

## **INSTRUCTIONS**

### **New Hire House Officer Forms and Documents**

- All forms & documents are found on the GME website:  
[http://www.medschool.lsuhs.edu/medical\\_education/graduate/program\\_coordinators.aspx](http://www.medschool.lsuhs.edu/medical_education/graduate/program_coordinators.aspx)
- New Hire forms and documents consist of two packets.
  1. Appointment Packet - this Packet is required from all House Officers every year
  2. New Hire Packet – Includes GME and HR appointment forms and documents
- Packets are sent to the GME Office not the Dean’s Office
- Packets with incomplete paperwork or forms with missing documents will be returned to the Coordinator for completion which will prolong the signature and input process.
- All forms requiring a signature MUST have original signatures. Electronic signatures are NOT accepted.
- All forms and documents MUST BE clear and readable. Faxed copies of copies that are NOT clear and readable are NOT accepted.
- Forms and documents MUST be one-sided, two-sided forms and documents are NOT accepted.

#### **New Hire House Officer:**

- a. Anyone that Matched into or is appointed to LSU residency or fellowship training programs for the first time; anyone that is not currently a house officer; and anyone re-hired as a House Officer that had a break in service.
- b. LSU Shreveport Residents or fellows that match into, or, are appointed, to a LSU New Orleans program.
- c. Faculty that Match into or are appointed to LSU residency or fellowship training programs.
- d. Has a July 1 appointment date, but there are some exceptions.

#### **LSU Residency and Fellowship programs include:**

- a. All LSU residency & Fellowship training program based in N.O.
- b. LSU Rural Family Medicine-Bogalusa
- c. Family Medicine-Kenner
- d. Family Medicine-Lake Charles
- e. Baton Rouge-Emergency Medicine
- f. Baton Rouge-Medicine
- g. Baton Rouge-OB/GYN
- h. Baton Rouge-Psychiatry
- i. Lafayette-Family Medicine
- j. Lafayette-Geriatrics
- k. Lafayette-Medicine
- l. Dental School-GPR Program
- m. Dental School-OMFS Program

Once the New Hire House Officer’s information is imported from ERAS, another application, or if needed, entered manually into New Innovations by the coordinator, the GME Office will provide each Program Coordinator a link to give to the New Hire to access and complete the New Hire forms electronically.

Once the New Hire completes, print and signs the forms, he/she must send the forms along with all required documents to the Program Coordinator by a program specific due date (no later than May 1). Coordinators then submit completed & signed New Hire forms and documents as an “Appointment Packet” and a “New Hire Packet” to the GME Office by May 31 for July 1 appointment dates and at least a month in advance for other appointment dates.

## **New Hire House Officer Forms and Documents**

**Some forms in the Appointment and New Hire Packets require additional documents. The forms are:**

- a. Health Requirement form (GME-A)
- b. Annual Driver Safety Record Form (GME-E)
- c. I-9 form (HR-2)
- d. Alien/Foreign National Identification Documents (if applicable), (HR-7A)
- e. Direct Deposit Form (HR-13)

### **Appointment Packet – GME Forms**

**GME-A - Health Requirements** – New hire house officers are required to provide proof of Immunizations/Vaccinations listed on the Health Requirement form as conditions of employment.

**GME-B – Annual TB Test** – all house officers are required to submit annual TB test results to the GME Office

**GME-C - House Officer Agreement of Appointment (Contract)** The House Officer Agreement of Appointment outlines the terms and conditions of the House Officer's appointment to the LSU Training Program.

- a. The Agreement auto-populates the Program information and the House Officer's information from the data in New Innovations.
- b. Print the Auto-populated Agreement
- c. Verify the following in the agreement: training dates; house officer level; and salary. Incorrect data must be corrected in NI and the agreement re-printed with the correct information.
- d. Coordinators CANNOT sign for the House Officer, Program Director or Department head, even with their signature authority. Each person must sign the agreement
- e. Submit the signed Agreement to the GME Office for the Dean of Academic Affairs' signature
- f. Agreements that have been submitted but must be revised, coordinators correct the data in NI and submit the revised agreement to the GME Office.

**GME-D -House Officer Manual form** The House Officer Manual outlines policies; and the terms and conditions of the House Officer's appointment to the LSU Training Program.

- a. The House Officer signs the House Officer Manual form certifying receipt of the House Officer Manual, and returns the form to the Coordinator
- b. Coordinators submit the signed House Officer Manual form to the GME Office

**GME-E -Driver's License and Driving form** – The Annual Driver Safety Record with the House Officer's Driver's License attached is required from all House Officers.

