Residency Program Coordinator
Quarterly Meeting Agenda
Tuesday, April 15, 2014
Learning Center Lecture Room -- 10:00 a.m. – 11:30 a.m.

I. Opening Remarks

II. Review/Approval of Minutes from January 23, 2014

III. Announcements/Updates
   a. Dr. Rebecca Odinet-Frey
      i. ACGME Educational Conference Updates
      ii. ACGME Resident Fellow Surveys
      iii. Policies and Procedures- HO Manuals
           1. Moonlighting policy
      iv. Final Exit Evaluations
      v. LSU House Officer End of Year Survey – **Start Date April 14, 2014 - End Date May 2, 2014**
      vi. Resident Exit Survey start during 1st week of April
   b. Yolanda Lundsgaard
      i. New Hire Paperwork submission
         1. See GME Calendar
      ii. ILH & VAMC Forms
   c. Kimberly Cannon
      i. End of Year
         1. Separation Packets
            a. AIG Long Term Disability Conversion
         2. Post Completion Packets
            a. Core Curriculum Modules for graduating house officers
   d. Chris Callac
      i. NPI Numbers – New Process
      ii. Affordable Care Act/Medicaid Issues

IV. Open Discussion
   a. Coordinator Roundtable Update – Brittany Copeland and Katie Bowen

V. Closing Remarks
   a. Upcoming GME Deadlines
      i. Drug Testing by all House Officer COMPLETE – **Duc April 30**
      ii. Health Requirements – **Due May 1**
      iii. PGY2 & PGY3 and above Program’s Director’s letter beginning May 1 to LSBME
      iv. Additional beeper order due to Kim – **Due May 15**
      v. Beeper Swaps Online – **Due May 30**
      vi. New Hire Packet Deadlines – **Due NO LATER THAN May 31**
vii. Parking Internal Transaction – **Due June 17**
viii. 2014-2015 House Officer Manual Agreement Form – **Due July 1**
ix. Annual Program Evaluations by PEC – **Due July 8**
x. FCVS End-of-the-Year Updates – **Due July 31**
xi. Post-Completion Packets – **Due July 31**

b. Highlights of the Spring Calendar of Events
   i. LSBME Orientation – May 2, 2014 in Baton Rouge ALREADY FULL
   ii. QI Forum – May 27, 2014
   iii. CORE Meeting – June 12, 2014
   iv. LSUHSC Orientation – June 24, 2014
   vi. MCLNO Orientation – June 27, 2014
   vii. Quarterly GME Coordinator Meeting – July 15, 2014 at 10am
   viii. LSBME Orientation – August 1, 2014 in New Orleans
Program Separation Packet
For ALL Graduating House Officers

*Residents, please take action as needed*

NPI/Medicaid Numbers
Licensure-CDS & DEA
Long Term Disability Conversion- (optional)-American General
Credentialing & Verifications of Training
Malpractice Insurance
Health Insurance & Retirement

Thank you,
GME Office
504-568-4006

*Please visit the websites in this packet for the most updated information*

Emailed to all in January. No other action needed by Carol.
Program Separation Packet for All Outgoing House Officers

As you leave your program, there are numerous tasks and topics that you need to address and/or complete to ensure that your transition into the “real world” goes more smoothly. There is a list for those who stay in Louisiana and a list for those who do not stay in Louisiana upon graduation.

If you are planning to continue to work at LSU or in the State of Louisiana, you will need to address the following topics:

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<th>NPI and MEDICAID NUMBERS</th>
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To modify your NPI registration, you must go to the National Plan & Provider Enumeration System (https://nppes.cms.hhs.gov). Please update your new home and office addresses and update your registration with a new Taxonomy Code corresponding to the license that you now hold and practice type. If you originally applied for your NPI online and still know your login information, you can update it online. If you no longer have your NPI login information, complete the application available at the following website.


To keep your Louisiana Medicaid provider number active, you must complete a Provider Enrollment application. The application can be completed online at http://www.medicaid.la.gov/prism. If you have any questions, contact the Louisiana Department of Health & Hospitals at prism.portal@la.gov or 225-342-9500.

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At this point in your training, you should already have your own DEA number, but if you do not, you need to apply now. You should apply for your CDS(www.labp.com) and DEA (www.deadiversion.usdoj.gov) by March at the latest.

- First apply for your state CDS license. Physician Cost: $45 (must be mailed).
- Once you have been approved for your state license, you can apply for a Federal DEA number. Complete Form 224. Physician Cost: $551 (payable by credit card online, or mail your completed form with a check)

****Many employers will not finalize your credentials without these licenses****
LONG TERM DISABILITY INSURANCE

American General is the long term disability insurance company provided by the LSU GME office for all house officers. You are eligible to continue your long term disability coverage when you complete your residency. (See attached American General Continuation of Coverage/Conversion packet) Mail the application within 31 days after your last day of employment. Once you complete the packet forward it to the GME office 2020 Gravier Street, Ste 602  ATTN Kim Cannon, New Orleans La 70112 for further processing.

