



GME House Staff Checkout Form

- The checkout process is mandatory. House Staff who do not complete the process will not receive their certificate/s. Their file will be flagged until House Staff completes the checkout process.
- The final paycheck is a direct deposit on the last day of appointment.
- Visit GME website <https://med.stanford.edu/gme/housestaff/outgoing.html> for details.
- Graduation questions should be directed to Mitra Haddad, mhaddad@stanfordhealthcare.edu.

House Staff Name _____ SHC Employee # (5 or 6 digits) _____

Stanford Program Name _____ Last Day of Appointment _____

Permanent Mailing Address _____ City _____ State _____ Zip _____

Permanent E-mail Address _____ Mobile # _____

Future Plans: _____
 New position, Institution name, city, state, etc. **Self-Service Checkout Date**

Note:

- House Staff must update their mailing address prior to their last day of appointment in:**
 - Workday.** COBRA packet is sent out by SHC Human Resources/Benefits to the last known address in **Workday**.
 - MedHub.** Open your MedHub account's home page, under Tasks Column, click on Update Contact Information.
- House staff's SUNet ID email account expires on the last day of appointment.**

House Staff signature confirming understanding of above 2 notes _____ Date _____

Requirements: Complete both sides of this form, sign & date them. Include them, items checked below along with completed address label where to mail your certificate & put in large envelope & place in designated drop off bin in HC401.

- Clear BOTH SHC & LPCH medical records in EPIC BEFORE your checkout (irrespective of your program) by calling the Health Information Management Services (HIMS) & include the hard clearance emails with your drop off packet:**

Hospital	HIMS Phone #s	Hours of Operations	Date Dropped Off
1a. SHC	510-974-2258	M-F 7-3:30 PM	
1b. LPCH	650 497-8605 or 497-8607	M-F 7-3 PM	
	650 498-6952	Sun-Thu 7-3:30 PM	
	650 597-1338	M-F 8-4:30 PM	

- Hospital Security Access Card & Photo ID Badge**
A \$250 fine may be applied for failure to return badge and/or all passes
- Stanford University Gym Card**
A \$250 fine may be applied for failure to return badge and/or all passes
- Pager or indicate SPOK Mobile** Pager SPOK
- Data Security Key (Encrypted USB Flash Drive) if applicable**

GME Office Review

initials: _____ Date Certificate sent: _____ Certificate was Mailed _____ or sent via _____





STANFORD M E D I C I N E

Protected Health Information and other High Risk Data Removal Attestation

All Stanford Children's Health, Stanford Health Care and Stanford related protected health information (PHI), and other High Risk information (see <http://dataclass.stanford.edu> for details) must be **securely removed** from all electronic devices prior to leaving Stanford. It is your personal responsibility to ensure that Stanford Medicine PHI and any other High Risk data is not retained on any personal devices prior to your departure from Stanford. You must invest the time to thoroughly cleanse your devices, else you may be held liable in the future.

Once the applicable Stanford information has been removed, the applications (BigFix, Crashplan, MDM, etc.) used to ensure the device met the School of Medicine Data Security Policy requirements may be removed.

Attestation (only to be completed when all Stanford Children's Health, Stanford Health Care, and Stanford PHI and/or High Risk information has been removed):

I have removed all Stanford PHI and other High Risk data from all of my electronic devices.

Print Name

Signature

Date