TO: Incoming Residents in Huntsville, Montgomery and Selma campuses

FROM: Jennie Craft, Director
Graduate Medical Education

DATE: April 1, 2016

SUBJECT: New Resident/Fellow Orientation Information

Congratulations and welcome to UAB! The Graduate Medical Education (GME) Office would like to help you make your transition to UAB go as smoothly as possible. Much of the orientation process will occur with your Program Coordinator. In addition, the UAB GME office will assist in your orientation with the following:

1) **Setting up your Blazer ID and NPI number**
   Note: If you do not have a Social Security Number, you will not be able to complete this section until after you obtain one.

2) **UAB Learning System**
   You will review required education modules in this system, but you will not have access until your Blazer ID is set up. You will receive an email from the GME Office when you are able to access the system.

   Note: If you do not have a Blazer ID due to the fact that you do not have a Social Security Number, you will be assigned a temporary log-in and password so that you can complete the required training.

3) **MedHub** – This is the GME enterprise software system. You will initially use this site to electronically review and sign your Initial Resident Agreement and Code of Conduct

4) **Electronic GME Application (Cactus App Central)**
   This is the system you will use to complete an on-line application and send back to the GME Office. You will be sent an email invitation from evalAppCentral@CACTUSSoftware.com and there will be a link for you to access the on-line application. The first step will be to create an account (user ID and password). Please set your User ID the same as your personal email address. A document containing detailed instructions is located as an attachment in AppCentral. You only need to complete the electronic application. Please disregard the request on this application for you to attach documents and forms. We will get these from your Program Coordinator.

5) **GME Website** [https://www.uab.edu/medicine/home/residents-fellows](https://www.uab.edu/medicine/home/residents-fellows)
   The GME website contains the policies that you are required to review. To locate the policies, choose “Orientation 2016” and near the bottom of the screen will be a set of tabs. Choose “Policies & Information.”

Do not hesitate to contact us with any questions (205.934.4793) or gme@uabmc.edu. Thank you and best wishes!
As a new resident or fellow at UAB, there are several educational requirements and forms that you must complete before you begin your employment. This document contains information on the GME onboarding process at UAB.

**Employee Benefits – Important Information**
- You will sign up for your benefits electronically after you have been electronically added to the UAB HR system. Your Program Coordinator will have information on when you have been added. This will occur after you arrive to begin your program. Very important to note that you only have 30 days after your hire date to sign up.

An overview of benefits is located at the link below. You are encouraged to review this information prior to attending orientation so that you will have time to review your options and prepare any questions you may have. [http://www.uab.edu/humanresources/home/images/pdfs/Benefits/2016Summaries/2016ResidentBenefitsSummary.pdf](http://www.uab.edu/humanresources/home/images/pdfs/Benefits/2016Summaries/2016ResidentBenefitsSummary.pdf)

**FAQ** [http://www.uab.edu/humanresources/home/benefits/frequently-asked-questions#how](http://www.uab.edu/humanresources/home/benefits/frequently-asked-questions#how)

**Setting up Direct Deposit for your monthly paycheck – Important Information**
Review Oracle Self Service Applications (Instructions) [http://financialaffairs.uab.edu/content.asp?id=430692](http://financialaffairs.uab.edu/content.asp?id=430692)

- The above link contains instructions on how to view and change personal information in the administrative systems (Oracle), view pay slips, and manage direct deposit accounts.

  You will **not** have access to this system until after you have been electronically added to the UAB HR system. Your Program Coordinator will have information on when you have been added. This will occur after you arrive to begin your program.

  - Your first paycheck will be issued July 31st.

- **GME Annual Salaries effective 6/24/2016:**
  - PGY-1: $51,286  PGY-2: $52,874  PGY-3: $54,607  PGY-4: $56,870
  - PGY-5: $59,049  PGY-6: $61,413  PGY-7: $63,043

**UABMC.EDU email address**
You will be issued a uabmc.edu email account, but it will not be active until your start date. For communication purposes during the GME onboarding process, please provide us with a personal email account that we can communicate with you prior to the time of GME Orientation.

Note: If you do not have a Social Security Number, this will be completed after you obtain one.
UAB GME Onboarding Process

Please feel free to call the GME Office at 205-934-4793 if you have any questions. GME is open Monday – Friday from 8:00 a.m. through 5:00 p.m. (CST). Our office is located in UAB Hospital, Jefferson Tower Room J136, Birmingham, Alabama 35249.

Please complete the sections below by the due date listed.

Section I - due April 15, 2016

Note: if you do not have a Social Security Number, you will not be able to complete this section.

