



Onboarding Checklist

Internal Medicine Residency Program

Detailed instructions and necessary forms can be found on the [Intern Onboarding Webpage](#). Use this checklist to help ensure you have completed everything asked of you. If you have questions, email Elle at IMRP-Recruitment@ucdenver.edu.

Birds Eye View – Due Dates

Here are all the due dates between March 20th – June 23rd. Listed below is everything due on each date. Please review the comments for each in the following sections as each component takes time to complete.

March 22 nd	April 7 th	April 14 th	April 23 rd	May 1 st
- New Intern Intake Form	- Let's Get to Know You Form	- Training License - NPI Number - VA TMS Training - VA WOC Packet	- COVID-19 Vaccine Verification - White Coat Orders - Mentoring Form - Denver Health Forms - ILP	- MedHub Package #1
May 12 th	June 2 nd	June 11 th	June 22 nd	June 23 rd
- VA Fingerprints	- BLS & ACLS Certificates - W-9 Forms	- MedHub Package #2	- CU Remote Access Installation	- MedHub Package #3

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All tasks are sorted based on due date, except VA fingerprint scheduling. Please pay attention to how you are to title documents we need you to send us (details found on the onboarding webpage).

Complete	Task	Date Released	Due Date	Comments
	New Intern Intake Form	March 20 th	March 22 nd at 12pm	<ul style="list-style-type: none">- First priority and mission-critical- Sent to you securely via email
	Let's Get to Know You Form	March 20 th	April 7 th	
	CO Physicians Training License	March 20 th	April 14 th	<ul style="list-style-type: none">- Please submit your application ASAP as it can take several weeks to process
	NPI Number	March 20 th	April 14 th	<ul style="list-style-type: none">- Please submit your application ASAP as it can take several weeks to process
	VA TMS Training and WOC Packet	March 23 rd	April 14 th	<ul style="list-style-type: none">- Begin working on this early- WOC packet sent to you via DocuSign
	VA Fingerprint Appointment	March 20 th	May 12 th	<ul style="list-style-type: none">- Schedule your appointment as early as possible- May 12th is the absolute last day you can complete your fingerprints.
	COVID-19 Vaccine Verification	March 20 th	April 23 rd	

Onboarding Checklist

Internal Medicine Residency Program

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	Individualized Learner Plan (ILP)	March 20 th	April 23 rd	
	White Coat Order	March 20 th	April 23 rd	
	Mentoring Form	March 20 th	April 23 rd	
	Denver Health Onboarding	April 14 th	April 23 rd	<ul style="list-style-type: none"> - Parking registration is online - All other forms will be sent to you via DocuSign
	MedHub Package #1: New Resident Onboarding Package and Modules	April 18 th	May 1 st	<ul style="list-style-type: none"> - This package takes a lot of time! - Instructions for each step will be included in the MedHub package directly
	BLS and ACLS Cards	March 20 th	June 2 nd	<ul style="list-style-type: none"> - Must be AHA accredited and completed in-person - If your institution does not offer in-person courses and you are unable to find a local course offering in your area, please let Elle know
	W-9 Form	March 20 th	June 2 nd	<ul style="list-style-type: none"> - Do not complete until you have your current Colorado address
	MedHub Package #2: Medical License Package	May 30 th	June 11 th	<ul style="list-style-type: none"> - Instructions will be included in the MedHub package directly

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Internal Medicine Residency Program

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	CU Remote Access Installation	March 20 th	June 22 nd	<ul style="list-style-type: none">- You will need your CU account information before you can set this up
	MedHub Package #3: Medicare (PECOS) and Colorado Medicaid Enrollment	June 22 nd	June 23 rd	<ul style="list-style-type: none">- You will start the CO Medicaid application in-person on 6/22 with Elle and Jennifer.- You will finalize and submit both applications on 6/23 as you cannot submit them until your official start date.

Suggestion – Create a ‘Doctors Docs’ Folder!

You will receive and submit a lot of paperwork from now until the end of your medical career. To help you start to keep track of everything, we strongly recommend you create a "Doctors Docs" folder on your computer. You can, of course, name this however you please, but we strongly encourage you to create a folder that has all of the important documents you'll need to reference throughout your residency training in one place.

We suggest you start this by including all the above applications and documents you'll receive/complete during onboarding and orientation.