TO: Incoming PGY2 Residents 2017
FROM: Jennie Craft, Director
Graduate Medical Education
DATE: March 14, 2017
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 electronically. This document contains the complete directions for all GME onboarding activities. We must receive your information by May 15, 2017 to process all required documents so that you are able to start your training on time. For your convenience, a checklist is attached at the end of this document. It is very important that your file is complete before you start orientation. (Please be aware that these directions are lengthy – as we have included everything you will need, as well as links and FAQs to take you step by step.)

The onboarding activities that you will complete prior to GME orientation are divided into five sections in this document. Each section has its own due date. It is important to complete Section I as soon as you can, since all other activities require this information.

Section I: Electronic Enrollments - Due April 14, 2017
Section II: Electronic GME Application, Initial Resident Contract, Code of Conduct, Documents, and Forms – Due May 15, 2017
Section III: Review GME Policies on the GME Website – Due May 15, 2017
Section IV: Make Appointment with Employee Health for your Physical Exam – Due by June 2, 2017
Section V: Complete Modules in UAB Learning System – Due June 16, 2017

You will use the following systems in completing requirements:
MedHub – This is the GME enterprise software system. You will initially use this site to complete an on-line application and electronically review and sign your Initial Resident Agreement and Code of Conduct.
GME Website Click Here -- This site contains general information, FAQs and required reading. You will also access your enrollment form for malpractice coverage from this site.
UAB Learning System - You will review required education modules in this system, but you will not have access until approximately May 1st. You will receive an email from the GME Office when you are able to access the system. Please complete the assigned modules prior to attending orientation.

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 (625 19th Street South), Birmingham, Alabama 35249.

We look forward to meeting you in June and if we can assist you with anything else, please let us know. Do not hesitate to contact us with any questions (205.934.4793) or gme@uabmc.edu.
General Information on GME Orientation and Required Training

GME Orientation
Orientation for new residents/fellows will be held **Wednesday, June 21, 2017** in the Margaret Cameron Spain Auditorium (maps on GME website). Registration and a buffet breakfast will begin at 7:00 a.m. We will start promptly at 7:30 a.m. and run until approximately 4:00 p.m. Department orientation varies, so please check with your program coordinator for department orientation details. **Parking:** Please check the GME website (under Orientation 2017) close to orientation day for parking arrangements.

If you are relocating to Birmingham and will not arrive by June 21st, we have a **make-up orientation on June 29th 9 a.m.** (in West Pavilion Conference Center – Room E) and **June 30th 9 a.m.** (in West Pavilion Conference Center – Board Room). If you cannot attend either of these dates, please contact the GME Office when you are in town to set up a meeting.

Items Issued at GME Orientation
- UAB Hospital ID Badge (must complete all required learning modules for this to be issued)
- UAB Physician Number, Sun Ray card, and information on how to access IMPACT (UAB’s electronic medical record), Horizon and Outlook email—unless previously provided to you by your program
- Access to Lister Hill Library Satellite library (located in the West Pavilion building in the hospital). You will need your ID badge, before you can submit this form.
- Lab Coats and Scrubs
- Parking Assignment and Hang Tag (exception: Pediatrics, Ophthalmology, Dermatology)

**Form I-9**
Form I-9 must be completed electronically before you start your training. Completing the Form I-9 is a two-step process. The first part is completed electronically prior to attending orientation and the second part will be completed at orientation (or, if possible, prior to orientation by visiting HR).

**BLS/ ACLS Training**
All Residents/Fellows are required to maintain **BLS** and **ACLS** certification throughout training. You must submit proof of certification or register for one of the courses offered during orientation. You cannot begin training without this certification. Information on how to register is in Section I of this document.

For Residents in Pediatrics, you must obtain and maintain certification in **PALS** (instead of ACLS).
All Surgery Residents must also obtain and maintain certification in **ATLS** (in addition to BLS/ACLS).
If you need PALS or ATLS training, please contact your Program Coordinator.

**IMPACT (Cerner) Computer System**
All residents and fellows rotating through the University of Alabama Hospital must complete training on the IMPACT (Cerner) system prior to beginning training. You will be assigned a module in the UAB Learning System.

