

2008/2009 CU GME CLEARANCE FORM

Name: _____

Here is your clearance procedure form to be completed and returned to your Program Coordinator by the last day of your training program. Do not return to GME.

PART I: MEDICAL RECORDS CLEARANCE-You must complete any outstanding medical records and personally **obtain an “all clear” signature from the medical records department of each facility where you saw patients during this academic year.** Again, you need clear only the facilities where you saw patients. The purpose of this is to make certain all medical records are complete before you leave.

PLEASE NOTE: University Hospital is the only facility that does not require your signature. However, please be certain you have completed your UCH records as well.

All records completed:

Denver Health Medical Center

You may fax to 303-602-8004 for clearance signature
Be certain to include return fax #.

Signature (Amy Richardson 303-602-8026 or Linda Campbell) Date

National Jewish Hospital

Signature (Kelly Rinker 303-398-1985) Date

Rose Medical Center

Signature (Colleen Simianer/ Eileen Stickline 303-320-2655) Date

The Children’s Hospital

Signature (Shandra Crayton 720-777-6646) Date

VA Hospital

Signature (James Sternesky, RHIA 303-399-8020 x3433) Date

Presbyterian/St. Luke’s

Signature (Medical Records 303-839-6540) Date

Other

Facility Name

Signature Date

PROGRAM COORDINATOR: Your signature on page 2 verifies resident has cleared each facility where patients were seen during the academic year.

PART II: CAMPUS CLEARANCE

A. UCD GME parking privileges end on the last day of your training.

Please return your Access Card/Permit to the Parking Office at 9th Avenue (School of Medicine Room 0659) or AMC (Building 500 across from the Information Desk, ground level). Information from Parking and Transportation on unpaid citations will be mailed directly to your home address. Please call 303-315-5555 with questions.

B. Health Sciences Library – Please return any items you have from the library before you leave. Individual notices are sent if you have past due material. If you have questions, call the circulation desk at 303-724-2152.

C. Travel Office – If you were issued a UCD-issued VISA card from the Travel Office return to your Program Coordinator. If you have questions, call the Travel Office at 303-315-2846.

D. Lab Coats and Scrubs – Return any non-embroidered lab coats and scrubs to the issuing hospital, **not** to your Program Coordinator.

E. RESIDENCY COORDINATOR – Your Last Stop!

Turn in any University-issued property, such as keys, pager, ID badges, **along with this completed clearance form**. Your coordinator will verify you have completed your clearance procedure, including medical records sign off.

Program Coordinator Signature

Date

Final paychecks will be direct deposited.

For your 2008 or 2009 W2 Form,
PRINT your

FORWARDING ADDRESS:

Name

Street

City

State

Zip

Email

IF YOU DO NOT HAVE A NEW ADDRESS, ONCE YOU ARE SETTLED IN YOUR NEW LOCATION, PLEASE NOTIFY:

GRADUATE MEDICAL EDUCATION

Nancy McKay, Payroll Liaison

Nancy.McKay@ucdenver.edu