Checklist of Action Items Prior to Attending GME Orientation (PGY 3 or higher)

- **April 15th** – Deadline to set up your Blazer ID (if you don’t already have one)
- **April 15th** – Deadline to complete Section I (electronically) of the Form I-9
- **April 15th** – Deadline to obtain an NPI Number (National Provider Identifier) if you do not have one already. You will need a Social Security Number. (If you do not have a Social Security Number, please skip this step at this time)
- **April 15th** – Make sure you are on track to obtain your Alabama Medical License (and ACSC, DEA- if applicable) prior to beginning training. You must have a license (and ACSC, DEA- if applicable) before you begin training. Please call the GME Office if you are having a problem. Update your information – or enroll as a Medicare and Alabama Medicaid Provider (after you obtain your license)
- **April 15th** – Submit a request to the GME Office for approval to apply for a Fee Exempt DEA License (if you do not already have your own Federal DEA number).
- **May 16th** – Deadline to submit documents and forms to GME Office (see details on separate checklist to follow)
- **May 16th** – Deadline to sign up on line to attend BCLS and/or ACLS training
- **June 1st** – Deadline to set up appointment date for your Employee Physical and TB Skin Test (to be competed when you arrive in Birmingham). Please go ahead and schedule your appointment by June 17th (even if you actual examination date is after you arrive in Birmingham). Please call Employee Health at 205-934-3675. Note: if you are a UAB Medical Student currently or already in Birmingham, if possible, please complete your physical and TB Skin Test prior to June 17th. You can begin as soon as April 1st.
- **June 13th,14th,15th** – BCLS and ACLS training occurs (if needed) – bring copy of pre-test
- **June 16th, 17th** – ATLS training occurs (if needed)
- **June 17th** – Deadline to sign Resident/Fellow Contract & Code of Conduct in MedHub GME software
- **June 17th** – Deadline to complete UAB Learning System modules. **Note:** you will not be issued your ID badge at GME orientation until these modules are completed.
- **July 1st** – Deadline to enroll as a Medicare or Alabama Medicaid Provider or update your information (if already enrolled). Remember: you cannot submit an initial application prior to April 1, 2016.

**Prior to GME Orientation (if possible)**
1. Complete Section II of the Form I-9 in person
2. Take picture for ID badge. Review picture, spelling of name, credentials and title. Notify GME of any errors. **Exception:** If you do not have your Social Security #, you will not be able to complete Section II of the Form I-9 or take the picture for your badge until your Social Security # is obtained.
3. Complete Employee Physical
Checklist of Documents and Forms (PGY 3 or higher)
to Return to GME by May 16, 2016

Documents - Please return the following to the GME Office via email (gme@uabmc.edu)

- Current Alabama Medical or Dental License
- Current DEA Certificate (your own personal, if applicable)
- Current Alabama Controlled Substance Certificate (if applicable)
- ECFMG Certificate (only if applicable)
- Certificate of ACGME training programs you have completed
- Social Security Card – copy
- Current Certifications - If you are currently certified in BCLS, ACLS, ATLS or PALS, please send us a copy of the card

Forms - Please return the following to the GME Office via email (gme@uabmc.edu)
(Note: forms are also found on the GME website and also in the email you received form GME)

- Licensure/ACSC/DEA Acknowledgement Form
- Impact Policy Acknowledgment Form
- GME Policies and Procedures Acknowledgement Form
- GME Onboarding Form
- Application for Institutional Controlled Substance Permit (Temporary DEA Application Form
- Background Check – all complete
- Background Check (non US medical grads and non US citizens) – complete in addition to the form above
- Infectious Disease Questionnaire
- Parking Application
- Request for Fee Exemption - DEA Registration (if applicable, see page 5)