

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, & to make your transition more manageable. Please review this document carefully as it identifies requirements & 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

If House Staff (HS) is leaving earlier than their contract end date, the Program Director (PD) must send an email stating their approval of HS' early check out date/last day on duty to Ann Dohn ([adohn1@stanford.edu](mailto:adohn1@stanford.edu)), GME Executive Director, DIO.

### Checkout Process

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

Stanford Graduate Medical Education is delighted to offer the 2024 Graduating House Staff the Self-Service checkout option. Pls. see the guidelines below for details:

Self-service checkout without GME Personnel	Responsible Party									
<ol style="list-style-type: none"> <li>Complete the <a href="#">brief 2024 Graduating House Staff Survey</a>: Identifying:               <ul style="list-style-type: none"> <li>• Yourself, program name &amp; graduation date</li> <li>• Your checkout date &amp; time</li> </ul> </li> <li>Upon completion of your training &amp; prior to the end of your contract, call <b>both</b> SHC &amp; LPCH Health Information Services (HIMS) to obtain your EPIC clearance emails irrespective of your training program.               <table border="1" style="margin: 10px 0;"> <thead> <tr> <th style="background-color: #2c3e50; color: white;">Hospital</th> <th style="background-color: #2c3e50; color: white;">HIMS Phone #s</th> <th style="background-color: #2c3e50; color: white;">Hours of Operation</th> </tr> </thead> <tbody> <tr> <td>SHC</td> <td>510-974-2258, or 510-974-2264</td> <td>M-F 7-3:30 PM</td> </tr> <tr> <td>LPCH</td> <td>650 497-8605, 497-8607 or 498-6952 650 597-1338</td> <td>M-F 7-3:30 PM M-F 7-4:30 PM</td> </tr> </tbody> </table> <p>The HIMS staff will view your EPIC boxes to ensure you have no outstanding messages or help you clearing them from your EPIC boxes &amp; will send you an email each.</p> <p>Print <u>both</u> emails &amp; submit with your checkout documentations.</p> </li> <li>Complete &amp; sign both Checkout &amp; Attestation forms.</li> <li>Fill out the mailing address label with your name &amp; address where you'd want your certificate to be mailed.</li> <li>Place the following inside the large envelope available on self-service checkout site &amp; drop off the envelop in the secure drop off box:               <ul style="list-style-type: none"> <li>• Completed &amp; signed Checkout &amp; Attestation forms</li> <li>• Both SHC &amp; LPCH HIMS 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 (if applicable)</li> <li>• Completed mailing address label</li> </ul> </li> <li>Drop off the envelop in the designated self-service Checkout bin at the location.</li> </ol>	Hospital	HIMS Phone #s	Hours of Operation	SHC	510-974-2258, or 510-974-2264	M-F 7-3:30 PM	LPCH	650 497-8605, 497-8607 or 498-6952 650 597-1338	M-F 7-3:30 PM M-F 7-4:30 PM	Graduating House Staff
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<p><b>Location/Directions:</b> The self-service location is in room HC401 across from the GME office at 300 Pasteur Dr. Room, HC435, Stanford, CA 94305.</p> <p>Staircase “N” is the only staircase that will bring you to our 4<sup>th</sup> floor rooftop. Use the <u>Right</u>-hand door HC401 where the Self-Service Checkout area is.</p>	Graduating House Staff
<p>GME will provide on checkout site:</p> <ul style="list-style-type: none"> <li>Blank Checkout &amp; Attestation forms (2 sided document)</li> <li>Large envelope</li> <li>Blank address label</li> <li>Pen</li> </ul>	GME Office
<p>Your certificate will be mailed upon confirmation receipt of your materials using your completed address label placed inside your drop off envelop.</p>	GME Office
<p>Final paycheck will be a direct deposit.</p>	SHC Payroll

### 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-two months of your current training graduation date, you are considered to be a transfer. Please see the do’s & don’ts below:

Do’s	Don’ts
<p>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 &amp; Security Access Card &amp; receive your new Photo ID &amp; Security Access Card.</p> <p>GME sends a list of HS transferring to another SHC training program to Photo ID office.</p>	Do not checkout with GME.
<p>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.</p>	Do not need to participate in the GME orientation.

### 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 mailed to HS upon successful completion of their training. Issuance of HS certificate will require the successful completion of the checkout process. GME does not keep copies of certificates. It is important to keep your certificates in a safe place.