- **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 receive your user id and password at GME orientation. You will also be issued a Sun Ray card to access IMPACT on mobile computers available on some UAB Hospital patient care units.

- **Surescripts Provider Identification (SPI):** If you are in a program that sees patients at UAB Hospital, UAB clinics and the UAB Emergency Department and electronically prescribes medications to outside pharmacies, you will need an SPI. **The site you use to request this number can only be accessed through the UAB intranet, meaning you will have to be on-site at UAB to complete this request.** Please do this as soon as possible after you begin training. **Note:** you must have your NPI number when you submit your request. Here is the location [http://www.oneuabmedicine.org/](http://www.oneuabmedicine.org/). Choose Technical Support (at top of page) and under Equipment, Clinical & Miscellaneous Requests choose Request an Addition or Update to Surescript Database (near the bottom of the screen on the right hand column).
Frequently Asked Questions – also posted on the GME website.

**General note to those that do not have U.S. Social Security #:** Until you apply and receive your Social Security #, you will not be able to get your NPI number, Blazer ID, ID badge, be assigned a uabmc.edu email account. You will be assigned a temporary id to access your training modules in the UAB Learning System.

**Scrubs and Lab Coats Sizing:** Please note that the scrubs and lab coats issued by GME are unisex sizing - meaning that we do not have male and female specific sizing. As a result, they tend to run large.

**Outlook Email – uabmc.edu**
You will be issued a uabmc.edu email account, but it will not be active until after GME Orientation. When activated, you will access your Health System account by going to https://webmail.uabmc.edu. Your user name and password are the same as your IMPACT user name/password. 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. [Click Here for FAQ]

You will receive 3 days’ pay for completion of our required GME onboarding activities.

**Medical License & Prescribing Controlled Substances:** All incoming fellows PGY3 or greater must have a valid Alabama medical license, an Alabama Controlled Substance Certificate (ACSC), and personal DEA at the beginning of your training at UAB. You will not be able to start training without these.

Note: The following programs are exempt from obtaining an ACSC: Pathology and subspecialties, Dermatology, Diagnostic Radiology and subspecialties. More details are provided about medical license, ACSC, and DEA requirements in the GME Policy Manual.

**Employee Benefits – Important Information:** Representatives from the UAB Benefits Department will be at orientation to review UAB Benefit choices and answer any questions you may have. You will sign up for your benefits electronically after GME Orientation and after you have been electronically added to the UAB HR system. Your Program Coordinator will have information on when you have been added.

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. [Click Here]

Benefits FAQ [Click Here]

Here is a link to give you an idea of comparing deductibles for the VIVA plans: [Click Here]

**Setting up Direct Deposit for your monthly paycheck – Important Information** [Click Here]
- You will not have access to this system until after GME orientation and after you have been electronically added to the UAB HR system. Your Program Coordinator will have information on when you have been added.
- You are paid monthly and your first paycheck will be issued July 31st.
- GME Annual Salaries effective 6/24/2017:
  - PGY-1: $51,583
  - PGY-2: $53,231
  - PGY-3: $54,893
  - PGY-4: $57,379
  - PGY-5: $59,420
  - PGY-6: $62,057
  - PGY-7: $63,673

**UAB Hospital ID Badge** – ID badges will be distributed at GME orientation. Important: After your picture is taken, you will have a chance to review the picture and badge online. PLEASE review the spelling of your name, your title and credential. **Exception:** If you do not have your Social Security #, you will not be able to take the picture for your badge until your Social Security # is obtained.
GME Onboarding Directions

Section I: Electronic Enrollment - due April 14, 2017

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 14th 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 remember your Blazer ID, please call the GME office at 205-934-4793, and we can assist you.
   - If you know your Blazer ID, but do not remember your password, please reset your password at this link: Click Here

2. BLS/ACLS Training
   - Step 1: All Residents/Fellows: Complete Survey Monkey: https://www.surveymonkey.com/r/D92YH96. Please complete the survey by April 14th so the GME office can assign the appropriate training modules to you. If you select “No” or “I will be ACLS/BLS Certified Prior to Beginning Training at UAB”, you will not be assigned the training modules in the UAB Learning System.
   - Step 2: Only if you need BLS/ACLS Training: Complete Part 1 and Part 2 below: Training will consist of two parts – an educational module in UAB Learning System (Part 1) and a Skills Test (Part 2) that is completed on UAB campus June 12-14, 2017:
     1. Part 1 – Education Module in UAB Learning System. If you indicated to us on the electronic survey above you need BLS/ACLS, you will automatically be assigned the modules you need. The course names are HeartCode® ACLS and HeartCode® BLS. No additional action needed to receive these courses.

