



School of Medicine  
School of Dentistry  
School of Nursing  
School of Allied Health Professions  
School of Graduate Studies  
School of Public Health

March 1, 2012

TO: All Incoming House Officers

CC: Clinical Department Heads  
Clinical Business Managers  
Residency and Fellowship Program Directors  
Residency and Fellowship Program Coordinators

FROM: Charles Hilton, MD  
Associate Dean for Academic Affairs  
Designated Institutional Official (DIO)

RE: **2012-2013 Drug Testing for Incoming House Officers**

In order for incoming house officers to begin training and be paid through the payroll system, they must undergo pre-employment drug testing on or after March 25<sup>th</sup>, 2012. Testing after May 15<sup>th</sup>, 2012 could result in an administrative delay in processing your payroll documents and delay the start of your residency/fellowship training.

\*Instructions regarding the drug testing procedures will follow your initial communication with your department coordinator.

**All incoming House Officers must contact their program coordinator,  
\_\_\_\_\_ at \_\_\_\_\_ (phone) to schedule the drug test.**