

Congratulations on the completion of your training at Stanford Health Care (SHC). This guide is to assist you with your preparations for your new position, and to make your transition more manageable. Please review this document carefully as it identifies requirements and useful information. To learn more visit GME website <http://med.stanford.edu/gme/housestaff/outgoing.html> or contact Mitra Haddad [mhaddad@stanfordhealthcare.org](mailto:mhaddad@stanfordhealthcare.org), 650 723-5948.

### Checkout Date

House staff (HS) checkout date is the end date on the HS contract/appointment. If HS is leaving earlier than the end date on their contract, the GME office must receive a written permission from the Program Director (PD) to check out earlier stating the last day HS is required to be on duty in their program. The PD must email the information in advance directly to Stanford GME Designated Institutional Official (DIO), Ann Dohn [adohn1@stanford.edu](mailto:adohn1@stanford.edu).

### Checkout Process

Graduating SHC HS must checkout with the GME office on the last day of their appointment. HS who do not complete the process will not receive their certificate/s. Their file will be flagged until HS completes the checkout process.

For your convenience GME is offering 2 checking out options: In-person or Self-Service. Pls. see the guidelines below for more details:

Option 1 In-person Checkout	Option 2 Self-service checkout without GME Personnel
Complete a brief graduating survey ( <a href="#">2023 GME HS Checkout Survey</a> ) to select your:	Complete a brief graduating survey ( <a href="#">2023 GME HS Checkout Survey</a> ) to select your:
1a. checkout options	2a. checkout options
1b. identify your graduation date	2b. identify your graduation date
1c. checkout date & time	2c. checkout date
1d. Complete Checkout & Attestation forms	2d. Complete Checkout & Attestation forms
1e. Bring your forms & returning materials listed below to your in-person checkout appointment made on the survey.	2e. Write your name & your mailing address on the address label available on site.
	2f. Place completed forms, returning materials listed below & your completed address label in the large envelope available on site & deposit in designated secure bins.
<ul style="list-style-type: none"> <li>• Hard copies of <b>both</b> EPIC clearance emails</li> <li>• Hospital Security Access Card &amp; Photo ID Badge</li> <li>• Stanford University Gym Card</li> <li>• Pager if applicable</li> <li>• Encrypted USB Drive</li> <li>• Generic SHC white Coat/s</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copies of <b>both</b> EPIC clearance emails</li> <li>• Hospital Security Access Card &amp; Photo ID Badge</li> <li>• Stanford University Gym Card</li> <li>• Pager if applicable</li> <li>• Encrypted USB Drive</li> <li>• Generic SHC white Coat/s-go in the designated lab bin &amp; not in envelope</li> </ul>
<b>Location/Directions:</b>	<b>Location/Directions:</b>

## Stanford Health Care/Stanford Children's Health FAQs GME House Staff Checkout Process

Graduating FAQs-v5 April 2023

Option 1 In-person Checkout	Option 2 Self-service checkout without GME Personnel
GME office is located at 300 Pasteur Dr. Room, HC435, Stanford, CA 94305.	GME office is located at 300 Pasteur Dr. Room, HC435, Stanford, CA 94305.
Staircase "N" is the only staircase that will bring you to our 4 <sup>th</sup> floor rooftop	Staircase "N" is the only staircase that will bring you to our 4 <sup>th</sup> floor rooftop
Use the <u>Left</u> -hand door on top of the staircase, the GME lounge is the left 2 <sup>nd</sup> door.	Use the <u>Right</u> -hand door, the Self-Service Checkout area is in the immediate hall.
Pick up your certificate during checkout appointment.	Your certificate will be mailed to the address on your label upon confirmation receipt of your materials.
Final paycheck will be a direct deposit.	Final paycheck will be a direct deposit.

### Attestation Form

Graduating HS must review, sign & date the attestation form & submit during checkout process.