     The modules must be completed in the UAB Learning System prior to completing your skills test. Please print your completion certificate and bring with you when you take your skills test. You won’t be able to complete your skills test without this document.

     Please note: the ACLS module will take approximately 6 hours to complete, as the module is in substitution of an in-person class. This module does not need to be completed in one sitting. You will be able to save your progress as you go. The BLS module will take approximately 1 hour to complete. We understand that most of our incoming residents have never been ACLS/BLS certified before, and this training can be difficult. Please be aware there is an e-book within the module (book icon located on upper right hand corner) you can use as a resource while completing the modules. The modules are open book.

     2. Part 2 – Skills Testing session will be completed upon your arrival in Birmingham on June 12th, June 13th, or June 14th in Volker Hall Simulation Sandbox, 1670 University Blvd, Birmingham, AL 35233, Room G133 suite.

     Please sign up for one time slot by April 14th. You do not need to sign up for a time slot for ACLS and a separate time slot for BLS. Please use the sign up links below.
     Click here to sign up for Monday, June 12th: https://wejoinin.com/sheets/cqjma.
     Click here to sign up for Tuesday, June 13th: https://wejoinin.com/sheets/iyhvz.
     Click here to sign up for Wednesday, June 14th: https://wejoinin.com/sheets/knfl.

     Directions to Volker Hall Simulation Sandbox from the corner of 7th Ave. S. and 16th St.: Click Here

     Directions to Volker Hall Simulation Sandbox from University Blvd.: Click Here

     Parking Options: Please park in Lot 5A which is on the corner of 16th Street South and University Blvd. The cost to park in Lot 5A is $6 for the entire day. If Lot 5A is full, you can park in the old Children’s Hospital Parking Deck, which is behind Lot 5A at the corner of 7th Avenue South and 16th Street South. There is a charge to park here also.
3. **Section I the Form I-9 – Complete Electronically**
   - You will receive two separate emails from Human Resources during this process: One email will provide your Login Name and a link to the online Form I-9. A second email with your password for the system. You will receive these emails prior to April 14th.
   - Note on Section I: You will be asked to identify the documents you will use in order to complete the Form I-9 either during GME Orientation or in the Human Resources Department prior to GME Orientation. [Click here to view the acceptable documents](#). Please make a note of which documents you select during this electronic step. You will need to bring these exact original documents.
   - Note on Section II: This step will be completed in person at GME Orientation (at the latest).

4. **NPI Number (National Provider Identifier) - Obtain/Update Contact Information (electronically)**
   - Please check the NPI Registry at this link to see if you already have an NPI number [Click Here](#).
   - 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 on how to apply for an NPI number are on page 13 in this document.

5. **CMS-855O Medicare Application in Pecos System – Register/Update Contact Information (electronically)**
   - You can check here to see if you are already registered. Enter your NPI number, last name, and first name to search the data. [Click Here](#) or copy and paste this link https://data.cms.gov/Medicare/Order-and-Referring/qcn7-gc3g
   - Directions on how to register are on page 14 in this document.
Section II: GME Electronic Application, Initial Resident Contract and Code of Conduct, Documents & Forms - due May 15, 2017

1. GME Electronic Application (in MedHub)
You will complete your GME online application, Initial Resident Contract, and Code of Conduct in MedHub, our GME enterprise software system. Please click here for instructions for using MedHub to complete this step.

You will receive an email invitation from MedHub Notification at do-not-reply@medhub.com. In the email you will find a link for you to access the Onboarding Portal. The Onboarding Portal contains the online application and a list of documents and forms you must complete and upload.