1. Set up your Blazer Id
   - An email will come from “Blazer ID Central - UAB [mailto:ph-admin@uab.edu].” Please complete this by April 15th since many of the orientation processes rely on this step to be completed.
   - If you already have a blazer id because you have been associated with UAB in the past, you will continue to use it and not receive an email invitation.
   - If you do not have a Social Security Number, this will be completed after you obtain one.

2. Obtain an NP I 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)
   - An NPI number is a unique 10-digit identification number issued to health care providers in the United States by the Centers to Medicare and Medicaid Services (CMS) and is required for healthcare providers.
   - It is important that the name you list on your NPI number matches the name you list on your Alabama Medical License and DEA registration.
   - You must obtain an NPI number before applying for an Alabama medical license.
   - Please check the NPI Registry at this link to see if you have an NPI number already [https://npiregistry.cms.hhs.gov/](https://npiregistry.cms.hhs.gov/)
   - If you already have an NPI, you must change your status on-line to reflect your new contact information. You will need your login id and password. If you do not have it, you can call the NPI enumerator at 1-800-465-3203. They will ask a few identifier questions first and then will provide you with new login information.
   - Directions are on page 7 in this document.
   - If you do not have a Social Security Number, this will be completed after you obtain one.

Section II –Electronic Resident/Fellow Initial Contract & Code of Conduct (MedHub GME software - due June 17, 2016)

We use MedHub, the GME enterprise software system, to deliver and execute your Initial Resident Agreement and Code of Conduct.

Log in information: You will be sent an initial email from MedHub Notification with your username and temporary password. Please select the link in the email to reset your password and login to MedHub. The temporary password will remain active for 24 hours, so please reset your password as soon as you receive the email. Your username will be your first and last initial followed by your 8 digit birth date. You will initially use the site to review and sign the Initial Resident Agreement. You will receive a separate email from MedHub Notification when the Agreement is available for you review. You may access MedHub at [https://uab.medhub.com](https://uab.medhub.com)

Section III: Review UAB Policies on the GME Website - due June 17, 2016
http://www.uab.edu/gme
- UAB Health System Personal Appearance, Uniform, and Hygiene
- Social Media Policy
- Consent to Photograph, Video, or Audio Record
- UA SOM Honor Code
- UA SOM Technical Standards
- UA SOM Student Code of Professional Conduct

Section VI – UAB Learning System - due June 17, 2016

Complete assigned learning modules in the UAB Learning System (Health Stream) at this location https://www.healthstream.com/HLC/uabhs

Note: Please disregard the instructions on the sign-in page that says “for UAB Medical West ONLY.”
A screen shot of the login page is located here:

Log-In Information: You will use your Blazer ID for both your user name and password.
You will not have access to this system until your Blazer ID has been set up, or approximately May 1, 2016. An email from the GME Office will be sent to you when you can log on in the system and complete the assignments.

Note: If you do not have a Blazer ID due to the fact that you do not have a Social Security Number, you will be assigned a temporary log-in and password so that you can complete the required training.

Important Note: At the time your modules are assigned, you will also receive an email reminder automatically generated by the UAB Learning System notifying you about the learning modules. Unfortunately, the link on this automatically generated email reminder contains the link to the system used by current UAB employees. The link you use to access the system is https://www.healthstream.com/HLC/uabhs
List of Modules to Complete

- Confidentiality Agreement (estimated completion time: 0:06)
- Rules of Behavior for UABHS Information Systems (estimated completion time: 0:10)
- 2016 Environment of Care (estimated completion time: 0:25)
- 2016 Patient Safety Clinical Competency (estimated completion time: 1:15)
- 2016 Joint Commission Medical Staff Preparedness (estimated completion time: 0:25)
- 2016 Corporate Compliance/HIPAA (estimated completion time: 0:25)
- Sleep Loss, Fatigue & Medical Training (estimated completion time: 0:20)
- AIDET Training (estimated completion time: 0:35)
- CERT Modules (Creating Effective Resident Teachers) – 2 modules (estimated completion time: 0:27 each)
- ICD-10 Modules (estimated completion time: 0:30)
- HIPAA Privacy and Security (estimated completion time: 1:15) – Note: if you have been at UAB in the past, you may have completed this module and it will not be assigned to you
- IMPACT Training Modules (estimated completion time: 3:19) (does not apply to Huntsville)
- IMPACT Message Center (estimated completion time: 0:05) (does not apply to Huntsville)
**Miscellaneous Information**

- **Physician Number:** After you successfully complete IMPACT (Cerner) training, you will be assigned a physician number to access IMPACT, Horizon, and Outlook email. You will be assigned a user id and password. You can also find this number on the “Review Records” link in MedHub.

