

Accreditation Records	
ACGME Annual Letter of Notification	
ACGME Letter of Accreditation	
Annual Program Evaluations	
Focus Review Summary Report	
Focus Review Summary Response	
Self-Study Summary Report	
Self-Study Summary of Achievement	
Academic Records – Vital	
ACGME Program Verification Form	
Case Logs	
Curriculum Vitae	
DIO Approval Packet	Used when: getting approval for outside House Officer to transfer into an LSU training program to ensure the House Officer meets all requirements
ECFMG Certificate	Required for all foreign medical graduates who wish to train in ACGME accredited residency programs
Fellowship Diploma	
Malpractice Report	Submitted yearly to indicate active House Officers who need Malpractice Insurance Coverage
Malpractice Form	Combined with the Malpractice Report Spreadsheet, this form is submitted to the Vice Chancellor's Office to request verification of malpractice coverage for residents
Moonlighting Form	Acceptance of the LSU Moonlighting Policy
Medical Diploma	
Milestones Evaluations	Semi-annual standardized competency-based developmental outcomes (e.g. knowledge, skills, attitudes, and performance) that can be demonstrated and evaluated progressively by residents and fellows in their respective programs.
Other Diploma	
Post Program Completion Packet	Provides the GME office with final necessary information to ensure accurate files are kept on former residents.
Program Exit Packet	Provides GME office with final necessary information and ensures accurate files are kept for the resident
Residency Diploma	
Rotation Schedules	Summary of schedules resident(s)/fellow(s) were scheduled for
Summative Evaluation	Must become part of the resident's permanent record maintained by the institution, and must be accessible for review by the resident in accordance with institutional policy. Should include the resident's performance during the final period of education and verify the resident has demonstrated sufficient competence to enter practice without supervision

Academic Records – Non Vital	
Campus Correspondence	
ERAS Application	
Exam Scores	
GCEP Completion Record	
Medical School Transcript	
Other Documentation (VA, OLOL, UMC)	
Rotation Evaluations	
Work Hour Report	
Applications of Non Hires	
Acknowledgement Form	To acknowledge receiving the Applicant Information Sheet
ERAS Application	
Compliance Records	
CDS License	Copy of controlled Dangerous Substance License
DEA License	Copy of Drug Enforcement Administration License
Louisiana Medical License	
LSBME License Verification AY	
LSBME Licensure Expiration Letter	
LSBME Letter of Commitment – PGY 1 & PGY 2	PGY 1 Letter – first year House Officers who have taken and passed Step 3 applying for a full medical license PGY 2 Letter – second year House Officers who have taken and passed Step 3, applying for a full medical license
Employment Records – Vital	
Alien Tax Form	Completed by incoming House Officers who are not US Citizens. Contains tax information needed by Human Resources for foreign citizens.
Driver’s License	Copy of Driver’s License
DS 2019 – I-20	The basic document used in the administration of the exchange visitor program
Foreign Passport	Copy of Foreign Passport
GME Data Sheet	Completed by all incoming House Officers. Contains information needed by LSU GME Office and hospital GME Offices for federal reimbursement.
Passport	Copy of US Passport
Per 2	Used when hiring House Officers and is routed to HR to appoint the New Hire to the House Officer position/title

Permanent Resident Card	A Green Card holder (permanent resident) is someone who has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, a person is granted a permanent basis. As proof of that status, a person is granted a permanent resident card, common called a "Green Card."
Social Security Card	Copy of Social Security Card
Visa	Copy of Visa
Employment Records – Non Vital	
HCN Break Glass Form	House Officers must sign the form acknowledging they have read and understand the LSU Healthcare Network's Break Glass Policy
Newhire Checklist	Indicates which documents are needed for the new hire packet to help ensure all documents included when submitting to GME
Other Identification Documents	
Health Records	
AY Flu Vaccination	
Immunization Records	
Mask Fit Test AY	
Mask Fit Medical Questionnaire	
TB Form AY	
Legal Records	
All House Officer Agreements of Appointment	
Disciplinary Hearing Records	
FCVS Release Form	Allows LSU to provide information about House Officer program progress to the Federal Credentials Verification Service
LSBME Release Form	Allows LSU to report to LSBME if House Officer withdraws or is terminated from the program
Release Data from LSU Form	Authorizes LSU to release information about the transferring resident to the program they are transferring into.
Release Data to LSU Form	Authorizes another institution to release information about the incoming transferring resident to the LSU program they are transferring into.
Payroll Records	
Certification Monthly Reports	Beginning of month report End of month report
Per 3	

Program Academic Records – Vital	
Appointment Form	Form used by GME to assist with accurate contracts and other documentation
Graduation Spreadsheet	Submitted yearly to indicate House Officers who have graduated or left the program for Malpractice Insurance purposes
Promote and Transfer Spreadsheet	Used to show all House Officers who are promoting from one level to another level and transferring to a different program (such as graduating residents moving to a fellowship).
Termination Spreadsheet	Used to show all House Officers who are set to terminate on June 30
Transfer without Promotion Spreadsheet	Used to show all House Officers who are transferring from one program to another without promoting
Program Management Records	
Certificate Order Form	Used to provide necessary information to University Registrar to create diplomas for graduating residents
House Officer Becoming Faculty Spreadsheet	
LSBME Renewals	
LSBME Spreadsheet	
Malpractice Form	Combined with the Malpractice Spreadsheet, this form is submitted to the Vice Chancellor's Office to request verification of malpractice coverage for residents
Program Letters of Agreement	A written document that addresses GME responsibilities between an individual accredited program and a site other than the sponsoring institution at which residents receive a required part of their education
Visiting House Officer Records	
Copy of License	
Data Sheet for Visiting House Officers	Used when a House Officer from another institution would like to rotate within an LSU training program
HIPPA Verification	
Hospital Credentialing Packet	
Immunizations	
Malpractice	
Visiting House Officer Letter	