Notes on GME Electronic Application:
The fields for NPI and SS# have been set as required fields: If you do not currently have an NPI number, enter your NPI as 0000000000. If you do not have a US Social Security Number, enter your SS# as 0000000000.

2. Electronic Resident/Fellow Initial Contract & Code of Conduct (in MedHub)
The Onboarding Portal also contains your Initial Resident Contract and Code of Conduct.

Note: When you first log in you will initially see ‘No Contract is Available.’ This is because The Initial Resident Contract is first routed to your Program Director for signature, then to you for signature, then to the GME office for the final signature.

Documents you will submit as part of the GME Electronic Application (via Onboarding Portal):
1. ECFMG Certificate (IMGs only)
2. Copy of Medical/Dental School Diploma - If you have not received your diploma, you can skip and send when received. You can bring a copy to orientation if you have it.
3. Copy of Social Security Card - If you are an IMG and will not have your Social Security until your arrive, please go ahead and send us all other documents.
4. Copy of USMLE Step 2 (CK and CS) – successful completion (MDs)
5. Copy of COMLEX Level 2 (CE and PE) - successful completion (DOs)
6. Copy of USMLE or COMLEX Step 3 – only if you have completed, not required until you have 18 months of training per UAB GME Policies and Procedures.
7. Copy of current certifications in BLS, ACLS, ATLS or PALS – if you have any current certifications.
8. Copies of Certificates from Other Residencies – if you have completed an ACGME accredited program

Forms you will print, complete and submit as part of the GME Electronic Application (via Onboarding Portal):
1. Licensure/ACSC/DEA Acknowledgement Form
2. Impact Policy Acknowledgment Form
3. GME Policies and Procedures Acknowledgement Form
4. Application for Institutional Controlled Substance Permit (Temporary DEA Application Form) – Please complete this form even if you have your own personal Federal DEA number. You will not be issued an institutional DEA. The Pharmacy will use this application as a signature sheet, and your signature will be shared with local pharmacies.
5. Background Check – all new residents complete
6. Background Check (non US medical grads and non US citizens) – complete in addition to the form above
7. Infectious Disease Questionnaire
8. Parking Application – Parking Cards will be issued at orientation for most programs. Exceptions are
Pediatrics and subspecialties, Dermatology, and Ophthalmology. You will receive these parking assignments through your programs. DO NOT COMPLETE THIS FORM IF YOU ARE IN THESE PROGRAMS.

9. **Request for Fee Exemption – DEA Registration** – Complete and return this form only if you are applying for your person DEA number and will utilize your personal DEA number only within the scope of your training program and **will not utilize it for external moonlighting purposes**. You are eligible for a fee exemption for your DEA registration. To request approval for fee exemption, complete and sign the form "Request for Fee Exemption-DEA Registration." Return the form to the GME Office and we will route to your program for approval.

10. **Malpractice Application** - Complete the fillable form and attach to the GME Electronic Application (via Onboarding Portal).

    **Notes:**
    1. In the directions when you view the form, you will be instructed on how to list your program name *(Specialty)*. Please use this exact name for the *Specialty*.
    2. Please **do not** send the application to Insurance@uabmc.edu. You only need to attach the completed application to the Onboarding Portal.
    3. Please **do not** edit the start date. The start date is hard-coded to the form to allow your coverage to begin at the appropriate time.
    4. If your program has already completed/submitted your malpractice form, you will see the item marked as 'GME Approved' on your on-boarding portal.

**Section IV: Review UAB Polices on the GME Website - due May 15, 2017**

Policies found under POLICIES & INFORMATION Tab (near bottom of screen). [Click Here](#).
- GME Policies & Procedure Manual
- GME Policies on Supervision, Attending Notification and Bedside Procedures
- UAB Medicine Professional Code of Conduct and Appearance
- UAB Medicine Digital Media & Communications Policy
- Consent to Photograph or Record
- UA SOM Honor Code
- UA SOM Technical Standards
- UA SOM Student Code of Professional Conduct

**Section V – Employee Physical - appointment must be made by June 2, 2017**

All new residents and fellows are required to complete an Employee Physical and TB Skin Test as a condition of employment. Please go ahead and schedule your appointment by June 2nd (even if your actual examination date is after you arrive in Birmingham). We cannot accept physicals or TB Skin tests conducted outside UAB.

