

REQUIRED NEW HIRE/PROMOTION PAPERWORK 2012-2013

Please scan and upload all items below into Verinform by the deadline www.harbor-ucla.org/coordinator_timeline.php.
 Instructions for uploading documents can be found at www.harbor-ucla.org/coordinator_forms.php

INTERN PGY1 NEW HIRE PAPERWORK

Enclosed	NA	Items Required – Must be uploaded into Verinform
<input type="checkbox"/>	<input type="checkbox"/>	ACLS Proof (PALS for Pediatric Residents) -must be current before they can start
<input type="checkbox"/>	<input type="checkbox"/>	California Medical License <i>if applicable</i> [▲]
<input type="checkbox"/>	<input type="checkbox"/>	DEA Certificate <i>if applicable</i> [▼]
<input type="checkbox"/>	<input type="checkbox"/>	ERAS Common Application Form <i>Application form only, no letters of recommendation</i>
<input type="checkbox"/>	<input type="checkbox"/>	Verification of previous training <i>if applicable</i> [*]
<input type="checkbox"/>	<input type="checkbox"/>	Release of Information Form
<input type="checkbox"/>	<input type="checkbox"/>	License Requirement Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Contract <i>signature page only</i>
<input type="checkbox"/>	<input type="checkbox"/>	Combined Data Sheet/Resident Application
<input type="checkbox"/>	<input type="checkbox"/>	Harbor HIPAA Certification Test
<input type="checkbox"/>	<input type="checkbox"/>	Code of Conduct Test
<input type="checkbox"/>	<input type="checkbox"/>	Medical Records/Radiology Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate Training Registration Form
<input type="checkbox"/>	<input type="checkbox"/>	Medical School Diploma copy
<i>If intern is a foreign medical school graduate please also upload onto Verinform:</i>		
<input type="checkbox"/>	<input type="checkbox"/>	ECFMG Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Medical Board Postgraduate Training Authorization Letter <i>if unlicensed by CA Medical Board</i>

RESIDENTS PGY2-7 NEW HIRE PAPERWORK – Must be uploaded into Verinform

Enclosed	NA	Items Required
<input type="checkbox"/>	<input type="checkbox"/>	ACLS Proof (PALS for Pediatric Residents) -must be current before they can start
<input type="checkbox"/>	<input type="checkbox"/>	California Medical License <i>if applicable</i> [▲]
<input type="checkbox"/>	<input type="checkbox"/>	Contract <i>signature page only</i>
<input type="checkbox"/>	<input type="checkbox"/>	DEA Certificate <i>if applicable</i> [▼]
<input type="checkbox"/>	<input type="checkbox"/>	ERAS Common Application Form <i>Application form only, no letters of recommendation</i>
<input type="checkbox"/>	<input type="checkbox"/>	Medical School Diploma copy
<input type="checkbox"/>	<input type="checkbox"/>	Combined Data Sheet/Resident Application
<input type="checkbox"/>	<input type="checkbox"/>	Release of Information Form
<input type="checkbox"/>	<input type="checkbox"/>	License Requirement Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Verification of all previous training [*]
<input type="checkbox"/>	<input type="checkbox"/>	Medical Records/Radiology Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Harbor HIPAA Certification Test
<input type="checkbox"/>	<input type="checkbox"/>	Code of Conduct Test
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate Training Registration Form <i>if applicable</i> [◆]
<i>If resident is a foreign medical school graduate please also upload onto Verinform:</i>		
<input type="checkbox"/>	<input type="checkbox"/>	ECFMG Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Medical Board Postgraduate Training Authorization Letter <i>if unlicensed by CA Medical Board</i>

INTERN PGY1 PROMOTION PAPERWORK - Must be uploaded into Verinform

Enclosed	NA	Items Required
<input type="checkbox"/>	<input type="checkbox"/>	Contract <i>signature page only</i>
<input type="checkbox"/>	<input type="checkbox"/>	ERAS Application (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Verification of all previous training [*]
<input type="checkbox"/>	<input type="checkbox"/>	Combined Data Sheet/Resident Application

RESIDENT PGY2-7 PROMOTION PAPERWORK - Must be uploaded into Verinform

Enclosed	NA	Items Required
<input type="checkbox"/>	<input type="checkbox"/>	Contract <i>signature page only</i>
<input type="checkbox"/>	<input type="checkbox"/>	ERAS Application (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Verification of all previous training [*]

[▲]**Medical License:** US Graduates must have license by beginning of 3rd year of postgraduate training, Foreign Medical Graduates must have license by beginning of 4th year of postgraduate training. [▼]**DEA:** Must have DEA by 3rd year of training once licensed by the CA Medical Board. ^{*}**Verification of Previous Training:** using the Harbor Verification form, have each previous program director submit a written verification of training; this form must be received directly from the previous program, not via the applicant. [◆]**Postgraduate Training**

Registration Form: Not required if resident already has a CA License.