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| **Important**  **Dates** | **What to do** | **Notes** |
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| March 1, 2010 | Programs can begin processing paperwork promote, Transfer, and terminate House Officers | Best to get things started as Soon as possible |
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| March 26, 2010 | Submit to GME Office: Resident & Fellow Appointment Forms  List of: House Officers Terminating  House Officers that will become  LSU Faculty (at N.O., EKL, UMC, Bogalusa,  Lake Charles)  Off-Cycle (Exception) House Officers (These  don’t promote 7/1/10 or terminate  6/30/010) | Appointment form is needed to sign House  Officer Agreement of Appointments  Other Lists are needed to submit the information to HRM |
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| Beginning April 1, and completed by April 30 | Incoming House Officers Begin Drug Testing | Coordinators schedule Incoming House Officers for Drug Testing per the current Testing instructions and collection Sites |
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| Beginning  April 1, 2010 and Before  June 1, 2010 | House Officers with a June 30 expiration date on Permit or License, must contact LSBME for renewal requirements and submit the required items (if not done already) | Fees and documents may be needed. If a Program letter is needed, that letter cannot be submitted to LSBME by Program until  May 1, 2010. |
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| April 30, 2010 | Submit to GME Office: PER 3s to Promote,  Transfer & Terminate House Officers  Incoming House Officers should complete  Drug Testing | Transfers are those moving from one LSU program to another including EKL, UMC, Lake Charles, Bogalusa |
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| May 3, 2010 | Incoming House Officers should submit all Personnel Paperwork to Program  Submit to LSBME: Program Letter for each House Officer (Continuing and Transfers in the program) | Programs Prepare PER 2s, verify all Information has been completed by applicant and Program on personnel paperwork and applicant and program designee has signed all sections requested |
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| Before & No Later  Than  May 31, 2010 | Submit to GME Office: New Hire Paperwork with Cover Sheet, PER 2, and Clearance for Hire email.  Update residency management software with all New Hire Information  Update beeper swaps online | We know there may be some  Exceptions for VISA holders or  Other Foreign Grads, but Most  Should be submitted before this  Date. |
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| July 1, 2010 | All House Officers Must have a valid LA Medical Permit, or License to practice Medicine or Dentistry (for Dental School  Programs) in Louisiana | LSBME (504) 568-6820  [www.lsbme.louisiana.gov](http://www.lsbme.louisiana.gov) – This should be done months before July 1. |
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Handout at January 19, 2010 Coordinator’s Quarterly Meeting