

# 2016-2017 AY PAPERWORK SUBMISSION TIMELINE

MARCH 2016	APRIL 2016	MAY 2016	JUNE 2016	JULY 2016
Review & update House Officer status/data in New Innovations for <b>New Year New Hires</b> have submitted license/permit application to LSBME; <b>Continuing</b> house officers have started renewal process for license/permit	New Hire Drug Testing must be completed by - <b>April 30</b>	Programs should have received all New Hire Packets from Incoming House Officers - <b>May 1</b>	House Officer mandatory orientations: <b>UMCNO: June 24</b> <b>OLOL: June 27</b> <b>LSU: June 30</b>	All House Officers have valid LSBME permit or license effective <b>July 1</b>
Appointment forms due to GME Office - <b>March 31</b>	House Officers begin renewing permits	Program letter to LSBME beginning <b>May 1</b> - continuing & transferring House Officers	Pelican/Epic Training <b>June 28-29</b>	Additional Documents & Forms not submitted with New Hire Packets due to GME Office - <b>July 31</b> (See bottom of New Hire Checklist)
Spreadsheets due to GME Office - <b>March 31</b>		New Hire Packet due to GME Office - <b>May 31</b>		
PER 3s due to GME Office If applicable (See below) - <b>March 31</b>		New Hire Academic Year Appointment Packet; Academic Year Appointment Packet & Other paperwork for Continuing, Transferring & Terminating due to GME Office - <b>May 31</b>		
Submit Program letter to LSBME for new House Officers				

## MARCH

**House Officer data in New Innovations is auto-populated on most of the forms required for new hires, continuing, transferring and terminating House Officers**

**LSBME Permits/License** All House Officers MUST have a valid LA Permit or License to practice Medicine on July 1. This MUST be done months before July 1. International Graduates require a Personal appearance by the LSBME. LSBME Contact information is (504) 568-6820, [www.lsbme.louisiana.gov](http://www.lsbme.louisiana.gov)

**Appointment Form** is needed by the due date for the GME Office to sign House Officer Agreement of Appointments/Contracts. The form must include all House Officers in the Program July 1, including those completing in July or earlier than June of the academic year; all Off-Cycle house officers. This form is auto-populated. International/FMG status be accurate and noted on the Appointment Form

**Spreadsheets** are needed for GME to enter data in PS-HR panels by HR due date. Pediatrics must include HO 4s' terminating and HO 3s promoting to HO 4s on the applicable spreadsheets

**PER 3s** are needed for House Officers paid by the Military that are appointed as Gratis House Officers for promotion, termination and transfer. PER 3s are also needed for House Officers changing levels but not promoting (e.g. HO 2 to Ho 1); House Officers not completing the training program and House Officers resigning June 30 with a resignation letter attached

**LSBME Program Letter** Programs begin submitting, by Email, Program letters to LSBME for each New Hire only.

## APRIL

**Drug Testing** Coordinators schedule New House Officers for Drug Testing per the current Drug Testing contractor and collection sites. House Officer coming in from Out-of-the-Country must complete by June 15 for July 1 Clear for Hire results

**LSBME Permit Renewal** for Continuing & Transferring House Officers. Fees and documents may be needed. If a Program Letter is needed, that letter can be submitted to LSBME the Program beginning May 1

## MAY

**New Hire Packet:** Programs MUST start submitting all New Hire paperwork to the GME Office as the packets are completed and all required documents, including PER 2, Clearan Hire Email, submit to Drug Testing form, and copies of I-9 and other required copies. DO NOT HOLD packets if have not received from all New Hires, send as soon as have completed New Hire Packets. DO NOT HOLD for missing Academic Year Appointment Packets. DO NOT Send all to be received by the GME Office the week of or on the May 31 due date. know there may be some exceptions for VISA holders or other International graduates but most should be submitted before May 31.

**PER 2s** Programs prepare PER 2s, verify all information has been completed on the PER 2 form. PER 2 must be signed by the Department Business Manager or his/her approved designee.

**LSBME Program Letters** Beginning May 1, Program letters for continuing and transferring House Officers can be sent, by Email, to LSBME, Ms. Sandra Broussard. Letters CANNOT be sent before May 1

**Academic Year Appointment Packet** - forms and documents for New Hires only: Health requirements, House Officer Agreement of Appointment (contract); House Officer Manual; Drivers License & Driving form.

**Paperwork for Continuing, Transferring & Terminating House Officers** - all forms and documents found on the checklist and/or instruction page are due to the GME Office by May 31.