

INSTRUCTIONS

DOCUMENTS FOR CONTINUING HOUSE OFFICERS

DO NOT SUBMIT INSTRUCTION SHEET WITH DOCUMENTS

Note: If House Officer is continuing but not promoting July 1, all applicable documents noted below are required for July 1 appointment, except Off-Cycle PER 3s. PER 3 can be submitted at beginning of Academic Year or at least a month before Off-cycle promotion. At least one month before the off-cycle promotion, an updated signed House Officer Agreement of Appointment **MUST BE SUBMITTED**.

No House Officer will be paid if documents are missing unless exceptions have been approved by the GME office.

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.

DOCUMENTS TO BE SUBMITTED

1. Academic Year Appointment Packet:

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| a. Health Requirements—Only Missing or Expired Documents | d. House Officer Manual Acknowledgement Form |
| b. Annual TB Test | e. Driver Safety Form and License |
| c. House Officer Agreement (Contract) | |

2. Submit signed, Appointment Form, (Includes Off-cycle House Officers that are continuing and NOT terminating June 30 and not promoting July; Auto populated form on GME website).
3. Submit signed House Officer Promotion spreadsheet listing House Officers promoting to the next level on July 1 (Auto populated form on GME Website).
4. Submit signed, Off-Cycle House Officers Spreadsheet listing Off-Cycle House Officers continuing but not promoting July 1 and House Officers terminating after June 30—terminate during the Academic Year. (include House Officers terminating any day in July too; Auto populated form on GME website)
5. Submit PER 3 to promote to next level only for Military Paid House Officers; and for House Officers changing House Officer Level but not promoting. (PER 3s ARE NOT required for July 1 promotions for House Officer 2 - House Officer 10 – Residents and Fellows. PER 3s for Off-Cycle House Officers can be submitted at the beginning of the Academic Year or at least a month before the off-cycle promotion or termination date. PER 3 is required if House Officer is changing House Officer Level, but not promoting e.g. change from Ho 2 to HO 1).
6. Submit DS2019 (for Foreign Medical Graduates with J-1 Visa). – needed every year.
7. Submit Malpractice Spreadsheet to Cynthia Scott. (auto populated form on the GME website)
8. Submit updated GME Data Sheet – Only if House Officer was on LOA during previous Academic Year. LOA dates must be included on GME Data Sheet

DOCUMENTS TO BE SUBMITTED TO OUTSIDE AGENCY

1. VA forms (If applicable) – **Send completed forms to LSU GME Office**

REVIEW AND UPDATE

1. Update LA Medical License/Intern Card/PGY 2/GETP/Other permits Expiration Date in New Innovations.
2. Review/Update Biographical, Medical School, Internship, Residency, Fellowship and Leave of Absence data in New Innovations.