Please call Employee Health at 205-934-3675 to make an appointment for TB skin test. The location for your TB skin test is Russell Wing, M101. Next, for your physical you will visit The WorkPlace (separate location) located at 1201 11th Avenue South, Birmingham, next to UAB Highlands. This is a walk-in clinic, so unfortunately there may be a wait at this location.

If you are already in Birmingham, you can complete your employee physical and TB skin test beginning April 1st. Please call Employee Health to make an appointment at 205-934-3675.

*Please note that UAB Medicine has a Tobacco Free Hiring Policy and all employees are tested for nicotine use as part of the pre-employment drug screen.* [Click Here](#)
Section VI – UAB Learning System

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

Note: Please log in on the “Sign In” tab. Please disregard the instructions on the Instructions tab that say “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.

Example:
User ID: johndoe1
Password: johndoe1

You will not have access to this system until your Blazer ID has been set up, or approximately May 1, 2017. An email from the GME Office will be sent to you when you can log on in the system and complete the assignments.

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
A screen shot of the email you will receive with **incorrect location** is located here:
Please do not use the link in the email. Use this link [https://www.healthstream.com/HLC/uabhs](https://www.healthstream.com/HLC/uabhs)

This education will be due prior to you attending GME Orientation. **You will not be issued your id badge at GME orientation until these modules are completed.**

**List of Modules to Complete by June 12-14, 2017 (skills check-off date):**
Note: if you will be ACLS/BLS certified prior to July 1, 2017, these modules were not assigned to you.
- Heart Code Modules – required if you are not currently BLS/ACLS certified and have provided GME a copy of your card.
- You will need to print your certificate of completion, and bring it with you to your skills check-off.
- To print the certificate of completion:
  - Click on the “Completed” tab on the top left of the screen
  - Click on “Certificate” button next to the module name
  - Print the Certificate of Completion

**List of Modules to Complete by June 16, 2017:**
- Confidentiality Agreement (estimated completion time: 0:06)
- Rules of Behavior for UABHS Information Systems (estimated completion time: 0:10)
- 2017 Environment of Care (estimated completion time: 0:25)
- 2017 Patient Safety Clinical Competency (estimated completion time: 1:15)
- 2017 Joint Commission Medical Staff Preparedness (estimated completion time: 0:25)
- 2017 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(est. completion time: 0:27 each)
- IMPACT Training Modules (estimated completion time: 3:19)
- IMPACT – Patient Safety Related training (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
- Fundamentals of the Inpatient Glycemic Control Program at UAB (estimated completion time: 0:30)
- Perioperative Education for Surgery Residents/Fellows (estimated completion time: 0:20)
- IMPACT Message Center (estimated completion time: 0:05)
Complete Prior to GME Orientation if possible

1. **Complete Section II of the Form I-9 in person**
   - To complete this step, you will have your documents reviewed either at GME Orientation or prior to orientation at Human Resources Management.
   - If convenient for you, beginning on May 16, 2016, you can visit Human Resources Management Monday through Friday, 8:30 a.m. to 5:00 p.m. at University of Alabama Hospital, Russell Wing University Hospital (RWUH), Room 165. The physical address is 1813 6th Avenue South. Telephone: (205) 934-2097. When you arrive, you will first see a Receptionist that will let you in the area (the door usually remains locked). Please identify yourself as a new GME resident/fellow and tell her that you need your Form I-9 documents reviewed. This will save you time at GME Orientation.

2. **Take ID Badge Picture – Important Information:**
   If possible, please have your picture made for your UAB identification badge before you attend orientation. Beginning on May 15, 2017, if you have established your Blazer ID, you can visit Human Resources Management Monday - Friday, 8:30 a.m. to 5:00 p.m. at University of Alabama Hospital, Russell Wing University Hospital (RWUH), Room 165. The physical address is 1813 6th Avenue South. Telephone: (205) 934-2097. When you arrive, you will first see a Receptionist that will let you in the area. Please identify yourself as a new GME resident/fellow and let her know you are there to have your ID badge picture made. **ID badges will be distributed at orientation.**

   **Important:** After your picture is taken, you will have a chance to review the picture and badge online. PLEASE review the spelling of your name and your title and credential. Notify the GME Office of any errors so that we can correct before your badge is printed.

