

## 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](http://www.harbor-ucla.org/coordinator_timeline.php).  
Instructions for uploading documents can be found at [www.harbor-ucla.org/coordinator\\_forms.php](http://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> <sup>▲</sup>
<input type="checkbox"/>	<input type="checkbox"/>	DEA Certificate <i>if applicable</i> <sup>▼</sup>
<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> <sup>*</sup>
<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> <sup>▲</sup>
<input type="checkbox"/>	<input type="checkbox"/>	Contract <i>signature page only</i>
<input type="checkbox"/>	<input type="checkbox"/>	DEA Certificate <i>if applicable</i> <sup>▼</sup>
<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 <sup>*</sup>
<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> <sup>*</sup>
<input type="checkbox"/>	<input type="checkbox"/>	Non-County Personnel Requisition Form – for Non-County paid ONLY
<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>

### PROMOTING RESIDENT 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 <sup>*</sup>
<input type="checkbox"/>	<input type="checkbox"/>	Combined Data Sheet/Resident Application

### TRANSFERRING RESIDENT 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 <sup>*</sup>
<input type="checkbox"/>	<input type="checkbox"/>	Combined Data Sheet/Resident Application

**\*Medical License:** US Graduates must have license by beginning of 3<sup>rd</sup> year of postgraduate training. Foreign Medical Graduates must have license by beginning of 4<sup>th</sup> year of postgraduate training. **▼DEA:** Must have DEA by 3<sup>rd</sup> 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.