- a. The House Officer completes the form and attaches a copy of their Driver's License. If he/she does not have a Louisiana driver's license, they MUST request their Driver Safety record form the DMV in the State listed on the driver's license
- b. Coordinators submit the form and copy of the Driver's License to the GME Office

## **New Hire Packet – GME Forms**

### **NEW HIRE HOUSE OFFICER FORMS AND DOCUMENTS**

*The New Hire forms and documents require completion and are necessary to get the House Officer into the Personnel system and paid on a timely basis.*

*Program Coordinators should send completed New Hire packets to the GME Office as soon as possible before May 31 (minimum of one month prior to start date for new hires after July 1). Do not hold the completed packets waiting for all New Hires to submit packets. Do not hold packets waiting for the completed Academic Year Appointment Packet. Late submission can cause problems for House Officers at Orientation if they are not in PeopleSoft.*

*Coordinators must submit the New Hire Packet in the order listed below to the GME Office before May 31 for July 1 start dates and a minimum of one month prior to start date for other start dates.*

### **GME-1 Checklist of Required Documents-New Hire House Officers**

- a. Coordinators Check off all items that apply on the Check list for the New Hire
- b. Attach the Check list to the front of the New Hire packet and submit the packet to the GME office before May 31.

### **GME-2 Personal Data Sheet for GME**

- a. Only the first page of the Data sheet is required for House Officers that Match or are accepted to LSU training programs immediately after graduating from Medical, Osteopathic, and Dental School.
- b. House Officers that graduated Medical, Osteopathic or Dental School more than 2 months prior to their start/appointment date, must complete both pages of the Data sheet to include a continuous and inclusive list of internships, residencies, fellowships, staff positions, leave of absences, etc. from Medical, Osteopathic and Dental School Graduation through LSU training program start/appointment date. There should NOT be any gaps in dates.

### **GME-3 Extra-Curricular Form**

This is the Moonlighting policy. The form must be signed by the House Officer and the Program Director.

### **GME-4 FCVS Release Form**

The form is part of the LSBME licensing process. House Officers must sign the form allowing LSU to release information for activities occurring in the house officer's training program for all training years.

### **GME-5 HCN Break Glass Policy**

House Officers must sign the form acknowledging they have read and understand the LSU Healthcare Network's Break Glass Policy

### **GME-6 LSBME Release Form**

House Officers must sign this form consenting and giving LSU authority to notify LSBME in writing of the suspension, termination, non-renewal, surrender, resignation or withdrawal of the House Officer's participation in the LSU training program

### **GME-7 Library Form**

House Officers that may want to use the LSU Library and its online resources during residency or fellowship training must complete the Library form.

## New Hire Packet – HR Forms

The New Hire House Officers will receive a Link from their Coordinator to access these forms and complete online. Repetitive data will auto-populate on all forms where needed.

HR forms MUST be single-sided, double sided forms will be returned to the Coordinator to re-submit. All forms MUST be included in the New Hire Packet, if the form is not applicable for the House Officer, put N/A on the form and include in the packet.

### PER 2 – Personnel Form (also see PER 2 Instruction page)

- The form is in electronic format and is generated by the Program. The most recent approved PER 2 must be used, it has Rev 7/15 at the top left hand corner of the form and includes an Approval/Signature line for Human Resources
- Some sections are auto-populated on the PER 2, from the data entered in New Innovations. The sections that are not auto-populated, must be entered or selected from drop down boxes by the coordinator
- All sections MUST be completed except:
  - #1. Appt End date
  - #1. PS Pos#
  - #4 Appointment Track
  - #4 Tenure Review Date
- The name on the PER 2 MUST match the name on the supporting documents for the I-9 form.
- Education Data MUST include all degrees received, the institutions, graduation date and discipline. This includes undergraduate degree, Medical/Dental degree, Masters and Doctorate degrees.
- Once the form is completed, the coordinator prints all pages
- The Department business manager or his/her designee must sign the PER 2
- The completed and signed PER 2 is attached to the New Hire forms and submitted as part of the New Hire packet to the GME Office

### HR-1 Biographical Data form

- The Education Data section MUST include all degrees received, school and graduation dates; including undergraduate degree, Medical/Dental degree, Masters and Doctorate degrees.
- House Officer MUST sign the bottom of the form

### HR-2 Employment Eligibility Verification Form – I-9 Form

- This form is required by federal law and MUST be completed with the proper supporting documents attached.
- Detailed instructions are provided with the form and are NOT to be included in the New Hire Packet submitted to the GME Office
- The House Officer completes Section #1 of the form in the format requested, and signs and dates the form
- The House Officer's name must appear on page 2 where requested in the same format as page 1
- Names and dates MUST be in the format requested on all pages.
- Date of Hire (July 1 or other hire date), is the date entered in the Certification Section, not the date the form was completed.
- Coordinator, after reviewing the documents that establish identity, completes and signs Section #2
- Do not complete Section 3
- Packets will be returned to the Coordinator if the I-9 is not completed correctly.

