Tab 14

PROMOTE/
TRANSFER/
TERMINATE
House Officer Promotions/Transfers/Terminations

Once coordinators know the House Officers in the training program(s) that will be promoting to the next Level; Transferring to another LSU Program and promoting or not on July 1; and know the House Officers that will be completing training June 30; coordinators can begin processing this paperwork that is due in March.

Promote House Officers:

1. Update New Innovations information – be sure all required fields are entered and are accurate and correct.

2. Submit the NI data Auto-populated spreadsheet to the GME Office listing the house officers promoting July 1. All house officers promoting July 1, must be listed. A sample spreadsheet is included in the Coordinators Manual. Submit the spreadsheet to the GME Office by the due date.

3. Submit other items listed on the checklist for Continuing House Officers

Per LSU Health-School of Medicine Dean’s Office and LSU Health Human Resources, a PER 3 is not required for House Officer promoting July 1, only the spreadsheet listing the promoting house officers is required to GME by the due date.

A PER 3 is required for a House Officer that was not promoted July 1 in error. A PER 3 is also required for House Officers promoting off-Cycle, (promoting any day other than July 1).

Transferring a House Officer to another LSU Program:

Transfers include House Officers in training programs at these sites:
- LSUHSC School of Medicine-N.O.
- Bogalusa, Louisiana - LSU Rural Family Medicine Program
- Baton Rouge Training Programs at OLOL
- Lake Charles, Louisiana - LSU Family Medicine Program
- Lafayette Training Programs

The program appointing the transferred House Officer lists the House Officer on the appointment form.

The program appointing the transferred House Officer makes sure the House Officer is listed on the NI data auto-populated Promotion Spreadsheet, if the house officer promotes to the next level or to another level in the program (i.e. HO 3 to HO 1). If the House officer is not transferring July 1, the program will list the house officer on the Off-Cycle spreadsheet.

1. Update New Innovations information – be sure all required fields are entered and are accurate and correct.

2. Submit the NI data Auto-populated spreadsheet to the GME Office listing the house officers Transferring July 1. A sample spreadsheet is included in the Coordinators Manual. Submit the spreadsheet to the GME Office by the due date.

3. Submit required items listed on the Checklist for Transferring House Officers.

A PER 3 is required if the Transfer House Officer is changing levels, but not to the next promoted level, i.e. HO 2 to HO 1.

Revised September 2013
PER 3s:
Use the PER 3 on the GME Website, it does not have a space for Social Security Number or last 4 digits. Do not use a PER 3 saved from previous years.

- **PER 3s to Promote and Terminate are only required for the following:**
  - Off-Cycle Promotions
  - Off-Cycle Terminations;
  - House Officers paid by Military Promotion and Termination
  - House Officers that resign (do not complete or graduate from the training program), a letter of resignation must be attached to the PER 3, this includes those with a June 30 resignation date).

