

HOUSE STAFF CHECK OUT RECORD

(Must be completed and returned to the GME Office in order to obtain your Final paycheck)

Note: Your Final paycheck is not a direct deposit!

Name: _____

1. Clear Lane Library Record for books and journals signed out to you.

Dept. Signature _____

2. Clear Medical Records/Chart Completion, Room HC032. This included all affiliates, SCVMC, LPCH, VA, etc.

Dept. Signature _____

3. Turn in Lab Coat to Linens, Located on the Ground Floor, Room H0326

Dept. Signature _____

4. Turn in Pager to Pager Administration, located in the Basement HC009.

Dept. Signature _____

5. Turn in Hospital Access Card/ID Badge to Department of Graduate Medical Education.

Dept. Signature _____

If you are moving, change your mailing address in econnect (econnect.stanfordmed.org) before your last day of training. Your W-2 will be mailed to the address listed.

7. Permanent Mailing Address: _____

8. Permanent Email Address: _____

NOTE: Your SUNet ID email account will expire on your last day of training.

9. Cell Phone Number: _____

10. Future plans: _____

11. Final Paycheck received:

Signature: _____

12. Certificate Received:

Signature: _____

Please bring completed check out sheet to the GME Office to receive your Final paycheck. Thank you.