

CHECKLIST FOR INTERNAL TRANSFERRING HOUSE OFFICERS

Transfer = transferring from one LSU program, N.O, Baton Rouge, Lafayette, Bogalusa, or Lake Charles to another LSU Program

**** RECEIVING PROGRAM COMPLETES CHECKLIST ****

Please note: all items listed below are required. No House Officer will be paid if documents are missing unless exceptions have been approved by GME office. If transfer is Off-Cycle – Submit at least a month before transfer date.

For Malpractice purposes and Health Science Center Policy, Residents/Fellows are NOT allowed to begin or continue training without valid Medical License/Intern Card/GETP, or other State Board of Medical Examiners licensing approval. There are NO EXCEPTIONS.

Name: _____ Program: _____

HO level: _____ Appointment Date: _____ Salary: _____

Name of Program Transferring From: _____

Documents or Updates to New Innovations

Due no later than March 31

- _____ Submit signed, Appointment Form *Auto populated form on GME Website.*
- _____ Submit signed House Officer Transfer & Promote Spreadsheet listing Transferring House Officers promoting to the next House Officer level *Auto populated form on GME Website.*
- _____ PER 3 to Transfer to New Department/Program and Promote and/or Change in Title
Required only if: House Officer level changing to lower level, and if Transfer is an Off-Cycle Transfer regardless of Level change

Documents or Updates to New Innovations

Due ASAP but no Later than May 31

- _____ GME Data Sheet - updated to include transfer information
- _____ Academic Year Appointment Packet:
 - a. Health Requirements - *Only if Transferring from Baton Rouge, Lafayette Lake Charles, LSU Shreveport. May also be required if not on file with GME Office.*
 - b. Annual TB Test
 - c. House Officer Agreement (Contract)
 - d. House Officer Manual Acknowledgement Form
 - e. Driver Safety Form
- _____ Extra-Curricular Form
- _____ FCVS Release Form
- _____ HCN Break Glass Policy
- _____ LSBME Release Form
- _____ DS 2019 form (for Foreign Medical Graduates with J-1 Visa) to verify I-9.
- _____ Valid LA Medical License/Intern Card/PGY 2/GETP/Other permits - *Check LSBME Website and enter updated expiration date in New Innovations – Date MUST be valid for July 1.*

Documents to be submitted to Outside Agency

Due ASAP but no later than May 31

- _____ UMCNO Hospital Forms – *Send directly to UMCNO GME Office – Ms. Senora Paul*
- _____ VA forms (if applicable) – *Send completed forms to LSU GME Office*

Documents or Updates to New Innovations

Due ASAP but no Later than July 31

- _____ Internship completion Certificate/Diploma (if applicable)
- _____ Residency completion Certificate/Diploma (if applicable)
- _____ Review/Update Biographical, Medical School, Internship, Residency and Fellowship dates in New Innovations

ATTACH CHECKLIST TO PACKET OF DOCUMENTS BEFORE SUBMITTING TO THE GME OFFICE