- **UABMC.EDU Outlook email address:** You will be assigned a UAB Health System email address (uabmc.edu) and required to use it as your means of email communication while working at UAB. You can also find this number on the “Review Records” link in MedHub. Your account will be active when you receive your address (does not apply to Huntsville).

  You may access your Health System account by going to [https://webmail.uabmc.edu](https://webmail.uabmc.edu)

  Your user name and password are the same as your IMPACT user name/password.

A Frequently Asked Questions document is posted on the GME website and will answer most questions.

- **Accessing UAB Health System email on your smartphone (MAAS 360) (does not apply to Huntsville)**

  After you receive your email address, you can get access to your UAB Health System email on either your smartphone or tablet by requesting access at this location: [https://uabhsforms.hs.uab.edu/form/31884431103](https://uabhsforms.hs.uab.edu/form/31884431103)

  There is no cost to you to enroll one device. When completing the online application, the “account to bill” portion disappears when you choose “resident/fellow.”

  Please complete the form for Smartphone activation. Once the form is received and approved, email activation will be sent to your Health System email account. The enrollment email will come from maas360@fiberlink.com and include the instructions necessary to activate your phone.
General Directions on Onboarding

**NPI Number (National Provider Identifier)**

You will need an NPI number – a standard unique identifier for health care providers (required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If you do not have one, please apply for one using the following directions. **Note:** It is important that the name you list on your NPI number matches the name you list on your Alabama Medical License and DEA registration (if applicable).

**Below are the steps when applying for an NPI number:**

If you need help during the application process or have any questions, please contact the GME Office at 205-934-4793. You can also contact the NPI Enumerator at 1-800-465-3203.

**Note:** You will be completing the Information Required for Individual Providers and **NOT** the Information Required for Organizations

SSN: You must have a Social Security number to submit an online application for an NPI.

**Note:** If you do not have a Social Security number, you will have to complete this step after you have your Social Security number.

To register for your NPI Number, please use this link: [https://nppes.cms.hhs.gov/NPPES/Welcome.do](https://nppes.cms.hhs.gov/NPPES/Welcome.do)

**Step 1:**
- Create a login through the Identity & Access Management System (I&A). Choose “Manage or Apply for your personal NPI Record” (on left hand side in blue).
- Enter your email address, the text from the above image, and press submit.
- Create a unique User ID and Password for your I&A Login.
- Select Five (5) different security questions and enter the answers, then press Continue.
- Enter your User Information, then press Continue.
- Your Account has now been created! Click on Continue to Homepage.

**Step 2:**
- Login to NPPES with your newly created I&A Username and Password
- Click on New NPI Application
- Check the starred Certification Statement and press Submit New NPI Application
- The below information lists everything you will need to successfully complete the NPI Application:

You will be asked the following information when applying for an NPI number online:

**Are you a sole proprietor?** No

**Provider Name:** Your name

**Provider Date of Birth:** Your birth date

**Country of Birth:** “U.S.” if you were born in the United States. If you were not born in the U.S., you will be given a list of the standardized two letter abbreviations for the country in which you were born. You will not be required to also enter a state or province.

**State of Birth:** If Country is U.S. – if you were born in the U.S., you will be given a list of the standardized two letter abbreviations for the state in which you were born.

**Provider Gender:** Your gender

**Mailing Address:** 625 19th Street South, Birmingham, AL 35249

**Practice Location Address:** 625 19th Street South, Birmingham, AL 35249

**Practice Phone Number:** Your Program’s phone number

**Student – Health Care**

**Taxonomy (Provider Type):** 390200000X – STUDENT IN AN ORGANIZED HEALTH CARE EDUCATION/TRAINING PROGRAM

**State License Information:** Leave the license field blank

**Contact Person Name:** Your Name

**Contact Person Phone Number:** Your Phone Number

**E-mail:** Your Email

**IMPORTANT:** When your application is accepted and a number has been issued to you, you will receive your notification by email. **Please retain this notification for the duration of your career as it is the only one you will receive.**
Checklist of Action Items Prior to Attending GME Orientation
(Campuses at Huntsville, Montgomery and Selma)

- **April 15th** – Deadline to set up your Blazer Id (if you don’t already have one). If you do not have a Social Security Number, please skip this step at this time.

- **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.


- **June 17th** – Deadline to review policies on GME Website and complete UAB Learning System modules.

- **Enroll in UAB Benefits** – very important to note that you only have 30 days after your hire date to sign up.