



School of Medicine
Office of Medical Education

March 1, 2015

TO: All Incoming House Officers

CC: Clinical Department Heads/Clinical Business Managers
Residency and Fellowship Program Directors/Residency and Fellowship Program
Coordinators

FROM: Charles Hilton, MD
Associate Dean for Academic Affairs
Designated Institutional Official (DIO)

RE: **2015-2016 Incoming House Officer Orientation Schedule (June 24, 25, 26, 30, 2015)**

All orientation training days are MANDATORY in order to start employment on July 1 2015.

The **LSUHSC Orientation** will be held on **Friday, June 26, 2015 from 8:00 a.m. to 4:00 p.m., in the Medical Education Building, 1901 Perdido, Lecture Room B.** For your convenience, access to a map of the LSUHSC Downtown campus is available at <http://www.lsuhs.edu/maps/downtown.aspx>. Campus parking for this event has yet to be confirmed. For this and other information concerning Orientation, please check the website at http://www.medschool.lsuhs.edu/medical_education/graduate. If you have any questions regarding the LSUHSC Orientation, please feel free to contact the Graduate Medical Education Office at 504-568-4006.

Parking: Parking will be available in the Gravier Street Parking Garage.

The **Pelican Project Electronic Medical Record training** will be held on **Wednesday, June 24 and Thursday, June 25, 2015 from 8:00 am to 6:00 pm in the Medical Education Building, 1901 Perdido Street, 5th floor MDL teaching labs.**

In addition, the **Interim LSU Hospital** will host a separate Orientation on **Tuesday, June 30, 2015 from 8:00 a.m. – 4:00 p.m., in the Medical Education Building, 1901 Perdido, Lecture Room B.** This Orientation is sponsored by the hospital's Medical Staff Office. If you have any further questions regarding the Interim LSU Hospital Orientation, please contact Senora Paul, 504-903-0381.

NOTE TO ALL ADVANCED LEVEL TRAINEES: If your current training program has not released you prior to June 23, 2015 to begin at LSUHSC and you are unable to attend any of the Orientation dates listed above, *please contact your program coordinator immediately to make other arrangements.*

updated : February 2015



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2015-2016 National Provider Identifier Application for Incoming House Officers

All Incoming House Officers must have a National Provider Identifier number to begin their Residency/Fellowship training. Please complete the online application at <http://nppes.cms.hhs.gov/> on or before May 1, 2015. **Applications initiated after May 1, 2015 could result in an administrative delay in processing your payroll documents and delay the start of your Residency/Fellowship training.**

For Incoming House Officers applying for Louisiana permit:

Complete the NPI online registration for an individual choosing the “**Student in an Organized Health Care Education/Training Program - 390200000X**” taxonomy code, which is located under the “**Student, Health Care**” category.

For Incoming House Officers with a valid Louisiana medical license:

Complete the NPI online registration **for an individual** choosing the taxonomy code for the enrolled program, providing the Louisiana medical license number.

For Incoming House Officers with a valid out-of-state medical license:

Complete the NPI online registration **for an individual** (if not already done) or update current NPI registration choosing the appropriate taxonomy code for the specialty formerly in (whether an outside practice or previously enrolled in a program), providing the state license information. When granted a full unrestricted Louisiana medical license, update the NPI registration to include the enrolled specialty taxonomy code with the Louisiana license number.

2015-2016 Drug Testing for Incoming House Officers

In order for incoming house officers to begin training and be paid through the payroll system, they must undergo pre-employment drug testing on or after April 1st, 2015. Testing after May 15th, 2015 could result in an administrative delay in processing your payroll documents and delay the start of your residency/fellowship training.

*Instructions regarding the drug testing procedures will follow your initial communication with your department coordinator.

****All incoming House Officers must contact their program coordinator to schedule the drug test. ****

2015-2016 House Officer Pager Service

The Graduate Medical Education Office provides pagers to all LSUHSC New Orleans House Officers. The pager unit rental fee and cost of monthly service are of no charge to house officers. We provide local (Louisiana and Mississippi) service to all pagers. The pager is, however, the house officer's responsibility. If a pager is lost or stolen there is a \$55.20 fee that is paid for by the house officer to LSUHSC (PERSONAL CHECKS OR CASHIERS CHECKS MADE PAYABLE TO "LSUHSC" ARE ACCEPTED. NO CASH). Any damaged pagers can be returned to the GME office at no charge to the house officer.