to a personal email address, you will continue to receive UT emails unless you disable the mail forwarding option. You will be removed from the GME listserv by early July.

6. Health Insurance Continuation Form

If you are graduating or leaving the University GME Program, you are entitled to keep your health insurance coverage under provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). You will be receiving your COBRA enrollment information by mail directly from the Holland Insurance Company. You will be able to keep your coverage for a period of 18 months (or longer in some cases) or until you and all dependents are fully covered under another group plan. Please note that you will be responsible for the full premium rather than the 20% portion that you have been paying as a resident.



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Regional One Health

RESIDENT/FELLOW MEDICAL RECORD CLEARANCE PROCEDURE

Exiting residents and fellows will obtain medical record clearance via email. You must complete all outstanding record documentation and orders prior to medical record release.

To request electronic verification of record completion, submit an email request to: medicalrecords@regionalonehealth.org

Within 48 hours, one of the following HIM associates will email you back and copy Lyniel Smith (ROH GME Liaison) on their findings. They will notify you as follows:

- 1) You have completed all records and are released; OR
- 2) You have outstanding medical records and/or orders – login into your inbox in the message center and complete all records. **Make sure your message center inbox display is set to Load All so that all incomplete encounters are visible.**

* HIM will not provide an electronic list of outstanding encounters.

Buffy Clevon – 545-6319; bell@regionalonehealth.org
 Cynthia Parks – 515-4526; cparks@regionalonehealth.org
 Keesha Franklin – 545-8396; kfranklin@regionalonehealth.org

General Information for Record Completion

- All residents/fellows completing the program must process through HIM for clearance.
- All orders, unsigned documents, and documents for review will need to be addressed.
- For documents that are not accessible in your Message Center inbox, open the document in PowerChart and sign directly on the document.
- If your attending has not signed, forward the document to your attending for his/her signature.
- If there are documents saved in your inbox, forwarded to correct attending for signature.
- If you are unable to complete deficiencies either in your inbox or directly on the document in PowerChart, submit to HIM to research.
- If your computer access privileges have lapsed, contact the Help Desk at 901-545-7480 to reset your password.

Methodist Healthcare Resident “Check Out”

Electronic Check-Out Process

Residents may obtain medical record clearance via email. Prior to medical record release, completion of outstanding record documentation(s) and order(s) is required.*

To request electronic verification of record completion, submit an email request to PJ Hayes, Methodist Healthcare Health Information Management with a copy to your program coordinator.

HIM:

PJ Hayes

Email: pj.hayes@mlh.org Phone: 901-516-8493

HIM Associates will verify record status and respond to the resident within 48 hours of email receipt.

- Reply will be sent to the resident and program coordinator.
- Residents will be informed of record completion status as either:
 - Complete release approved for Methodist Healthcare Health Information Management (adult and Le Bonheur facilities)
- Or
- Outstanding records and/or orders -- please log in to your in-box in message center and complete; or call the HIM department at: 901-516-8368 for assistance.

***We are unable to provide electronic list of outstanding encounters.**

General Information for Residents - Record Completion

- All residents completing the program should process through HIM for clearance.
- **All orders, unsigned documents, and documents for review will need to be addressed.**
- For documents that are not accessible in your Message Center in-box, you will need to open the document in Power chart and sign directly on the document.
- If your attending has not signed, you will need to forward the document to your attending for their signature.
- If there are documents saved in your inbox, they will also need to be forwarded to correct attending for signature.
- If you are unable to complete deficiencies either in your inbox or directly on the document in PowerChart, please maintain a copy of the list and submit to HIM for further research.
- If you made calls and were unable to produce positive results, please write this on the pull list so efforts will not be duplicated.
- If your computer access privileges have lapsed, you will need to contact IS and have their password reset. Number: 901-516-3111.