

Genesys Regional Medical Center
FINAL CHECKLIST FOR INCOMING TRAINEE

Items to do immediately:

_____ Medical Licensure Requirements (Osteopathic Trainees Only)

- All applicants for health professions license in Michigan are required to submit fingerprints and undergo a criminal background check. Please follow the instructions in your licensing packet. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license will not be issued until this process is complete.
- Request final official medical school transcripts **or** a letter of good standing to be sent **directly** to the State of Michigan Licensing Board from your medical school (Letter must not be dated more than 90 days prior to graduation).
- If applicable, forward Certification of Internship form in licensure packet to your place of internship.
- If applicable, forward Verification of License in Another State to appropriate state board. Fees are usually required.

_____ Medical Licensure Requirements (Allopathic Trainees Only)

- All applicants for health professions license in Michigan are required to submit fingerprints and undergo a criminal background check. Please follow the instructions in your licensing packet. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license will not be issued until this process is complete.
- Forward Certification of Medical Education Form to your medical school
- Verification of your ECFMG certification must be sent electronically from the ECFMG office. Visit <https://cvsonline2.ecfmg.org/ImgGenInfo.asp> for information on how to do this. Also, please forward a copy of your ECFMG certificate to Medical Education.
- If applicable, forward Verification of License in Another State Form to the appropriate state board. Fees are usually required.

_____ Medical Licensure Requirements (Podiatry Trainees Only)

- All applicants for health professions license in Michigan are required to submit fingerprints and undergo a criminal background check. Please follow the instructions in your licensing packet. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license will not be issued until this process is complete.
- Request final official medical school transcripts showing the date your DPM was conferred to be sent **directly** to the State of Michigan Podiatric Licensing Board from your medical school.
- If applicable, forward Certification of Appointment form in licensure packet to your place of training.
- If applicable, forward Verification of License in Another State to appropriate state board. Fees are usually required.

Updated: 5/16/11

- _____ Schedule a health/drug screen with Genesys Employee Health Services at 810-606-5957
- _____ Register for ACLS and BLS. Must be approved by the American Heart Association.
- _____ Complete [Lab Coat Order Form](#) and return to Suzanne Booker in medical education.
- _____ Obtain an NPI number at <https://nppes.cms.hhs.gov>
- _____ Begin VISA process (if applicable)

Items to complete and return to Medical Education by April 6, 2012

- _____ Sign and return the hospital training agreement
- _____ Complete the medical license application and return to Medical Education. Include a check payable to the State of Michigan in the amount of \$170.00 (Osteopathic and Allopathic) or \$135.00 (Podiatry). Please DO NOT return the application to the State of Michigan.
- _____ Complete and return the Certification of Appointment to Training Form in the license packet
- _____ Complete Background Check Release Form
- _____ Complete the [Application for Employment via the Genesys Website](#)
- _____ Review the Medical Education Policies and Procedures Manual on New Innovations. Sign and return the [Acknowledgement of Review Form](#).
- _____ Complete and return the [Rotation Schedule Choice Form](#) (Note: This form is currently not available on the website. You'll receive an email when available)
- _____ Complete and return the [Shadow Call Opportunity Form](#)
- _____ Complete and return the [Parking Permit Form](#)
- _____ Complete and return the [Personal Data Information Form](#)
- _____ If joining the [Genesys Athletic Club](#), complete and return the attached [form](#). After July 1, go to Membership Services at the athletic center to sign up.

Items to complete PRIOR to July 1st

- _____ Registered for [AOA](#) and [MOA](#) membership (osteopathic trainees only)
- _____ Complete the required training modules and returned tests:
 - [Safety Training](#) via Genesys Learning Institute – Test results submitted on-line.
 - [Advanced Visualization Presentation](#) – View and submit completed [test](#) to Medical Education.
 - [Fatigue, Physician Impairment, and Substance Abuse Presentation](#) – View and submit completed [test](#) to Medical Education
 - [Map to Success Presentation](#) – View and submit completed [test](#) to Medical Education

Items to bring with you to your health/drug screening appointment:

- Copy of all of your immunizations records and titer results
- All prescription bottles if taking medication
- Dress appropriately for i.d. badge photo

Updated: 5/16/11

Items to bring with you on the first day of orientation if not submitted prior to:

- ACLS and BLS certification
- Medical school diploma and final medical school transcripts
- Part II board scores
- One of the following: driver's license and social security card, a driver's license and birth certificate, or a current passport.
- 2011 1040 Tax Form
- Marriage Certificate if married in 2012 and birth certificate if child born in 2012
- If no taxes were ever paid, must provide marriage certificate (if applicable) and birth certificate of children (if applicable)

State of Michigan Licensing
Board of Osteopathic Medicine
PO Box 30670
Lansing, MI 48909
517-335-0918

Genesys Regional Medical Center
Medical Education Department
One Genesys Parkway
Grand Blanc, MI 48439
810-606-5980 or 800-233-2863
810-606-5990 Fax or
810 606-5589 Fax

State of Michigan Licensing
Board of Medicine
PO Box 30192
Lansing, MI 48909
517-335-0918

State of Michigan Licensing
Board of Podiatric Medicine
PO Box 30670
Lansing, MI 48909
517-335-0918