CREDENTIALING AND VERIFICATIONS

Be proactive and involved with your credentialing process. You will need a lot of documentation easily accessible for your credentialing process. Start collecting copies of all of the following: 1) licenses (making sure all licenses are current); 2) diplomas and/or completion certificates; 3) certifications (e.g., ACLS, BLS); 4) letters of recommendation; and 5) health requirement documentation, including an updated TB test. In addition, if your program requires procedure logs, keep your tracking current. Be sure to retain a copy of all of these documents for your own files.

Verifications: Your coordinator will upload your verification form to FCVS/Federation of State Board Verification Services (www.FCVS.org) automatically for each PGY year you complete at LSU. In order for your new employer to have access to your credential files at FCVS, you must contact FCVS. 1-800-ASK-FCVS or they can email fcvsinbox@fsmb.org. If your new employer accepts FCVS as a primary source of verification, they can utilize this verification company. If not, they can send the verification to the LSU GME office. (504-568-3332 fax)

MALPRACTICE INSURANCE and MOONLIGHTING

Louisiana Medical Mutual Insurance Company (LAMMICO) a mutual insurance company providing professional liability products and service to all eligible physicians staying to practice in Louisiana. The application process can take 2-3 months. Visit www.lammico.com for more information. If you are moonlighting, makes sure you have “tail coverage” through an independent company.

HEALTH INSURANCE and RETIREMENT

See the attached summary of details from the LSUHSC Human Resources Department. 504-568-7780
If you are **leaving** the State of Louisiana, you will need to address the following topics:

### NPI and Medicaid Numbers

To modify your **NPI registration**, you must go to the National Plan & Provider Enumeration System (https://nppes.cms.hhs.gov). Please update your new home and office addresses and update your registration with a new Taxonomy Code, corresponding to the license that you now hold, and practice type. If you originally applied for your NPI online and still know your login information, you can update it online. If you no longer have your NPI login information, complete the application available at the following website http://www.cms.hhs.gov/cmsforms/downloads/CMS10114.pdf

Your **Louisiana Medicaid number** will be automatically cancelled upon your graduation by the LSU GME Office.

### Licensure

If you do not have one already, you should apply for your new state and **CDS** (www.labp.com) and **DEA** (www.deadiversion.usdoj.gov) by March at the latest. State licensure can take approximately 6 months to a year to complete for some states, so apply early.

- Check the DEA state listing attached in this packet to see which states require you to apply for your **state CDS license first**. If the CDS is required first the cost is $45 and must be mailed.

- Once you have been approved for your state license, you can apply for a **Federal DEA number**. Complete Form 224. Cost: $551 -- payable by credit card online or mail in your completed form with a check.

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504-568-7780
POST PROGRAM COMPLETION PACKET for coordinators

This packet is to be completed for each graduating resident and sent to the GME office, Lions Bldg, 2020 Gravier Street, 6th Floor, Room 619, in a folder with the checklist in the front. (Scans are accepted-kcanno@lsuhsc.edu)

**If a resident is OFF CYCLE please send their packets within 30 days of their departure**

DUE DATE is Friday - JULY 31, 2014

NAME: ___________________________ PROGRAM: ___________________________

RESIDENT'S non LSU email: __________________________________________

____ Updated Personal Data sheet for GME office (Must include all training/jobs/LOA from Medical School thru Residency/fellow training including training completed or leaving if not completed.

____ Exit survey form (under program resources then coordinator documents

____ Mid year evaluation and final evaluation

____ Duty hour report showing up to date completion (in NI use the compliance report for the year, then filter by person)

____ Procedure log summary (if applicable; Summary listing)

____ Core Curriculum completion summary report (from GME website, under program resources)

____ Beeper turned in

____ Copy of diploma & final completion letter

____ Personal data change form *original should be sent directly to HR* - I need a copy only (HRM webpage under intranet/forms if no address change, put NA on the form and include in packet)

____ Verify the resident’s file is complete and organized according to the ‘resident file checklist guidelines’.

Coordinator’s Signature ___________________________ Date: ________________

Director’s Signature ___________________________ Date: ________________
FCVS END OF YEAR 2014 UPDATES

Each program will need to upload the information to FCVS in order to complete the end of year forms for each resident. You are not only uploading training years for graduates, you are uploading each training year for each resident. FCVS Release forms were turned in by each resident upon their hire so their training information can be reported to FCVS at the end of each academic year.

The deadline for the updates for each June 30th graduate is July 31, 2014. Off Cycle residents need to be uploaded within 30 days of their departure.

Please contact Julie Briscoe at FCVS for help with the program downloads to access the forms, or any other assistance.

ibriscoe@fsmb.org


Thanks,

Kim Cannon
GME Coordinator