**SECTIONS of PER 3 MUST be Completed for ALL PER 3s**

- **Empl ID** – Found in file in New Innovations and on Beginning and End of the Month reports
- **PS Pos #** - Found in file in New Innovations.
- **Names** – The names submitted on the per 3 must match what’s on file in PeopleSoft. List Last name in Last name section and first name in first name section.
- **Present Title** - Current House Officer Level – not the level promoting to if PER 3 is for Promotion.
- **Action** – select box for the action the PER 3 is being submitted.
  - **Termination #1** – Include effective date and Last day cob work date (effective date is the 1st date to NOT pay the House Officer and the last day cob worked date is the last day to pay the House Officer June 30 terminations have an effective date of July 1 and last day cob worked date as June 30). Include Reason for Termination (Completed Training, Resigned-with letter of resignation attached, Contract not renewed, other).
  - **Transfer to New Dept #5** – Department and Program Name, PS Location code, PS Dept Code, Phone number and Effective Date MUST be included for the Department-Program the House Officer is transferring to (many of the numbers can be found in New Innovations or on the Beginning of the Month or End-of-the month reports). House Officers can Transfer and NOT promote based on Training requirements for the program.
  - **Promotion/or Change in Title #6** – Include New Level w/effective date – Most transfers are promotions too and both sections #5 and #6 must be completed if applicable.
  - **Other Changes or Remarks #8** – This action is used to note specific changes for the House Officer; Correct Appointment Dates; to note if the PER 3 corrects another PER 3 that was submitted; and especially for paying, or correcting accounts and percent of effort data for certain dates during the month; it is also used to communicate specifically why the PER 3 is being submitted to avoid any errors.
  - **Chg in Source of Funds #10** – This action is selected to correct account codes in PS Resident Schedule that must be changed to reflect the House Officer’s correct rotation. PER 3s with this action MUST be submitted with the End-of-the Month Report.
  - **Additional Compensation #11** – This option is most commonly used when submitting PER 3s to pay extra compensation for Chief Residents for programs that do pay additional compensation for Chief duties.
  - **Salary and Distribution #12** – Include effective and funds end date and hourly rate of pay (for promotions, include current hourly rate and promoted hourly rate). If Money is owed to the House Officer the LSU Account, if applicable, and other Account code data MUST be the Account Code that is entered in PS-RTS to assign the House Officer for the month. If the PER 3 is to Promote/Transfer/Terminate, then follow: LSU Account – When Legacy accounts were used the LSU Account number was 449/422 = ??-9901, When PS account codes were developed, some Legacy accounts were give a PS account and some were not, check with Business Managers to verify account to use. Complete both columns—Present Amount and Proposed amount for Promotions and change in Source of Funds.
  - **% Dist column** – if the % effort the House Officer is assigned to the account code for specific dates is NOT 100% include the % effort here and include the specifics of the assignment in #8 (Other Changes or Remarks), including dates, account code and percent effort for the date(s) and account code).

Complete all required sections on the PER 3. DO NOT omit promotion effective dates (#6 on PER 3); DO NOT Omit PS Location Code and be sure to use the correct code for the training program. Review the PER 3 and be sure all information is correct before submitting.

*Revised January 2013*
HOUSE OFFICER
PROMOTION

Continuing House Officers

July 1 Appointment Date
&
Off-Cycle Appointment Date (date other than July 1)
INSTRUCTIONS
DOCUMENTS FOR CONTINUING HOUSE OFFICERS

DO NOT SUBMIT INSTRUCTION SHEET WITH DOCUMENTS

Note: If House Officer is continuing but not promoting July 1, all applicable documents noted below are required for July 1 appointment, except PER 3. PER 3 can be submitted at beginning of Academic Year or at least a month before Off-cycle promotion. At least a month before the off-cycle promotion, a House Officer Agreement of Appointment MUST BE SUBMITTED with the Promotion level and dates. If the information in NI correct when the Appointment form was submitted in March, the promotion information should be listed on that form; if not, NI must be updated and a new Appointment form submitted.

No House Officer will be paid if documents are missing unless exceptions have been approved by GME office.

For Malpractice purposes and Health Science Center Policy, Residents/Fellows are NOT allowed to begin or continue training without valid Medical License/Intern Card/GETP, or other State Board of Medical Examiners licensing approval. There are NO EXCEPTIONS.

DOCUMENTS TO BE SUBMITTED

1. Submit Validated, by signing, Appointment/Reappointment Form, (Includes Off-cycle House Officers that are continuing and NOT terminating June 30 and not promoting July; Auto populated form on GME website).

2. Submit Validated, by signing, Spreadsheet listing House Officers promoting to the next level on July (Auto populated form on GME Website).

3. Submit Validated, by signing, Spreadsheet listing Off-Cycle House Officers continuing but not promoting July 1 and House Officers terminating after June 30—terminate during the Academic Year. (include House Officers terminating any day in July too; Auto populated form on GME website).

4. Submit PER 3 to promote to next level ONLY for: Off-cycle Promotions, (PER 3s ARE NOT required for July 1 promotions for House Officer 2 - House Officer 7 or for Fellows HO 8-10. PER 3s for Off-Cycle House Officers can be submitted at the beginning of the Academic Year or at least a month before the off-cycle promotion or termination date).


