

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 transfer date.

For Malpractice purposes and in accordance with Health Science 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 ASPA but no later than May 31. Attach documents in the following order.

_____ GME Data Sheet - updated to include transfer information.

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

Academic Year Appointment Electronic Forms/Submissions (early requirements for all house officers)

Due May 31

_____ House Officer Agreement (Contract)^a

_____ Annual TB Test^b

_____ House Officer Moonlighting Form

_____ Health Requirements Worksheet and supporting documents – **May be required if not on file with GME Office**

Internal Transfer Electronic Forms (required when house officer transfers into a new program):

_____ LSBME Release Form

ACTION ITEMS:

Due March 31st

- Submit signed, Appointment Form **Auto populates from AY Year Forms** ^c.
- Submit signed House Officer Transfer & Promote Spreadsheet listing Transferring House Officers promoting to the next House Officer level **Auto populates from AY Year Forms** ^c.
- 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, and if Transfer is an Off-Cycle Transfer regardless of Level change. Form available on HR Webpage**

Due no later than June 30th

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

Due ASAP but no later than July 31st

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

^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 https://www.medschool.lsuhscc.edu/medical_education/graduate/appointments/