### What if I'm staying on at SHC for another training program?

If you are transferring to another SHC training program within one month of your current training graduation you are considered to be a transfer (not new). Please see the do's & don'ts below:

Do's	Don'ts
Within the 1 <sup>st</sup> month of your new appointment period, please go to the Photo ID office located at 500 P, ground floor, West Pavilion at B06, to exchange your existing Photo ID Badge & Security Access Card & receive your new Photo ID & Security Access Card.	Do not checkout with GME.
GME sends a list of HS transferring to another SHC training program to Photo ID office.	
One month after your new training appointment's start date, contact Mitra Haddad, <a href="mailto:mhaddad@stanfordhealthcare.org">mhaddad@stanfordhealthcare.org</a> to schedule an appointment to pick up your certificate of training.	Do not need to participate in the GME orientation as you are a transfer.

### What if I'm staying on at Stanford University for another position?

If you are staying on at Stanford University (not SHC) for another training program or as an attending, faculty or researcher & are not appointed by SHC, but are appointed through Stanford University, you must checkout with GME & follow the directions on the Checkout Process.

### Certificate/Diploma

An appropriate certificate will be issued to HS upon successful completion of their training at the end of the checkout process. Issuance of HS certificate will require the successful completion of the checkout process.

To learn more & obtain a copy of the checkout form, visit [Outgoing Residents/Fellows](#) & [House Staff Check Out Form](#).

### Final Paycheck

HS's final paycheck is a direct deposit on the last day of their contract/appointment.

### Address Changes

HS is responsible to update their contact information including email address with:

1. Their Stanford training program
2. Provide their address on the checkout form
3. SHC HR & Benefits by visiting [Workday](#).

SHC HR provides graduating HS limited access to [Workday](#) for 18 months after offboarding. This allows HS access to important documents provided in [Workday](#), to view pay stubs, download W-2 forms and update their contact information.

To receive this access, HS must update their home contact information including home email address prior to offboarding. To do so go to [Workday](#) home Screen > Personal Information Widget > Contact Information > Edit.

After HS's last day, HS will receive an email from [stanfordhealthcare@myworkday.com](mailto:stanfordhealthcare@myworkday.com) at the home email address within [Workday](#) that will include a one-time use password. Please reset your password as soon as you receive the email.

Should HS experience any issues with logging in, please contact the SHC Service Desk at (650) 723-3333.

If HS fails to update their contact information prior to their offboarding, HS must contact SHC HR directly to update their address at phone: (650) 723-4748 (Option 7), Monday-Friday 9:00-4:00 (PST).

### Email Access

Stanford email access ends on the last day of HS' contract/appointment. Example: If HS' appointment ends on June 24, the email access also ends on the same day June 24.

### EPIC Access

HS leaving GME must clear **both** SHC & LPCH Medical Records in EPIC before their checkout by calling the Health Information Management Services (HIMS) irrespective of their training & include the printed clearance emails with their GME checkout. Good news is that by completing this step, HS do NOT lose EPIC access.

- **SHC HIMS** at 510-974-2258 or 510-974-2264 - Hours of operation: M-F 7-3:30 PM
- **LPCH HIMS** at 650-497-8605 or 650-497-8607 - Hours of operation: M-F 7-4:30 PM

HS's EPIC access ends on the last day of their contract/appointment. Example: If HS' appointment ends on June 24, EPIC access ends on the same day June 24. Kindly plan ahead & clear all notes prior to your last day of appointment.

## Immunization Records

These records are maintained by SHC Workforce Health and Wellness (WHW), formally known as Occupational Health Services located on the ground floor of the SHC Hospital, 300 P & can be obtained by signing a release available in the Employee Health Office. If you need them after you leave, please contact them at [whw@stanfordhealthcare.org](mailto:whw@stanfordhealthcare.org), (650) 723-5922.

## HealthStream assignments

Graduating HS do NOT need to complete any HealthStream training assignments.