6. Submit House Officer Agreement of Appointment w/TB Documentation.

7. Submit House Officer Manual Signature Page.

DOCUMENTS TO BE SUBMITTED TO OUTSIDE AGENCY – If Applicable

1. Submit VA forms to VA representative – if rotate to VA Facilities. (DO NOT send to GME)

REVIEW AND UPDATE

1. Update LA Medical License/Permit/GETP/Other Permit—PGY2, etc. Expiration date in New Innovations.

2. Review and Update Biographical, Medical School, and Internship, Residency, Fellowship data in New Innovations.

Revised January 2013
**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - NEW ORLEANS CAMPUS**
**PERSONNEL STATUS CHANGE (PER 3 FORM)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Empl.ID</td>
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<tr>
<td>PCN</td>
<td>Type Last Name</td>
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<tr>
<td>Name</td>
<td>Type First Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Present Title</td>
</tr>
<tr>
<td>Type M/F</td>
<td>Type Title: House Officer??</td>
</tr>
<tr>
<td>Dept.</td>
<td>Type Dept Name &amp; Program Name</td>
</tr>
<tr>
<td>Medical or Dental</td>
<td>Dept. Code</td>
</tr>
<tr>
<td>sol/Division</td>
<td>Type PS code</td>
</tr>
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</table>

1. **Termination**
   - Reason:
   - cob. worked
   - Hrs. annual leave for which pay is due

2. **Retirement**
   - Regular
   - Disability
   - Effective
   - Hours of unused leave to be applied to retirement:
   - Annual
   - Sick
   - Hours for which pay is due
   - Annual
   - Sick
   - Reg
   - Temp
   - With pay
   - Without Pay
   - Ins. Cont.
   - Discontinued
   - Country
   - Visa

3. **Leave of Absence**
   - effective
   - thru
   - Justification

4. **Return from Leave of Absence**
   - effective

5. **Transfer to New Dept.**
   - Effective

6. **Promotion and/or Change in Title**
   - Type HO Promotion Level
   - Effective
   - Type Date

7. **Tenure Recommendation**
   - (For Faculty Ranks)
   - yr(s)
   - Beginning
   - End Date
   - Tenure Track
   - Tenure Granted
   - Probationary
   - Non - Tenure

8. **Other Changes or Remarks**

**SAMPLE PER 3 TO PROMOTE HOUSE OFFICER**

9. **Continuation of Appointment:**
   - Last Appointment Effective
   - thru
   - This Appointment Effective
   - thru

10. **Change in Source of Funds**
11. **Additional Compensation:**
    - Total Amount
    - Effective
    - thru
    - Indicate Payment Dates and Amounts
    - Justification

12. **SALARY AND DISTRIBUTION**
    - Effective
    - Type Date
    - Funds End Date
    - Type Date
    - AED
    - On the Basis of:
    - From
    - To
    - Rate of Pay
    - $ Type Hrly Rate
    - to $ Type Hrly Rate
    - Percent of full time
    - 100%
    - If change:
    - from
    - %
    - to
    - %
    - LSU Account 
    - XXX-XX-9901
    - LSU Description
    - Type #
    - Dept. Code 
    - Type #
    - Fund
    - Type #
    - Program
    - Type #
    - Class
    - Project/Grant
    - Type #
    - Acct
    - % Dist
    - Present Amount
    - Type
    - Proposed Amount
    - Type

**Original**

- Business Manager Must Sign
- 11/26/13
- Approved
- Vice Chancellor
- Date
- Dean or Director
- Date
- Approved
- Chancellor
- Date
- GME Initials Dates
- inital Date initial Date initial Date
- Approved
- President
- Date

**Totals**

- 0.00
- 0.00
Promote House Officers from same HO level to same New HO level
House Officers Listed Below are Continuing in Same Training Program for the Academic Year 2013-2014

Program Name: 
July 1 Salary: $46,500.00

PS Location Code: 449
(D-Code/Same Number used to run RTS Reports)

PS Dept ID: 

Promote From HO Level: HO 1
Promote To HO Level: HO 2

<table>
<thead>
<tr>
<th>LastName</th>
<th>FirstName</th>
<th>EMPLID</th>
<th>PS Position Number</th>
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</table>
Promote House Officers from same HO level to same New HO level
House Officers Listed Below are Continuing in Same Training Program for the Academic Year 2013-2014

Program Name:  
July 1 Salary:  $47,179.00

PS Location Code:  449-
(D-Code/Same Number used to run RTS Reports)

PS Dept ID:  

Promote From HO Level:  HO 2  
Promote To HO Level:  HO 3:

