



DEPARTMENT OF MEDICAL EDUCATION

**NEW HOUSE STAFF
FORMS AND DOCUMENTS CHECK LIST**

- Contract:** Sign the enclosed contract and addendum and return to Garden City Hospital Department of Medical Education *within 30 days*. You may keep a copy for your records.
- Transcript request:** Complete the transcript request form and *send it to your osteopathic college*. This is to authorize your school to release your completed transcript directly to the State of Michigan. A completed transcript or letter from your school's Dean is required for licensure.
- Application for Educational Limited License and Controlled Substances:** Complete all pages of the enclosed form and return it to Garden City Hospital Department of Medical Education. *Do not send directly to the State of Michigan and do not enclose a check* - Garden City Hospital will send in license applications on your behalf and will pay for the license application fee. Note: Residents transferring from another program with active licensure in the State of Michigan should provide a copy of their current license.
- New House Staff Basic Information Form:** Complete the enclosed form and return to Garden City Hospital Department of Medical Education.
- I-9 Form:** This form is required to document your eligibility for employment. Supporting documentation is required; most commonly, this is copies of your driver's license and Social Security card.
- NPI Number:** All house staff must apply online for an NPI (National Provider Identification) number. An instruction form with links to the NPI website is enclosed. Return a copy of your NPI number notification to the Department of Medical Education.
- Moving Allowance Request Form:** To request the \$300 moving allowance, complete the enclosed form and return it to the Department of Medical Education. Moving allowance checks will be disbursed in early July 2007.
- Rotation Request Form:** For OGME-1 house staff, depending on your specialty you may have choices regarding rotations. A form is enclosed for you to note specific requests.
- Other documents for GCH:** You must provide the Department of Medical Education with photocopies of each of the following for your academic file:
 - Social Security Card
 - Driver's License
 - Advanced Cardiac Life Support and Basic Life Support certification
 - Medical School Diploma (when available – you may bring this with you to orientation or mail it to us)
 - COMLEX Part 2 scores (when available – you may bring this with you to orientation or mail it to us)