TO: Incoming Residents/Fellows 2016 (PGY3 and above)
FROM: Jennie Craft, Director
Graduate Medical Education
DATE: March 11, 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 electronically. This document contains the complete directions for all GME onboarding activities. We must receive your information by May 16, 2016 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.

The onboarding activities that you will complete prior to GME orientation are divided into six 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 15, 2016
Section II: Electronic GME Application, Documents, and Forms - Due May 16, 2016
Section III: Review GME Policies on the GME Website – Due May 16, 2016
Section V: Make Appointment with Employee Physical by June 1, 2016
Section VI: Complete Modules in UAB Learning System – Due June 17, 2016

You will use the following systems in completing requirements:
Cactus AppCentral – System you will use to complete an on-line application to send back to the GME Office.
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.
GME Website – This site contains general information, forms and required reading.
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, Birmingham, Alabama 35249.

GME Website https://www.uab.edu/medicine/home/residents-fellows
This document contains the forms you are required to complete. In addition, the GME website contains these forms as well as polices you are required to review.

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, BCLS/ACLS & IMPACT Training

GME Orientation
Orientation for new residents will be held Monday, June 20, 2016 in the Margaret Cameron Spain Auditorium (maps on GME website). Registration and a buffet breakfast will begin at 7:00 a.m., and you will be able to pick-up your lab coats, scrub suits and ID badge that day. We will start promptly at 7:30 a.m. and run until approximately 4:00 p.m. Please make arrangements to stay throughout the entire day. Department orientation varies, so please check with your program coordinator for department orientation details.

Parking: Please check the GME website (under Orientation 2016) close to orientation day for parking arrangements.

Form I-9 must be completed before you start your training. This is a two-step process. The first part is completed electronically prior to attending orientation and the second part will be completed at orientation on June 20th (or, if possible, prior to orientation by visiting HR). It is imperative that you bring one of the original acceptable documents from List A or one original document each from Lists B and C shown at this link https://www.uab.edu/medicine/home/images/List_of_I-9_Docs.pdf to orientation. If you are using a US Passport, Permanent Resident Card or Employment Authorization Card, bring both the original document and a clear photocopy of the card to orientation.

If you are relocating to Birmingham and will not arrive by June 20th, we have a make-up orientation on June 30th and July 1st 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.

BCLS/ACLS Training
All Residents are required to maintain BCLS 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. Classes will be conducted on Monday, Tuesday and Wednesday June 13th, 14th, 15th. If you need both BCLS and ACLS certification, you will be required to attend classes on Monday (BCLS), Tuesday (ACLS didactic session in the morning and a skills teaching session in the afternoon) and Wednesday (ACLS test). Please use the sign up links below.

Click here to sign up for one BCLS training session on Mon June 13th: https://wejoinin.com/sheets/zddws.
Click here to sign up for one ACLS skills teaching session on Tues. June 14th: https://wejoinin.com/sheets/lgraw.
Click here to sign up for one ACLS test session on Wed. June 15th: https://wejoinin.com/sheets/oykmu.
Note: You do not need to sign up for the ACLS didactic session on Tues. June 14th as the room will accommodate all attendees.

Prior to attending the ACLS class, you will need to take a pre-test, print it out and bring to the class. You will not be admitted without it. Here is the link to the pretest: www.heart.org/eccstudent Password: compression.

For Fellows 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 BCLS/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. You will be assigned a module to complete in UAB Learning System. You must successfully complete this education module before your physician number can be activated (and you have access to the system).

- Physician Number: After you successfully complete IMPACT (Cerner) training, you will be assigned a physician number and issued a Sun Ray card 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.

- Surescripts Provider Identification (SPI): If you are in a program that will prescribe medications that will be sent electronically to outside pharmacies, you must have a Surescripts Provider Identification (SPI) number. If you are in a program that sees patients at UAB Hospital, UAB clinics and the UAB Emergency Department and electronically prescribes, 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 when you begin training. Note: you must have your NPI number when you submit your request.

Here is the location http://www.oneuabmedicine.org/. Choose Technical Support & Service Requests tab at the top.
Frequently Asked Questions
A Frequently Asked Questions document is 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.

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 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. [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)

- You will not have access to this system until after GME orientation and you have been electronically added to the UAB HR system. Your Program Coordinator will have information on when you have been added.
- 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.
- 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

ID Badge – Important Information:
If possible, please have your picture made for your UAB identification badge before you attend GME orientation. Beginning on May 16, 2016, 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, 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.

