

Instructions:

- Complete the checklist below.
- Send an email to Mitra Haddad mhaddad@stanfordhealthcare.org 60 days in advance of the appointment start date with Postdoc's
 - Legal name (1st & last names)
 - Appointment start & end dates
 - Whether new to Stanford or continuing appointment
 - Program name
 - Postdoc email address
 - If the postdoc needs Children's EPIC access
- Include this form along with the required materials listed below sequentially in one pdf file and email it to **Mitra Haddad** in a "secure" email prior to 6-1-19. Thank you!

Postdoc's full name (first & last name)	Program name
Postdoc Appointment Start and End Dates	Postdoc PGY Level
Program Coordinator's name & phone #	Date submitted to GME (deadline is 6-1-19)

ACGME or Non ACGME

Required Materials by GME Office

- 1. OPA Approval email from Office of Postdoctoral Affairs
- 2. [Patient Care Form](#) (electronic signatures not acceptable)
- 3. ECFMG Certificate (If applicable)
- 4. Medical School Diploma
- 5. Medical Board of CA License
- 6. Stanford University Occupational Health Clearance Letter
- 7. HealthStream Clearance Transcript (will be obtained by Mitra)
- 8. CV

Notes: (Please use if additional information needs to be provided)

For Stanford GME office use only:

Ann Dohn _____
Stanford Designated Institutional Official name & signature GME approval date