

As you prepare for graduation & move on to new positions, below you'll find information to assist with your transition. To learn more, please visit:

- GME website <http://med.stanford.edu/gme/housestaff/outgoing.html>
- Policies & Procedures <http://med.stanford.edu/gme/policy.html>

Checkout Process

Graduating SHC house staff must check out with the GME office on the last day of their appointment to receive certificate/diploma and final paycheck:

1. Complete the [House staff Checkout Form \(PDF\)](#)
2. Call the SHC & SCH HIMS for Chart Completion
3. Sign the attestation form
4. Bring (2 sided) form & loaned material/s to the GME office
5. Receive certificates/diploma & final paycheck

GME office is located at SHC, 300 Pasteur Dr. Room, HC435, Stanford, CA 94305 (stair case "N" is the only stair case that will you to our floor).

Attestation Form

Graduating house staff must review, sign & date the attestation form & bring to GME office during checkout process. You will want to make this adjustment to your attestation right after you follow all the instructions on Leaving Stanford site (step 2) this will keep you in compliance. To learn more visit <https://med.stanford.edu/irt/security/leaving-stanford.html>.

What if I am staying on at SHC for another training Program?

1. If you are staying on for another training program **with SHC, you do NOT need to:**
 - Check out with GME
 - Complete steps 1 ([Retrieve & Remove PHI & other High Risk Data](#)), step 2 ([Remove BigFix](#)) & the attestation form
 - Participate in the GME orientation as you are a transfer.

Your final Paycheck is processed as usual without any changes & your connectivity will not be changed. Please pick up your certificate from GME office after your completion.

After graduation date, GME sends a list of continuing house staff to Photo ID office. During the 1st week of your new appointment period, please go to the Photo ID office to return your existing Photo ID badge & security access card & receive your new photo ID & security access card.

2. If you are staying on at Stanford for another training program, **but ARE appointed through Stanford University & NOT SHC, you NEED to checkout with GME & follow the directions on the Checkout Process above.**

Pls. visit Stanford Data Security site (<https://med.stanford.edu/datasecurity/leaving.html>) to obtain explanation of steps required regarding your computers & mobile devices.

Certificate/Diploma

An appropriate certificate will be issued to house staff upon successful completion of their training at the end of checkout process on the last day of appointment. Issuance of house staff certificate will require the following prior clearance:

1. House staff must submit a completed “Check Out” & attestation forms to the GME office.
2. Call **both** SHC & SCH HIMS offices to clear any outstanding medical records.
3. Return materials loaned to you during GME orientation:
 - SHC Photo ID Badge & Hospital Security Access Card
 - Data Security Key (Encrypted USB Drive)
 - Pager if one was assigned
 - Stanford University Access/Courtesy/Gym Card
 - Generic Lab coat/s

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

Final Paycheck

House staff’s final paycheck is a live check & must be picked up during checkout process from the GME office.

Medical Records

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

HealthStream assignments Do I have to complete any prior to my graduation?

Graduating house staff do NOT need to complete any HealthStream training assignments.

Malpractice Insurance

SHC house staff have malpractice insurance with SUMIT Insurance Company LTD, 300 Pasteur Dr., MC 5713, Stanford, CA 94305. To obtain a copy of your malpractice insurance for employment purposes.

1. Email Risk Management at riskmanagement@theriskauthority.com.
2. Pls. mark your email subject line “Coverage Inquiry”
3. Include your full name & dates of your appointment.

Address Changes

Update your mailing address with:

1. Your program.
2. GME by sending an email to mhaddad@stanfordhealthcare.org.
3. SHC [Lawson eConnect](#). This updates your address with Payroll & Benefits departments.

Should your address change after your departure, please contact SHC HR:

SHC Human Resources Contact:
1850 Embarcadero Road Suite B
Palo alto CA, 94303
Phone: (650) 723-4748 (Option 7)
Hours: Mon-Fri 9:00-4:00 (PST)
HR Portal: <https://Stanfordhc.service-now.com/hr/home.do>

Health Benefits

House staff & their dependents will continue to have health benefit coverage until the month end of their appointment. Example: If house staff's appointment ends on 6/25/2019, house staff & their dependents will have coverage until 6/30/2019.

Approximately 2-3 weeks after the end of house staff's appointment, SHC benefits will send appropriate Consolidated Omnibus Budget Reconciliation Act (COBRA) packets to graduating house staff's last known address in Lawson eConnect. If a house staff has health coverage under SHC benefit plan, & if that coverage ends due to termination of appointment, house staff 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>.

MedHub Access

House staff will have MedHub access for 30 days **after** their appointment end date. Example: If house staff's appointment ends on 6/25/2019, access ends on 7/25/2019.

Stanford Email Access

House staff's Stanford email access ends on the last day of their appointment. Example: If house staff's appointment ends on 6/25/2019, house staff email access ends on 6/25/2019.

EPIC Access

House staff's EPIC access ends on the last day of their appointment. Example: If house staff's appointment ends on 6/25/2019, EPIC access ends on 6/25/2019.

Appointment Verification

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

Housing

If you are moving out of your apartment/house and would like an incoming/current house staff take over your lease, please let us know about the housing opportunity.

Other Good Measures

- Discuss with your Program Director & Coordinator as to any additional policies that you'll need to follow.
- Return all non-GME materials to appropriate locations/division.
- Return:
 - a. Books loaned from programs or libraries
 - b. Complete your MedHub evaluations & duty hours
 - c. Computers & any other items borrowed to the lender
 - d. Keys (Electronic access & office) to the lender

Glossary

| Abbreviation | Full Name |
|--------------|---|
| COBRA | Consolidated Omnibus Budget Reconciliation Act |
| GME | Graduate Medical Education |
| HIMS | Health Information Management Services |
| SCH | Stanford Children's Health formally known as Lucille Packard Children's |
| SHC | Stanford Health Care |
| Stanford | Stanford—the Stanford University School of Medicine, Stanford Health Care & Stanford Children's Health Stanford Children's Health |

On behalf of all of us at Stanford, we thank you and wish you much success in your future endeavors!