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3/18/2013
Promote House Officers from same HO level to same New HO level
House Officers Listed Below are Continuing in Same Training Program for the Academic Year 2013-2014

Program Name:          July 1 Salary:  $49,029.00
PS Location Code:      PS Dept ID:           
(0-Codes/Same Number used to run RTS Reports)  

Promote From HO Level:  HO 3       Promote To HO Level:  HO 4

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HOUSE OFFICER
TRANSFER
To Another LSU
Program
Transfer & Promote House Officers from same Level/Program to Same/New Level & Program

House Officers Listed Below are Continuing In Same Training Program for the Academic Year 2013-2014

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<th>Previous Program:</th>
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<table>
<thead>
<tr>
<th>PS Location Code:</th>
<th>Previous Location Code:</th>
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(D-Code/Same Number used to run RTS Reports)

<table>
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<tr>
<th>Promote To HO Level:</th>
<th>Promote From HO Level:</th>
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<tr>
<th>New Salary:</th>
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Program Director

Office of Graduate Medical Education

Program Coordinator
HOUSE OFFICER
TRANSFER
To Another LSU Program

Transfer and Promotion
PER 3 Sample
### LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - NEW ORLEANS CAMPUS

PERSONNEL STATUS CHANGE (PER 3 FORM)

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<th>Type First Name</th>
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<th>Type PS code</th>
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<th>Type #</th>
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#### 1. Termination

- **Reason**:
  - [ ] Effectived effective
  - [ ] Cob. Worked: cob. worked
  - [ ] Hrs. annual leave for which pay is due

#### 2. Retirement

- [ ] Regular
- [ ] Disability
- [ ] Effective

- **Hours of unused leave to be applied to retirement**:
  - [ ] Annual
  - [ ] Sick

- **Hours for which pay is due**:
  - [ ] Annual
  - [ ] Sick

#### 3. Leave of Absence

- **Justification**:
  - [ ] Thru thru
  - [ ] With pay
  - [ ] Without Pay
  - [ ] Ins. Cont.
  - [ ] Discontinued
  - [ ] Country
  - [ ] Reg/Temp
  - [ ] Reg
  - [ ] Visa
  - [ ] N/A

#### 4. Return from Leave of Absence

- [ ] Effective

#### 5. Transfer to New Dept.

- **Type Dept & Program Name**:
  - [ ] LSU Work Location
  - [ ] Type PS Code

- **Effective Date**

#### 6. Promotion and/or Change in Title

- **Type HO Promotion Level**

- **Effective Date**

#### 7. Tenure Recommendation

- [ ] For Faculty Ranks
- [ ] Yr(s). Beginning
- [ ] End Date

#### 8. Other Changes or Remarks

### SAMPLE PER 3 TO TRANSFER & PROMOTE HOUSE OFFICER

#### 9. Continuation of Appointment:

- Last Appointment Effective
- This Appointment Effective

#### 10. Change in Source of Funds

#### 11. Additional Compensation

- [ ] Total Amount
- Indicate Payment Dates and Amounts

#### 12. Salary and Distribution

- **Effective Date**
- **Funds End Date**

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<th>Type Hrly Rate</th>
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<td>Hourly</td>
<td>Monthly</td>
<td>Per Period</td>
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<tr>
<th>Percent of full time</th>
<th>100 %</th>
<th>If change: from</th>
<th>% to</th>
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<th>LSU Description</th>
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| Original | Totals 0.00 | 0.00 |

#### Approved

- **Business Manager Must Sign**
- **Initiating Officer**
- **Date**: 11/26/13
- **Approved**
- **Vice Chancellor**
- **Date**

- **Dean or Director**
- **Date**
- **Approved**
- **Chancellor**
- **Date**

- **GME Initials**
- **Dates**
- **Initials**
- **Date**
- **Approved**
- **President**
- **Date**
HOUSE OFFICER TRANSFER
To Another LSU Program

Transfer Only
No Promotion
PER 3 Sample
HOUSE OFFICER
COMPLETION OF
TRAINING/
RESIGNATION/
TERMINATION
INSTRUCTION SHEET
TERMINATING HOUSE OFFICERS
Terminating = Completed Training; Resignation; Non-Renewal of Contract.

Note: If House Officer is not completing training/terminating June 30, list on appointment Form as “Holdover” and submit items below at time of Training completion/termination.

