Stanford MEDICINE | Health Care

V10 April 24, 2025

Outgoing Stanford GME House Staff Guidelines

Stanford Graduate Medical Education (GME) is delighted to offer Self-Service checkout in 2025 which is available 24 hours, 7 days a week. Please see the 5 step guidelines below:

STEP 1
Identify you Checkout Criteria

Do I have to complete the GME House Staff checkout process? See below for various scenarios:

I am currently a…	…and, when I graduate, I will become a(n)…	Do I need to checkout with the GME?
Resident or fellow paid by SHC ➡	Resident or Fellow paid by SHC ➡	**No**
Resident or fellow paid by SHC ➡	1. Stanford University paid postdoc or 2. Resident/Fellow at another institution or 3. Independent practitioner or 4. Stanford University Faculty ➡	**Yes**

STEP 2
Requirements

Self-Service Checkout without GME Personnel in attendance	Responsible Party
A **Complete the brief [2025 Outgoing House Staff Survey]** Identifying: • Yourself, program name & graduation date • Your checkout date & time	**House Staff**
B **Upon completion of your training & prior to the end of your contract, call both Stanford Health Care's (SHC) & Stanford Medicine Children's Hospital's (SMCH) Health Information Management Services (HIMS) to ensure your EPIC clearance irrespective of your training program.**	
C **Complete & sign both Checkout & Attestation forms** (1 page, 2 sided document)	
D **Fill out the mailing address label with your name & address where you'd want your certificate to be mailed & place inside your envelope.**	
E **Place the following inside the large envelope available on the self-service checkout site & drop off the envelop in the secure drop off box:** • Completed & signed Checkout & Attestation forms • Hospital Security Access Card/Photo ID Badge • Stanford University Gym Card • Pager (if applicable) • Encrypted USB Drive (if applicable) • Completed mailing address label	

Hospital	HIMS Phone #s	Hours of Operations
B1. **SHC**	**510-974-2258**	**M-F 7-3:30 PM**
B2. **SMCH**	**650 497-8605 or 497-8607** **650 597-1338** **650 498-6952**	**M-F 7-3 PM** **M-F 8-4:30 PM** **Sun-Thu 7-3:30 PM**

During your phone calls, the HIMS staff will view your accounts to ensure you have no outstanding messages or help you clearing them from your accounts.

Self-Service Checkout without GME Personnel in attendance		Responsible Party
Dropoff Site & GME Provisions	**Checkout Dropoff Location & Directions:** The GME HS self-service checkout location is in room HC401 across from the GME office at 300 Pasteur Dr. Room, HC435, Stanford, CA 94305. • Staircase "N" is the only staircase that will bring you to our 4th floor rooftop. • Use the Right-hand door HC401 where the Self-Service Checkout area is. **GME will provide on checkout site:** • Blank Checkout & Attestation forms (1 page, 2 sided document) • Large envelope • Blank address label • Pen • Secure drop off checkout bin	**GME**
STEP 3 Material Returns	**Outgoing House Staff must checkout on the last day of their contract to receive their certificate.** • The GME House Staff Checkout & Attestation forms must be reviewed, completed, signed & returned along with the loaned materials during the checkout process. • Return borrowed items prior to GME checkout to appropriate departments/lenders such as Lane Library books, computers; keys, etc.	**House Staff**
Certificate/s will be mailed upon confirmation receipt of House Staff materials using the completed address label placed inside your drop off envelop.		**GME**
Final paycheck will be a direct deposit.		**SHC HR**
STEP 4 Benefits	**Outgoing House Staff are to visit SHC HealthySteps4U using their SID # to learn about their:** a. Flexible Spending Account (FSA) b. Health Reimbursement Account (HRA) c. HealthySteps to Wellness Program d. Medical Coverage Medical benefits for outgoing House Staff & dependents benefits will end on the last day of the month of the House Staff's appointment. For example, if the appointment ends on June 24, the medical benefits end on the last day of the appointment month on June 30. e. COBRA and much more	**House Staff**
STEP 5 Other Details	**MedHub-Offboarding** Outgoing House Staff's will have 30 additional days after their appointment end date. Before your contract end date, please take the following steps in MedHub: • download your procedure logs and portfolio entries if maintained in MedHub • verify all work hours • complete all evaluations **Stanford University E-mail Account @stanford.edu** GME sponsors House Staff's Stanford University email account and Lane Library access through SUNet until the last day of the House Staff's contract. For example, if the contract ends on June 24, the @stanford.edu email ends on June 24. It is recommended that outgoing HS set up an auto email reply with their future email address 30 days prior to their appointment end date.	**House Staff**