**2024 Checklist of Actions Required for Incoming House Officers**

All updates to these items will posted online at <https://lsugme.atlassian.net/wiki/spaces/NEWHIRES/overview>

# \_\_\_\_\_ Obtain National Provider Identifier

The online application is at <https://nppes.cms.hhs.gov/>   
Instructions to complete request can be found at: <https://lsugme.atlassian.net/wiki/spaces/LICENSE/pages/2031703/NPI+Request+Instructions>

**Entity Type – Type 1:** an individual who renders health care services  
**Sole Proprietor – NO**  
**Taxonomy - 390200000X** – STUDENT IN AN ORGANIZED HEALTH CARE EDUCATION/TRAINING PROGRAM (located under the “39 – Student Health Care” category)

Application should be completed no later than **May 1, 2024**.

# \_\_\_\_\_ Obtain a Louisiana License/Training Permit

Please refer to <http://www.lsbme.la.gov/licensure/physicians> for Application and Instructions for your appropriate licensing needs. Any resident/fellow without a Louisiana License/Training Permit on **July 1, 2024** will not be permitted to work until the license is obtained.

# \_\_\_\_\_ Complete New Hire Paperwork

New Hire Paperwork should be submitted to your program office **no later than May 1, 2024.** Paperwork submitted after this date could result in a delay of a July 1, 2024 start date. If you have any questions, please contact your program coordinator.

# \_\_\_\_\_ Drug Test

All incoming House Officers must pass a pre-employment drug screening on or after April 1, 2024. Contact your program coordinator to set up drug testing. **Testing after May 15, 2024 could delay the start of your residency/fellowship training.**

# \_\_\_\_\_ Employment Eligibility Verification (USCIS I-9)

All Incoming House Officers must complete a U.S. Citizenship and Immigration Services Employment Eligibility Verification form (USCIS I-9) using HireRight\*. HireRight will send an email with a link and instructions on or after **May 15, 2024** to complete the I-9 application. If you do not receive the email from HireRight, contact the GME office at [gmeonboarding@lsuhsc.edu](mailto:gmeonboarding@lsuhsc.edu).

**US Citizens and Permanent Residents will need to fill out Section 1 of the I-9 form no later than June 1, 2024.**

**All J-1 Visa holders will need to fill out Section 1 of the I-9 form on or after June 1, 2024 and no later than June 15, 2024.**

# \_\_\_\_\_ Background Check

All Incoming House Officers must pass a pre-employment background check before July 1, 2024. On **April 15, 2024**, HireRight\* will send an email with a link and instructions to enter your demographic information, including addresses for the last 7 years. **The background check process MUST be completed within 7 days of receipt of the email.** If you do not receive an email from HireRight, contact the GME Office at [gmeonboarding@lsuhsc.edu](mailto:gmeonboarding@lsuhsc.edu).

# \_\_\_\_\_ In Person Document Review

Incoming House officers must present, in person, all I-9 supporting documents on or after March 21, 2024 but **no later than June 25, 2024**. The documents need to be presented to your program coordinator. If unable to present documents to program coordinator before this date, documents must be brought to Incoming House Officer On Boarding Day you are scheduled for on either June 24/June 25, 2024.

**LSU Medical Students that have matched in programs based in Baton Rouge, Bogalusa, Lafayette and Lake Charles** may present in person their I-9 supporting documents to the New Orleans GME Office. This must be done **no later than Friday, June 28, 2024**.

# \_\_\_\_\_ Take ID Badge Photo

Once notified by the program coordinator, house officers may go to the LSU Benefits Office (433 Bolivar St., 6th floor) to have your ID picture taken. You will receive your ID at the LSU Orientation on June 24/25th. ID pictures not taken in advance will be taken at the scheduled On Boarding Day.

# \_\_\_\_\_ Parking Registration – New Orleans

For House Officers rotating at University Medical Center New Orleans, you need to complete parking registration. Registration is available online after your new hire paperwork has been successfully processed and you have been notified by your coordinator that you can complete this step. Please refer to <https://lsuhscnolaparking.t2hosted.com/cmn/index.aspx>. Registration can also be done in person at the LSU Parking Office (433 Bolivar St. 1st floor).

# \_\_\_\_\_ Activate LSU Computer Account

Information to activate your LSU computer account (and @lsuhsc.edu) email address will be provided to you by your program coordinator. You will be required to use your @lsushc.edu email address to view online pre-orientation videos and IHI modules described below**. If you have not received the information to activate your account by May 15,2024, contact your program coordinator.**

# \_\_\_\_\_ Pre-Orientation Online Videos

To reduce the time needed for our in-person orientation, several components have been set up as online videos. These videos must be watched before attending the LSU House Officer On Boarding Day. The videos will be available on **May 15, 2024** at <https://www.medschool.lsuhsc.edu/medical_education/graduate/VirtualOrientation>. You will need to use your LSU computer account to view the videos. The online videos must be watched **no later than June 15, 2024**.

# \_\_\_\_\_ LSUHSC On Boarding Day – New Orleans

On **Monday, June 24, 2024 and Tuesday, June 25, 2024**, the LSUHSC Orientation will be held from 9:00 a.m. to 4:00 p.m. at the GME Offices (2020 Gravier Street, 6th floor, New Orleans, LA 70112). Each resident/fellow will be scheduled for a timeslot on one of the above listed dates. Parking is available in the Roman Street garage for those that have already registered for LSU parking; anyone that has not registered for parking may park in Student Lot #3. A map of the downtown campus can be found at <http://www.lsuhsc.edu/maps/downtown.aspx>. For other information concerning orientation, please check the website at <https://lsugme.atlassian.net/wiki/spaces/NEWHIRES/pages/14811473/GME+Orientation>.

If you have any questions regarding the LSUHSC orientation, please feel free to contact the Graduate Medical Education Office at [gmeonboarding@lsuhsc.edu](mailto:gmeonboarding@lsuhsc.edu) or 504-568-4006.

# \_\_\_\_\_ LCMC Hospital Orientation (University Medical Center-New Orleans, Children’s Hospital New Orleans, Touro Infirmary, East Jefferson General Hospital, West Jefferson Medical Center)

On **Wednesday, June 26, 2024**, the LCMC Orientation/Pick-Up Day will be held. Parking is available in the Roman Street garage for those that have already registered for LSU parking; anyone that has not registered for parking may park in Student Lot #3. A map of the downtown campus can be found here <http://www.lsuhsc.edu/maps/downtown.aspx>.

There will also be a live Zoom Orientation session scheduled that house officers are invited to attend. Dates and times (multiple offerings) are TBD.

# **\_\_\_\_\_ EPIC Electronic Medical Records Training – New Orleans**

The EPIC Electronic Medical Records Training will be virtual. Updated information regarding training location and specific times will be assigned to individual resident/fellows and accessible in early June and needs to be completed by **June 28, 2024**. Incoming upper-level residents and fellows should contact their program coordinator for specific information regarding previously completed EPIC training.

\* HireRight is the University’s vendor for USCIS I-9 electronic submission and background checks. Completion of USCIS I-9 form and background check using HireRight is a condition of employment.

**NOTE TO ALL ADVANCED LEVEL TRAINEES:** If your current training program has not released you prior to June 24, 2024 to begin at LSUHSC and you are unable to attend any of the orientation dates listed above, please contact your program coordinator immediately to make other arrangements.