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 18th – 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 20th	Within 7 Days of Receiving the VA Email	April 8th	April 12th	April 21st	April 29th
- New Intern Intake Form	- VA Onboarding Documents in IAM (WOC Packet and TMS Training)	- Let's Get to Know You Form	- Training License - NPI Number	- Individualized Learning Plan - White Coat Order - Mentoring Form - Denver Health Onboarding Forms	- MedHub Package #1 - Immunizations
May 10th	**June 3rd**	**June 9th**	**June 22nd**	**June 23rd**	**June 24th**
- VA Fingerprints	- BLS & ACLS Certificates - W-9 Form	- MedHub Package #2	- CU Remote Access Installation	- Download Malpractice Letter	MedHub Package #3

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Checklist

All tasks are sorted based on due date, except VA Onboarding and 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 18th	March 20th at 12pm	- First priority and mission-critical - Sent to you securely via email
	Let's Get to Know You Form	March 18th	April 8th	
	CO Physicians Training License	March 18th	April 12th	- Please submit your application ASAP as it can take several weeks to process
	NPI Number	March 18th	April 12th	- Please submit your application ASAP as it can take several weeks to process
	VA Onboarding (WOC Packet, TMS, and Fingerprints)	TBD *(The VA will release when ready)*	See 'Comments'	- **WOC Packet & TMS: <u>within 7 days</u>** of receiving the welcome and invitation email - **Fingerprints:** May 10th
	Individualized Learner Plan (ILP)	March 18th	April 21st	
	White Coat Order	March 18th	April 21st	

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Complete	Task	Date Released	Due Date	Comments
	Mentoring Form	March 21st	April 21st	
	Denver Health Onboarding	April 12th	April 21st	- Parking registration is online - All other forms will be sent to you via DocuSign
	MedHub Package #1: New Resident Onboarding Package and Modules	April 19th	April 29th	- This package takes a lot of time! - Instructions for each step will be included in the MedHub package directly
	Immunizations	March 18th	April 29th	- This is not a hard deadline - If you cannot complete by April 29th, we suggest completing by June 10th.
	BLS and ACLS Cards	March 18th	June 3rd	- 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 18th	June 3rd	- Do not complete until you have your current Colorado address
	MedHub Package #2: Medical License Package	May 28th	June 9th	- Instructions will be included in the MedHub package directly

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Complete	Task	Date Released	Due Date	Comments
	CU Remote Access Installation	March 18th	June 22nd	- You will need your CU account information before you can set this up
	Download Malpractice Letter	May 3rd	June 23rd	- Malpractice letters can be downloaded from MedHub - Must have a fully signed training contract in order to access your Malpractice Letter
	MedHub Package #3: Medicare (PECOS) and Colorado Medicaid Enrollment	June 23rd	June 24th	- This package has a very quick turnaround - 24 hours. - You will need to upload proof of submission to MedHub for each application,.

Suggestion – Create a 'Docs 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 "Docs 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.