

This packet should be issued to ALL residents/fellows who are completing the program in their final year

Program Separation Packet for All Outgoing House Officers

As you leave your program, there are numerous tasks and topics that you need to address and/or complete to ensure that your transition into the “real world” goes more smoothly.

NATIONAL PROVIDER IDENTIFICATION NUMBER

To modify your NPI registration, you must go to the National Plan & Provider Enumeration System (<https://nppes.cms.hhs.gov>). Please update your new home and office address and update your registration with a new Taxonomy Code corresponding to the license that you now hold and practice type. If you originally applied for your NPI online and still know your login information, you can update it online. If you no longer have your NPI login information, complete the application available at the following website.

(<http://www.cms.hhs.gov/cmsforms/downloads/CMS10114.pdf>).

MEDICAID NUMBERS

To keep your Louisiana **Medicaid number** active, you must complete an enrollment packet). The enrollment packet requires completion of two forms: 1) Basic Enrollment Packet and 2) Provider-type Specific Packet for your discipline.

Your **Louisiana Medicaid number** will be automatically cancelled upon your graduation by the LSU GME Office. The enrollment packet can be found at

(http://www.lamedicaid.com/provweb1/Provider_Enrollment/ProviderEnrollmentIndex.htm).

If you have any questions, contact Provider Enrollment at 1-225-216-6370.

LICENSURE

At this point in your training, you should already have your own DEA number, but if you do not, you need to apply now. You should apply for your CDS license (www.labp.com) and DEA license (www.deadiversion.usdoj.gov) by March, at the latest.

- First, apply for your state CDS license. Complete form 101. Physician Cost: **\$45** and must be mailed.
- Once you have been approved for your state CDS license, you can apply for a Federal DEA number. Complete Form 224. Physician Cost: **\$731** – payable by credit card online, otherwise mail in your completed form with a check.

*****Many employers will not finalize your credentials without these licenses.*****

LONG TERM DISABILITY INSURANCE

United Healthcare is the long term disability insurance company provided by the LSU GME office for all house officers. When completing your residency, you are eligible to continue your long term disability coverage at your cost. (Go to <https://www.lsuhs.edu/administration/hrm/benefits-disability.aspx> for the United Healthcare Continuation of coverage/conversion packet) You have to mail in the application within 31 days after your last day of employment. Once you complete the packet, please forward it to the LSU GME office, ATTN: Ashley Walker, 2020 Gravier Street, Suite 614, New Orleans, LA 70112 for further processing.

CREDENTIALING AND VERIFICATIONS

Be *proactive and involved* with your credentialing process. You will need all of this documentation easily accessible for your credentialing process. Start collecting copies of all of these important documents: 1) licenses (making sure all licenses are current); 2) diplomas or completion certificates; 3) Certifications (e.g., ACLS, BLS); 4) letters of recommendation; and 5) health requirement documentation including an updated TB test. In addition, if your program requires procedure logs, keep your tracking current. Be sure to retain a copy of all of these documents for your own files.

Verifications: Your coordinator will upload your verification form to **FCVS/Federation of State Board Verification Services** (www.FCVS.org) automatically for each PGY year you complete at LSU. In order for your new employer to have access to your credential files at FCVS, you must contact FCVS. They can utilize this verification company per your request (1-800-ASK-FCVS or fcvsinbox@fsmb.org). If not, they can send the verification request to the LSU GME office, ATTN: Ashley Walker, 2020 Gravier Street, Suite 614, New Orleans, LA 70112; FAX 504-568-3332 or GME@lsuhsc.edu.

MALPRACTICE INSURANCE

Louisiana Medical Mutual Insurance Company (LAMMICO) is mutual insurance company providing professional liability products and service to all eligible physicians staying to practice in Louisiana. The application process can take 2-3 months. Visit www.lammico.com for more information.

HEALTH INSURANCE and RETIREMENT

To view the summary of details from the LSUHSC Human Resource Department use the following link <https://www.lsuhs.edu/administration/hrm/benefits-about.aspx>. For questions, contact LSU Health Sciences Center Human Resources Department at 504-568-7780.