DO NOT SUBMIT INSTRUCTION SHEET WITH PAPERWORK

DOCUMENTS TO BE SUBMITTED

1. Submit Validated, by signing, Termination Spreadsheet listing house officers terminating June 30. (Auto populated spreadsheet link is on GME Website).

2. If Applicable, Submit PER 3 to Terminate. Only for House Officers paid by Military and Off-Cycle house officers; (Note: c.o.b. Worked is the last day worked and last day to include in paycheck; effective date is the first day to not pay. For Example, a June 30, 2013 termination would be effective 7/1/2013; c.o.b worked 6/30/13).

3. Email list of Terminating House Officers to HRM Employees Separating from University EMail address: LSUHSC-NONotificationofEmployeeSeparation@isuhsc.edu, Copy Yolanda Lundsgaard in GME Office.


5. Post program completion packet, to be completed by coordinators and due July 31st. Includes listing of paperwork needed to be sent to the GME office, final evaluations, summaries and program completion letters etc. (implemented in June 2009).

REVIEW AND UPDATE

1. Verify the House Officer NOT assigned in PS-RTS for July

2. Biographical Data in New Innovations (Forwarding address; training dates; other items that should be completed in database).

3. Medical Records clearance from all Training sites (hospitals) – House Officer should not have any delinquent charts at these facilities.

4. All Check-out requirements completed at MCL and other Hospital; for Training Program and for GME – if check-out is required when rotation/training completed at each site.

Revised January 2013
### SAMPLE PER 3 TO TERMINATE HOUSE OFFICER

1. **Termination effective**
   - **Type Date**
   - **Type Date**
   - **Hrs. annual leave for which pay is due**

2. **Retirement**
   - **Regular**
   - **Disability Effective**
   - **Teacher's**
   - **La State Empl. Pay Grp.**
   - **Emp Cl. Pay Type**
   - **Reg Temp**
   - **Country**
   - **Visa**

3. **Leave of Absence effective**
   - **thru**
   - **With pay**
   - **Ins Cont.**
   - **Discontinued**

4. **Return from Leave of Absence effective**

5. **Transfer to New Dept.**
   - **LSU Work Location**
   - **PS Location Code**
   - **PS Dept. Code**
   - **Phone #**
   - **New PCN#**
   - **New PS. Pos#**

6. **Promotion and/or Change in Title to**
   - **Current**
   - **Last Incumbent**

7. **Tenure Recommendation (For Faculty Ranks)**
   - **yr(s). Beginning**
   - **End Date**
   - **Tenure Track**
   - **Tenure Granted**
   - **Probationary**
   - **Non - Tenure**

8. **Other Changes or Remarks**

9. **Continuation of Appointment:**
   - **Last Appointment Effective**
   - **This Appointment Effective**

10. **Change in Source of Funds**

11. **Additional Compensation:**
    - **Total Amount**
    - **Effective thru**

12. **SALARY AND DISTRIBUTION**
    - **Effective Type Date**
    - **Funds End Date**
    - **On the Basis of:**
      - **AED From To**
      - **Rate of Pay**
        - **From $**
        - **Type Hly Rate to $**
        - **Percent of full time**
          - **Type**

---

**LSU Account #** XXX-XX-9901

**LSU Description**

<table>
<thead>
<tr>
<th>Dept. Code #</th>
<th>Fund</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Acct</th>
<th>% Dist</th>
<th>Present Amount Type</th>
<th>Proposed Amount Type</th>
</tr>
</thead>
</table>

**Original**

|  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|

**xd**

**Business Manager Must Sign**

**Initiating Officer**

**11/26/13**

**Approved**

**Vice Chancellor**

**Date**

**Dean or Director**

**Date**

**Approved**

**Chancellor**

**Date**

**GME Initials Dates**

**Initials**

**Date**

**Approved**

**President**

**Date**

**Totals**

<p>| | | |</p>
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</table>
Terminate House Officers with same HO Level / Program

Terminate Effective: July 01, 2013
C.O.B. Worked: June 30, 2013

Program Name: HO Level: HO 4

PS Location Code: 440-
(D-Code/Name Number used to run RTS reports)

<table>
<thead>
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Program Director

Program Coordinator

Office of Graduate Medical Education