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

## Procedure/Case Logs

These logs are maintained by various systems (MedHub, EPIC or ACGME) depending on the program. Graduating HS should download copies of their logs prior to their graduation or contact their Stanford program after their graduation.

## Final Paycheck

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

## Address, Email Change & W2 Tax Form

HS is responsible for updating their contact information including address, phone & personal email address on:

1. [Workday](#) for SHC Human Resources/Benefits so COBRA packet can be sent out to the last known address in [Workday](#).
2. [MedHub](#). Open your MedHub account's home page, under Tasks Column, click on Update Contact Information.

SHC HR provides graduating HS limited access to [Workday](#) for 18 months after offboarding. This allows HS access to important documents provided in [Workday](#), such as viewing pay stubs & downloading their W-2 forms in January of HS' graduation year.

To receive this access, HS must update their home address, including their personal email address prior to offboarding on [Workday](#).

After HS's last day, HS will receive an email from [stanfordhealthcare@myworkday.com](mailto:stanfordhealthcare@myworkday.com) to their personal email address that will include a one-time use password. House Staff is to reset their password.

Should HS experience any issues with logging, HS is to contact SHC IT (650) 723-3333.

Should HS forget to update their [Workday](#) contact information or miss the SHC instructions email, HS must contact SHC HR directly to update their address by calling: (650) 723-4748 (Option 7), Monday-Friday 9:00-5:00 (PST).

## Email Access

Stanford email access ends on the last day of HS' contract. Example: If HS' contract ends on June 24, the email access also ends on the same day June 24. It is recommended that graduating HS set up an auto email reply with their future email address.

## 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 packet. HS will not lose EPIC access by taking this step a day or two prior to their contract end date.

Hospital	HIMS Phone #s	Hours of Operations
SHC	510-974-2258, or 510-974-2264	M-F 7-3:30 PM
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HS’s EPIC access ends on the last day of their contract. 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.

Graduating HS EPIC access ends at midnight of their last day of appointment. Programs will need to make alternate EPIC access plans for those on service on their last day of appointment.

### Immunization Records

These records are maintained by SHC Workforce Health & 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. Email [Matt O'Neill <MONeill@stanfordhealthcare.org>](mailto:MONeill@stanfordhealthcare.org) should you receive an erroneous assignment.

### Health Benefits

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

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).

When individuals experience a COBRA qualifying event, Vita (company that manages SHC’s COBRA) sends the individual a welcome email notification. The email subject reads “COBRA Election Notice & Member Portal Registration Process.” This email allows individuals to promptly elect COBRA coverage without waiting for the COBRA packet to arrive via USPS. Due to the presence of Protected Health Information (PHI), Vita cannot send the entire COBRA packet via email. Approximately 2-3 weeks after the end of HS’ contract, Vita sends via traditional mail graduating HS their COBRA packet. For more information on COBRA, visit Vita’s [Help Center](#) & review their [COBRA Rights & Rules Booklet](#). Vita Concierge is available M-F from 8-5 PM. They can be reached at 650 966-1492.

Other coverages provided by SHC benefit plan are not included in these continuation rights. To learn more visit GME Houses Staff Policies & Procedures at <https://med.stanford.edu/gme/policy.html>.

To obtain a benefits termination letter, HS need to open a [Ask HR](#) ticket, requesting a benefits termination letter. Please ensure your full name, program name & contract 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 HS who have graduated & have registered at the Lane Library courtesy privileges are eligible for:

<ul style="list-style-type: none"> <li>• Building access to Lane Medical Library during their open hours</li> </ul>	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>
<ul style="list-style-type: none"> <li>• Borrowing privileges (max. 25 items at one time)</li> </ul>	
<ul style="list-style-type: none"> <li>• Access to on-site computers</li> </ul>	

Due to the Lane license restrictions, Lane library is unable to offer remote access to graduating HS.

## Malpractice Insurance

SHC HS have malpractice insurance with SUMIT Insurance Company LTD, 300 Pasteur Dr., MC 5713, Stanford, CA 94305. HS malpractice Policy # is 1-M0101-00-2023, policy Date: September 1, 2023 to September 1, 2024. This is the active policy date. House Staff are insured for their entire appointment. 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 contract end date. Example: If HS' contract 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 [https://med.stanford.edu/gme/housestaff/current/training\\_verification.html](https://med.stanford.edu/gme/housestaff/current/training_verification.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!**