UABMC.EDU Outlook email address
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](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. [https://www.uab.edu/medicine/home/images/FAQ_for_Residents_on_email_updated_2015.pdf](https://www.uab.edu/medicine/home/images/FAQ_for_Residents_on_email_updated_2015.pdf)
GME Onboarding Directions

Section I: Electronic Enrollment - due April 15, 2016

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 1st 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: [https://idm.uab.edu/bid/pwd](https://idm.uab.edu/bid/pwd).

2. **Complete Section I (electronically) of the Form I-9**
   - 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 March 30th.
   - 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. 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).

3. **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)**
   - 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 12 in this document.

4. **Obtain Alabama Medical License and Alabama Controlled Substance Certificate (ACSC).** This is link to the Alabama Board of Medical Examiners website [http://www.albme.org/](http://www.albme.org/) where you may request an application. Applying for an ACSC is separate from applying for a medical license. **All incoming fellows PGY3 or greater must have a valid Alabama medical license. You will not be able to start training without one.** If you are not on track to receive your license, please give us an update on your status for obtaining your Alabama Medical License and Alabama Controlled Substance Certificate (ACSC).

   Our GME policy states that if you have more than 18 months of residency training in the U.S., you are required to have a current Alabama medical license at the beginning of your training at UAB. This applies to graduates of U.S. Medical Schools as well as graduates of International Medical Schools.

   **Note:** The following programs are exempt from obtaining an ACSC: Pathology and subspecialties, Dermatology, Diagnostic Radiology and subspecialties. More details are provided about license requirements as well as the Alabama Controlled Substance Certificate and DEA in the GME Policy Manual.

   **Note:** It is important that the name you list on your Alabama Medical License matches the name you list on the NPI Registry and your DEA License (if applicable).
5. **Apply for Federal DEA number – if you do not already have your own.** If you are a PGY-3 or higher and write controlled substance prescriptions, you will need your own personal Federal DEA license.

   **Note:** The following programs are exempt from obtaining a DEA: Pathology and subspecialties, Dermatology, Diagnostic Radiology and subspecialties. More details are provided about license requirements as well as the Alabama Controlled Substance Certificate and DEA in the GME Policy Manual.

   **Option:** 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).

   If you 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** (Form 10 is located on the top of page 7 of this document). Return the form to the GME Office via email to gme@uabmc.edu and we will route to your program for approval.

   After you received your approval, the next step is to apply for your DEA license at this link http://www.deadiversion.usdoj.gov

   **Note:** It is important that the name you list on your DEA License matches the name you list on the NPI Registry and your Alabama Medical License.

---

6. **Enroll as a Medicare Provider -- or update your information after you receive your Alabama medical license**
   - The Affordable Care Act requires physicians to be enrolled in the Medicare and Medicaid Programs to order/prescribe/refer items or services for Medicare/Medicaid beneficiaries.
   - If you are enrolling as a Medicare Provider initially, you cannot complete this section until April 1, 2016.
   - You cannot complete this section until you have an Alabama medical/dental license
   - Directions are on pages 14-15 in this document.

7. **Enroll as an Alabama Medicaid Provider -- or update your information after you receive your Alabama medical license**
   - The Affordable Care Act requires physicians to be enrolled in the Medicare and Medicaid Programs to order/prescribe/refer items or services for Medicare/Medicaid beneficiaries.
   - You cannot complete this section until you have an Alabama medical/dental license
   - Directions are on pages 15 in this document.
Section II: Electronic GME Application, Documents and Forms - due May 16, 2016

Electronic GME Application (in Cactus AppCentral)
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. Please do not attach any documents to this application. Send them to the GME Office via email gme@uabmc.edu

Documents you send to GME via email to gme@uabmc.edu
1. Alabama Medical License – Must have to begin training
2. Federal DEA License - Must have to begin training. The following programs are exempt: Dermatology, Radiology and subspecialties, Pathology and subspecialties.
3. Alabama Controlled Substance Certificate (ACSC) - Must have to begin training. The following programs are exempt: Dermatology, Radiology and subspecialties, Pathology and subspecialties.
4. ECFMG Certificate (IMGs only)
5. 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.
6. Copy of current certifications in BCLS, ACLS, ATLS or PALS – if you have any current certifications.
7. Copies of Certificates from Other Residencies – if you have competed an ACGME accredited program

Forms you will print, complete and send to GME via email to gme@uabmc.edu
Form Found under FORMS Tab at this location (near bottom of screen)
https://www.uab.edu/medicine/home/residents-fellows/future/orientation-for-new-residents
1. Licensure/ACSC/DEA Acknowledgement Form – Click here for Form 1
2. Impact Policy Acknowledgment Form – Click here for Form 2
3. GME Policies and Procedures Acknowledgement Form – Click here for Form 3
4. GME Onboarding Form – Click here for Form 4
5. 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. – Click here for Form 5
6. Background Check – all complete – Click here for Form 6
7. Background Check (non US medical grads and non US citizens) – complete in addition to the form above – Click here for Form 7
8. Infectious Disease Questionnaire – Click here for Form 8
9. 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. – Click here for Form 9
10. 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. – Click here for Form 10