## Health Benefits

HS & their dependents will continue to have health benefit coverage until the month end of their contract/appointment. Example: If HS' contract/appointment ends on June 24, HS & their dependents will have coverage until June 30.

Approximately 2-3 weeks after the end of HS' appointment, SHC Benefits will send appropriate Consolidated Omnibus Budget Reconciliation Act (COBRA) packets to graduating HS' last known address in [Workday](#). If a HS has health coverage under SHC benefit plan, & if that coverage ends due to termination of appointment, HS is eligible to continue their health coverage for a certain period of time. COBRA continuation rights apply only to health coverage as defined by the law (typically medical, dental, vision, health reimbursement accounts, employee assistance programs & health care spending accounts). Other coverages provided by SHC benefit plan are not included in these continuation rights. To learn more visit GME Houses Staff Policies & Procedures at <http://med.stanford.edu/gme/policy.html>.

To obtain a benefits termination letter, HS needs to open a [Ask HR](#) ticket, requesting a benefits termination letter. Please ensure your full name, program name & contract/appointment end date are listed in your request.

## Housing

If you are moving out of your apartment/house & would like an incoming/current HS take over your lease, kindly complete the share a housing opportunity website at <https://med.stanford.edu/gme/housestaff/current/housing.html>.

## Lane Medical Library

GME House Staff who have graduated and have registered at the library for Lane Library courtesy privileges are eligible for:

• Building access to Lane Medical Library during their open hours	Lane Medical Library 300 Pasteur Drive, L109 Stanford, CA 94305-5123 Phone: 650-725-4577, <a href="https://lane.stanford.edu">https://lane.stanford.edu</a>
• Borrowing privileges (max. 25 items at one time)	
• Access to on-site computers	

However, due to the Lane license restrictions, Lane library is unable to offer remote access.

## Malpractice Insurance

SHC HS have malpractice insurance with SUMIT Insurance Company LTD, 300 Pasteur Dr., MC 5713, Stanford, CA 94305. To obtain a copy of your malpractice insurance:

- Email Stanford Risk Management at [riskmanagement@stanfordhealthcare.org](mailto:riskmanagement@stanfordhealthcare.org)
- Mark your email subject line "Coverage Inquiry"
- Include your full name

- Appointment start & end dates

### Medical License

HS will need their California Medical License (CML) if they are going into practice in California at another institution or go to another training program in California. The Medical Board of CA requires the licensee to report every change of address within 30 days of the change (but not before the effective date of completion of their program). To update your CML business address after your training completion, visit <https://www.mbc.ca.gov/Download/Documents/breeze-physicians-address-change-guide.pdf>.

### Medical Records

Graduating HS are required to complete all medical records in SHC & SCH (including medical records at affiliates) prior to their appointment end date.

### MedHub Access

HS will have MedHub access for 30 days after their appointment end date. Example: If HS' contract/appointment ends on June 24, access ends on July 24.

### NPI Number

HS will need their National Provider Identifier (NPI) number if they are going into practice or go to another training program. In addition, the contact information in their NPI record must be updated within 30 days of the effective date of change (but not before the effective date of completion of their program). To update your NPI record after your training, visit [National Plan & Provider Enumeration System \(NPPES\)](#).

### Verifications

All appointment verifications are completed by the program where the HS has completed their training. Kindly send all verification requests to your training program Verifier as GME does not verify appointments. To access a list of contacts, visit GME website <http://med.stanford.edu/gme.html>.

### Other Good Measures

- Discuss with your PD & Coordinator as to any additional policies that you'll need to follow.
- Complete your MedHub evaluations, duty hours & download your procedure logs & portfolio entries
- Return:
  - Books loaned from programs or libraries
  - Computers & any other items borrowed to the lender
  - Keys (Electronic access & office) to the lender

**On behalf of all of us at Stanford, we thank you for your dedication, hard work & wish you much happiness & success in your future endeavors!**