## **New Hire Packet – HR Forms Cont'd**

### **HR-3 Copy of I-9 Supporting Proper Documents**

- The list of acceptable supporting documents is included with the I-9 form, the list is to assist in completing the form and is NOT to be included in the New Hire Packet
- The supporting document must be listed with all required information under the Correct List A or List B and List C
- Copies of supporting documents MUST be clear, and readable
- Copies of supporting documents MUST be included in the New Hire Packet

### **HR-4 Drug Screen Clearance Email notification**

- The Email originates from Drug Testing and states if the House Officer is cleared for Hire or not after the results of the Drug Test have been received by the Drug Testing Office. If the House Officer is NOT Cleared for Hire he/she can challenge the results per CM-28
- The cleared for hire Email MUST be dated prior to the House Officer's Appointment/Start Date (e.g. the House Officer cannot start July 1 if the Email is dated July 1. He/she will have to start July 2).
- The clear for hire Email MUST be included in the New Hire Packet

### **HR-5 Drug Screen: Agreement to submit to Drug/Alcohol Testing Form**

- Coordinators or Business Managers request a user ID and Password to access the Drug Testing Application from the Drug Testing office to schedule drug testing for all New Hire House Officers.
- The Agreement to submit to Drug/Alcohol Testing is one of 3 forms that will print after clicking "Submit Test" on the Scheduling application.
- The form is sent to the House Officer along with the other forms that printed and information about their collection site. The House Officer Must sign the form and return it to the Coordinator to include in the New Hire Packet.

### **HR-6A Alien Tax Information Request form**

- All non-U.S. citizens who receive compensation from LSUHSC must complete this form. The information provided is used to determine the house officer's residency status for the purpose of U.S. tax withholding
- If the form is not applicable to the house officer, include the blank form in the New Hire packet

### **HR-7A Alien/Foreign National Identification Documents**

- These documents are required for House Officers with a J-1 Visa; they are:
  - Copy of J-1 Visa
  - DS 2019 (if on J-1 Visa)
  - Copy of Foreign Passport
  - Copy of I-94

### **HR-8 Oath of Affirmation**

Form must be completed and signed

## **New Hire Packet – HR Forms Cont'd**

### **HR-9 Form W-4**

Federal Withholding tax form must be completed and signed. Do not include the worksheet.

- Supplemental Form W-4

*This form is for information only for the House Officer and is NOT to be included in the New Hire Packet submitted to the GME Office*

### **HR-10 Form L-4**

State Withholding tax form must be completed and signed. Do not include the worksheet.

### **HR-11 Act 372-Selective Service Registration for Hiring**

- The form requires that any male who is required to register with selective service for a federal draft must do so before he is eligible to be hired as either a state classified or unclassified position
- The form must be completed and signed if applicable
- If the form is not applicable, leave it blank and include in the New Hire Packet

### **HR-12 Data Protection Form**

- The form allows the House Officer the option of protecting their home address and telephone number from being released as described under the Public Records Act.
- The form must be completed and signed

### **HR-13 Direct Deposit Form**

- Direct Deposit is Mandatory.
- If the house officer's account has checks, a voided check must be attached
- If the house officer's account does not have checks, a form from the bank with account information must be attached
- The form must be completed and signed

*Benefit Enrollment Deadline Information on HR website – Residents (House Officers) New Hire Forms This form is for information only for the House Officer and is NOT to be included in the New Hire Packet submitted to the GME Office*

### ACA Healthcare Marketplace Notice

*This form is for information only for the House Officer and is NOT to be included in the New Hire Packet submitted to the GME Office*

## **Other Documents/Forms required by the GME Office**

- a. **Training Verification** - These forms & documents MUST be part of the New Hire's file and attached in New Innovations. If copies are available when submitting the New Hire packet, include with the packet.
  - Copy of Medical School Certificate/Diploma
  - Copy of ECFMG Certification - for all foreign Medical School graduates
  - Copy of Internship Certificate/Diploma if internship year is not part of completed Residency program

