

**Genesys Regional Medical Center**  
**FINAL CHECKLIST FOR INCOMING TRAINEE**

**NOTE: New information shown in red with “as of” date!**

**Items to do immediately:**

\_\_\_\_\_ Medical Licensure Requirements (Osteopathic Trainees Only)

- 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)

- Forward Certification of Medical Education Form to your medical school.
- Forward ECFMG certificate to Medical Education.
- If applicable, forward Verification of License in Another State Form to the appropriate state board. Fees are usually required.

\_\_\_\_\_ 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 contact Uniforms by Susan to place order at 810-732-3533.

\_\_\_\_\_ Begin VISA process (if applicable).

**Items to be completed and returned to Medical Education by April 11, 2008.**

\_\_\_\_\_ 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. Please DO NOT return application to the State of Michigan.

\_\_\_\_\_ Complete and return the Certification of Appointment to Training Form in the license packet.

\_\_\_\_\_ Complete and return the Application for Employment.

\_\_\_\_\_ Review the Medical Education Policies and Procedures Manual on CD-ROM. Sign and return the Acknowledgement of Receipt Form.

\_\_\_\_\_ Complete and return the Rotation Schedule Choice Form (if applicable)

\_\_\_\_\_ Complete and return the Mandatory Shadow Call 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 stipend form to Medical Education. After July 1<sup>st</sup>, go to Membership Services at the athletic center to sign up and complete a payroll deduction authorization form.

### Items to be completed by June 30, 2008:

- \_\_\_\_\_ Obtain a NPI number at <https://nppes.cms.hhs.gov> (applies to Traditional Intern, Ortho Surgery, General Surgery, EM, Derm ONLY).  
Registered for AOA and MOA membership (osteopathic trainees only)
- \_\_\_\_\_ Completed the required training modules and returned tests:
  - ≥ Safety Training via Genesys Learning Institute – Test results submitted on-line.
  - ≥ OMM Training via Statewide Campus System website- View and bring completed test to orientation.
  - ≥ Ultravisual Presentation – View and submit completed test to Medical Education.
  - ≥ Fatigue Presentation – View and submit Acknowledge of Fatigue Training Form 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

### Items to bring with you to orientation if not submitted prior to:

- > ACLS and BLS certification
- > Medical school diploma and final medical school transcripts
- > Part II board scores
- > OMM training test
- > One of the following: driver's license and social security card, a driver's license and birth certificate, or a current or expired passport

### New information as of 5-14-08 in red below:

- > **2007 1040 Tax Form, Marriage Certificate if married in 2008 and birth certificate if child born in 2008**
- > **If no taxes 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

State of Michigan Licensing  
**Board of Medicine**

PO Box 30192  
Lansing, MI 48909  
517-335-0918

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