

New Hire Packet and Required Documents Checklist

NOTE: Incomplete packets will not be processed unless approved by GME office beforehand. Additionally, ALL House Officers must be issued a license/permit by the LSBME to begin training.

Name: _____ **Program:** _____

HO Level: _____ **Appointment Date:** _____ **PS Work Location #:** _____

Academic Year Appointment Electronic Forms/Submissions:



Due May 31

- _____ House Officer Agreement (Contract) ^a
- _____ Annual TB Test and supporting documents ^b

New Hire Electronic Forms:

Electronically sent to House Officer's LSU email address. To be initiated by GME Office on May 15th. Due July 15

- _____ FCVS Release Form
- _____ LSBME Release Form
- _____ House Officer Moonlighting Form
- _____ Health Requirement Worksheet and supporting documents

New Hire Packet:

Due ASAP but no Later than May 31. Attach and label documents in the following order

- _____ **GME-1** - This Checklist
- _____ **GME-2** - GME Data Sheet

Human Resource Management New Hire Documents:

- _____ **PER 2** - Personnel Form (Signed by Business Manager)
- _____ **HR-1** - Biographical data form (Must include College & Medical School Info & Graduation dates)
- _____ **HR-2^c** - Background Check clearance email (Must be dated prior to appointment/start date)
- _____ **HR-3^c** - Drug Screen clearance email notification (Must be dated prior to appointment/start date)
- _____ **HR-4** - Drug Screen: Drug Screening Instructions (Must be signed by house officer)
- _____ **HR-5** - Drug Screen: Agreement to submit to Drug/Alcohol Testing Form
- _____ **HR-6A** - Alien Tax Information Request (Only Non-US Citizens)
- _____ **HR-7A^c** - Alien / Foreign National Identification Documents:
 - _____ J-1Visa^d or Permanent Resident Card (Green Card)
 - _____ DS 2019 (if on J-1 Visa)
 - _____ Foreign Passport
 - _____ I-94
- _____ **HR-8** - Oath of Affirmation
- _____ **HR-9** - W-4 Form
- _____ **HR-10** - L-4 Form
- _____ **HR-11** - Act 372 – Selective Service Registration
- _____ **HR-12** - Data Protection Form
- _____ **HR-13** - Direct Deposit with Voided Check
- _____ **HR-14** - Copy of Social Security Card (Signed by employee; copy needed for HRM benefits)

Additional Documents Due to GME:

May be included in New Hire Packet or submitted separately

- _____ Medical School Graduation Certificate/Diploma ^c
- _____ ECFMG Certificate (if applicable) ^c
- _____ Internship completion Certificate/Diploma (if applicable) ^c
- _____ Residency completion Certificate/Diploma (if applicable) ^c

^a This document will be electronically initiated by Residency Program Coordinator

^b These documents must be electronically submitted at https://www.medschool.lsuhscc.edu/medical_education/graduate/fileSubmission/

^c These documents (HR-2, HR-3, HR-7A, HR-14) must be manually labeled in the bottom left hand corner with the correct document number

^d Canadian citizens on J-1 Visas will not have a physical visa document

Revised March 2023