## Other Documents/Forms required by the GME Office Cont'd

- Copy of Residency Certificate/Diploma
  - Written Verification of Performance including Performance in the six competencies – from previous program (needed only if accepted to LSU from another program)
- a. **Flu Shots** – All house officers are required to either get a flu shot; or they must complete the required form and must wear a mask while in patient care during annual flu season (October – March).
- Flu shots are available annually at many of the hospitals house officers rotate to each month or at the annual flu shot fair at LSU. Information on Flu shot fairs will be distributed to all coordinators and program directors. The GME office does not offer free flu shots for residents
  - The GME Office needs documentation that includes the influenza vaccination name and lot number along with the date and location of receipt.
  - Coordinators MUST collect from each house officer a copy of the card received or any other detailed documentation/form from the hospital or clinic location that administered the flu shot. Do not send a copy of the “flu” sticker on the ID.
  - House Officers that decline receiving a Flu shot: Coordinators must collect from the House Officers the document/form the house officers signed declining the flu shot and send the document/form to the GME Office.
- b. **Medical License or Permit to Practice Medicine in Louisiana** – All House Officers must have a valid Louisiana Medical License or Louisiana Permit issued by the Louisiana State Board of Medical Examiners (LSBME).
- House Officers that DO NOT have a valid Louisiana License or Permit July 1 or on their start date, will not be able to begin training. This will cause changes to their training dates, and appointment dates in NI and the coordinator will have to update NI, reprint and re-submit forms to the GME Office.
  - The New Hire House Officer MUST begin the license/permit application process as soon as he/she is notified they have matched or have been accepted into the residency/fellowship training program.
  - LSU Senior Medical Students that Match in LSU Training programs attend the License Application Fair day held by the LSBME and the LSU GME Office. At this fair the LSU Senior student submits their Intern Permit application to the LSBME. If the student does not attend the fair, he/she must attend the fair at Tulane Medical School, if one is scheduled, or print the application from the LSBME website and submit the application and other required documents to the LSBME at least 3 months prior to July 1 or their start date.
  - Licenses from other states are NOT accepted.
  - Permits issued by LSBME expire in June, but there are some exceptions. House Officers MUST renew the Permit, if they have not received an unrestricted license, before the permit expires.
  - Unrestricted Medical License expires the month of the House Officers birth month. House Officers MUST renew the medical license before the expiration date.
- c. **Malpractice Form**
- The form is on the GME website and is submitted to the GME Office every year.
  - Coordinators print the auto-populated spreadsheets, attach them to the Malpractice form, and submit the form and the spreadsheets to the GME Office for signature. The first spreadsheet lists the house officers in the training program; the second spreadsheet lists the hospitals/training sites the house officers will rotate to during the academic year.

## **Other Documents/Forms required by the GME Office Cont'd**

- The GME Office submits the signed form and attached spreadsheets to the Risk Management Office.
- The risk management office may request changes or more information if needed.
- If there are changes to the roster of house officers in the training program and/or the hospitals/training sites, the information is updated in NI and a new form and spreadsheets are printed and submitted to the GME Office.

### **d. Appointment Form**

- The form is required by the GME office and lists all House Officers in the training program for the Academic Year.
- The data on the form auto-populates from New Innovations
- See the Instructions-Appointment Form & Spreadsheets document.

### **e. Spreadsheets**

- Spreadsheets are required by the GME Office and lists all House Officers that are:
  - Promoting to the next House Officer level, July 1 & Off-Cycle
  - Terminating June 30, or Off-Cycle
  - Transferring to another LSU program, July 1 or Off-Cycle
  - Becoming Faculty immediately after graduating from residency/fellowship training program
- See the Instructions-Appointment form & Spreadsheets document

## **Items to Re-Check before submitting New Hire Paperwork**

### **GME-2 – Personal Data Sheet for GME**

- Only the first page is submitted for New Hires that graduated between May & June of Appointment year
- Pages 1 and 2 are submitted for New Hires that graduated before May of the Appointment year
- Page 2 includes all training/activities/etc. for dates beginning after Medical School graduation until Appointment date, (this includes leave of absence, time taken off to prepare for exams, or travel).
- New Hire signed and dated the form

### **HR-1 - Biographical Data Page**

- Medical School name, graduation date, and degree included
- Other advanced degrees, school name, and graduation date included if applicable

### **HR-2 – Employment Eligibility Verification Form (I-9 Form)**

- House Officer signed the form
- Documents viewed are listed under the correction List (List A or List B & List C)
- Dates and name written in the format requested and appear on all pages
- Certification Section, Section 2, is completed by Coordinator
- Certification Section, Section 2, the House Officer's appointment date is in the date section and NOT the date the form was completed
- Certification Section, Section 2, is signed by the Coordinator
- All requested information is included on the form

### **HR-4 – Drug Screen Clearance Email notification**

- Email is included in the New Hire Packet

### **HR-5 – Drug Screen: Agreement to Submit to Drug/Alcohol Testing Form**

- Completed and signed form is included in the New Hire Packet

### **Other**

- All forms requiring a signature are signed. No electronic signatures
- Documents are included in the New Hire Packet for all forms requiring additional documents
- Tax forms, W-4 and L-4 are included in the Packet
- Checklist is attached to the Packet
- Forms are in the order listed on the Check list.

Send ONLY completed packets to the GME Office. Send packets as soon as they are completed, do not hold until all New Hires have returned packets.