Forms Found under MALPRACTICE Tab at this location (near bottom of screen)
https://www.uab.edu/medicine/home/residents-fellows/future/orientation-for-new-residents

11. Malpractice Application - Complete the fillable form, electronically sign and send back to gme@uabmc.edu. Note: This requirement does not apply to Pediatric Fellows – except Sleep Medicine. You will complete as part of your department orientation.

Section III: Review UAB Polices on the GME Website - due May 16, 2016
Policies Found under POLICIES & INFORMATION Tab at this location (near bottom of screen)
https://www.uab.edu/medicine/home/residents-fellows/future/orientation-for-new-residents
- GME Policies & Procedure Manual (you will receive a copy at GME Orientation)
- GME Policies on Supervision, Attending Notification and Bedside Procedures
- 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 IV – Employee Physical - appointment must be made by June 1, 2016 (even if you actual examination date is after you arrive in Birmingham).

Please call Employee Health at 205-934-3675 to make an appointment.

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 17th (even if your actual examination date is after you arrive in Birmingham).

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.

Please note that the location that you will have your TB Skin test is Employee Health (Room S123, Spain Wallace Building) and then you will go to The Workplace (1201 11th Avenue South, Birmingham, next to UAB Highlands) for your new employee physical. We cannot accept physicals or TB Skin tests conducted outside UAB.

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

Log in information: In May, 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. You will be required to reset your password the first time you login to MedHub. Your username will be the first initial of your first name followed by the first initial of your last name followed by your 8 digit birth date.

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](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, 2016. 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 Faculty & Staff 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](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

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**

- 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)
- IMPACT Training Modules (estimated completion time: 3:19)
- 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
- 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**

- **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.

- **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 16, 2016, 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.

**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)
General Directions on NPI #, Medicare & AL Medicaid Registrations

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: Your Alabama license number
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.
When you obtain your Alabama medical/dental license, you must be registered as a Medicare provider so that you can order, prescribe or refer items or services for Medicare beneficiaries. If you are not already enrolled, you will not be able to submit an application until after April 1, 2016 at the earliest.

First, check to see if you are already registered. If you are registered, you do not have to go any further. If you are registered, update your contact information when you receive your Alabama medical/dental license.

Here are the steps to register:
1. 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.

   Note 1: 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.

   Note 2: 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.

   Note 3. Your name on this application must match what is listed on the NPI Registry.

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

   Click here to begin the enrollment process at the PECOS site: https://pecos.cms.hhs.gov/pecos/login.do

Notes on the Application Process

SECTION 1 - Basic Information
A. You are registering for the sole purpose of ordering/referring
B. Licensed intern resident or fellow not employed at any of the above

SECTION 2 - Identifying Information
A. Complete in full (most of you probably do not have PTAN). Enter NPI number
B. Complete in full
C. 1. Alabama License information entered here
   2. Check box - Certification Not Available – if you do not have an Alabama medical license/ACSC
   3. List your personal DEA number if you have one

SECTION 3 - Final Adverse Legal Actions – Complete if applicable

SECTION 4 - Medical Subspecialty
A. Choose only 1
B. Leave Blank

SECTION 5 - Important Addresses
Business Location: 619 19th Street S., Birmingham, AL 35249
Attention: YOUR NAME

Mailing Address: UAB Hospital, 625 19th Street S., Birmingham, AL 35249

Telephone number: YOUR PHONE

Email: YOUR EMAIL

Note: If you are a resident in programs located in Huntsville, Montgomery or Selma, use the address at these sites.

SECTION 6 - Contact Person Information

YOUR NAME

Same address as above

Phone: YOUR PHONE

Email: YOUR EMAIL

Relationship - Self

SECTION 7 - Nothing Required

SECTION 8 - Certification and Signature

If you do not have Social Security # or valid Alabama medical license, you will not be able to complete this application until you obtain one.

Alabama Medicaid

When you obtain your Alabama medical/dental license, you must be registered as an Alabama Medicaid provider so that you can order, prescribe or refer items or services for Alabama Medicaid beneficiaries.

Here are the steps to register:

1. Online Application:  

2. Choose “Enrollment Application” on the left hand side (under Provider Enrollment.)
3. -Click “Continue”
4. -Choose “OPR” for Enrollment Type
5. -Fill out the entire application
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
    **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 Form 10)