   **Exception:** If you do not have your Social Security #, you will not be able to take the picture for your badge until your Social Security # is obtained.

3. **Employee Physical**
Checklist of Action Items Prior to Attending GME Orientation (PGY 2)

- **April 14th** – Deadline to set up your Blazer ID (if you don’t already have one)
- **April 14th** – Deadline to complete ACLS/BLS electronic survey (all residents/fellows) and sign up for skills tests (only if needed)
- **April 14th** – Deadline to complete Section I (electronically) of the Form I-9
- **April 14th** – 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 14th** – Deadline to complete CMS-8550 Medicare Application and enroll in Pecos. You will need an NPI number. (If you do not have an NPI Number, please skip this step at this time)
- **May 15th** – Deadline to complete GME Electronic Application and submit documents and forms through the Onboarding portal
- **May 15th** – Deadline to sign Initial Resident/Fellow Contract & Code of Conduct in MedHub GME software
- **May 15th** – Deadline to complete and return Malpractice Enrollment form to GME
- **May 15th** – Deadline to review GME Policies and Procedures (on GME website)
- **June 2nd** – Deadline to set up appointment date for your Employee Physical and TB Skin Test (to be completed when 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 2nd. You can begin as soon as April 1st.

- **June 12th, 13th, 14th** – BLS and ACLS training occurs (if needed) – **Bring certificate of completion. You will not be able to complete your skills test without this document.**

- **June 15th, 16th** – PALS/ATLS training occurs (if needed, please contact your Program Coordinator for further information)

- **June 16th** – Deadline to complete UAB Learning System modules.  
  **Note:** you will not be issued your ID badge at GME orientation until these modules are completed.

- **Prior to GME Orientation (if possible)**
  1. Complete Section II of the Form I-9 in person
     **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 2)
to Return as part of the GME Electronic Application (via the Onboarding Portal)
by May 15, 2017

Documents – you will upload the following to the GME Onboarding Portal:

- ECFMG Certificate (only if applicable)
- Medical or Dental School Diploma (if you have it, if not you can bring a copy to GME orientation)
- Social Security Card – copy
- USMLE Step 2 – we need both CK and CS scores (if you are an MD)
- COMLEX Step 2 - we need both PE and CE scores (if you are a DO)
- USMLE or COMLEX Step 3 – if completed
- Current Certifications - If you are currently certified in ACLS or BLS
- Certificate of ACGME training programs you have completed

Attach these documents only if you have them – not required until after 18 months of ACGME training.

- Current Alabama Medical or Dental License
- Current DEA Certificate (your own personal, if applicable)
- Current Alabama Controlled Substance Certificate (if applicable)

Forms – you will print, complete, and upload to the GME Onboarding Portal:
(Note: forms are also found on the GME website)

- Licensure/ACSC/DEA Acknowledgement Form
- Impact Policy Acknowledgment Form
- GME Policies and Procedures Acknowledgement 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
- DEA Fee Exemption Form
- Malpractice Application (this is a fillable form)
General Directions on NPI Number Registration

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

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.

CMS-8550 Medicare Application in PECOS System

Below are the steps to register:
You must have an NPI number. Your NPI log-in and password will be required to access the Medicare application system.

If you do not know your NPI log-in and password, 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.

Notes
If you recently registered for your NPI number, it may take up to 7 days for your log-in and password information to be transferred to the Medicare application system.

If you do not have a valid SS #, you will not be able to complete this enrollment step until after you obtain your SS# and NPI.

Your name on this application must match what is listed on the NPI Registry.

You will use the internet-based Provider Enrollment, Chain, and Ownership System (PECOS).

Link to detailed directions on how to enroll in PECOS: Medicare PECOS Enrollment Instructions

Click here to begin the enrollment process at the PECOS site: Click Here

If you are registered, you only have to update your contact information.