

CHECKLIST FOR INTERNAL TRANSFERRING HOUSE OFFICERS

House Officers transferring from one LSU program (N.O, Baton Rouge, Lafayette, Bogalusa, or Lake Charles) to another LSU Program

**** RECEIVING PROGRAM COMPLETES CHECKLIST ****

Please note: All items listed below are required. No House Officer will be paid if documents are missing unless exceptions have been approved by GME office. If transfer is Off-Cycle, submit at least a month before the transfer date.

For Malpractice purposes and in accordance with LSU Health Sciences Center Policy, Residents/Fellows are NOT allowed to begin or continue training without valid Medical License/Intern Card/GETP, or other State Board of Medical Examiners licensing approval. There are NO EXCEPTIONS.

Name: _____ Program: _____

HO Level: _____ Appointment Date: _____ Salary: _____

Name of Program Transferring From: _____

ATTACH CHECKLIST TO PACKET OF DOCUMENTS BEFORE SUBMITTING TO THE GME OFFICE

Internal Transfer House Officer Packet:

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

_____ GME Data Sheet - updated to include transfer information

_____ Academic Year Appointment Packet:

- a. House Officer Agreement (Contract)
- b. Annual TB Test and supporting documents
- c. Copy of Driver's License and Out-of-State Official Driving Record (if applicable)
- d. House Officer Moonlighting Form
- e. Health Requirement Worksheet and supporting documents - *May be required if not on file with GME Office*

_____ FCVS Release Form

_____ HCN Break Glass Policy

_____ LSBME Release Form

_____ DS 2019 form (for Foreign Medical Graduates with J-1 Visa) to verify I-9.

_____ Copy of Valid LA Medical License/Intern Card/PGY 2/GETP/Other permits - *Date MUST be valid for July 1.*

ACTION ITEMS:

Due no later than March 31

- Submit signed Appointment Form **Auto populated form on GME Website.**
- Submit signed House Officer Transfer & Promote Spreadsheet listing Transferring House Officers promoting to the next House Officer level **Auto populated form on GME Website.**
- PER 3 to Transfer to New Department/Program and Promote and/or Change in Title
 - **Required only if House Officer level changing to lower level or if Transfer is an Off-Cycle Transfer regardless of level change**

Due no later than June 30

- Valid LA Medical License/Intern Card/PGY 2/GETP/Other permits - **Check LSBME Website and enter updated expiration date in New Innovations – Date MUST be valid for July 1.**
- Review/Update Biographical, Medical School, Internship, Residency and Fellowship dates in New Innovations

Due ASAP but no Later than July 31

- Internship completion Certificate/Diploma (if applicable)
- Residency completion Certificate/Diploma (if applicable)