



# 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 complete everything required of you. If you have questions, email Elle at [IMRP-Recruitment@ucdenver.edu](mailto:IMRP-Recruitment@ucdenver.edu).

### Birds Eye View – Due Dates

Here are all the due dates between March 24<sup>th</sup> – June 23<sup>rd</sup>. 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 26 <sup>th</sup>	Within 7 Days of Receiving the associated VA Email	April 7 <sup>th</sup>	April 11 <sup>th</sup>	April 20 <sup>th</sup>	April 28 <sup>th</sup>
- New Intern Intake Form	- Documents in IAM Invitation Service - Security Questionnaire - TMS Training	- Let's Get to Know You Form - Alternate Phone Number	- Training License - NPI Number	- Individualized Learning Plan - White Coat Order - Coach Preference Form - Denver Health Onboarding Forms	- MedHub Package #1 - Immunizations
May 9 <sup>th</sup>	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 22 <sup>nd</sup>	June 23 <sup>rd</sup>	June 24 <sup>th</sup>
- VA Fingerprints	- BLS & ACLS Certificates - W-9 Form	- MedHub Package #2	- CU Remote Access Installation	- Download Malpractice Letter - Medicaid and Medicare enrollments	- MedHub Package #3

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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 24 <sup>th</sup>	March 26 <sup>th</sup> at 12pm	<ul style="list-style-type: none"> <li>- First priority and mission-critical</li> <li>- Sent to you securely via email</li> <li>- This survey is HIPPA compliant</li> </ul>
	Let's Get to Know You Form	March 24 <sup>th</sup>	April 7 <sup>th</sup>	
	Alternate Phone Number	March 24 <sup>th</sup>	April 7 <sup>th</sup>	
	CO Physicians Training License	March 24 <sup>th</sup>	April 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Please submit your application ASAP as it can take several weeks to process</li> </ul>
	NPI Number	March 24 <sup>th</sup>	April 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Please submit your application ASAP as it can take several weeks to process</li> </ul>
	VA Onboarding (IAM Invitation Service, TMS, Fingerprints, and Security Questionnaire)	TBD <i>(The VA will release when ready)</i>	See 'Comments'	<ul style="list-style-type: none"> <li>- <b>Documents in IAM Invitation Service:</b> within <b><u>7 days</u></b> of receiving the welcome and invitation email</li> <li>- <b>TMS Training:</b> within <b><u>7 days</u></b> of receiving the information to complete the course or the refresher</li> <li>- <b>Fingerprints:</b> May 9th</li> <li>- <b>Security Questionnaire:</b> within <b><u>7 days</u></b> of receiving the email to complete</li> </ul>

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	Individualized Learner Plan (ILP)	March 24 <sup>th</sup>	April 20 <sup>th</sup>	
	White Coat Order	March 24 <sup>h</sup>	April 20 <sup>th</sup>	
	Coach Preference Form	March 24 <sup>th</sup>	April 20 <sup>th</sup>	
	Denver Health Onboarding	April 11 <sup>th</sup>	April 20 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Parking registration is online</li> <li>- All other forms will be sent to you via DocuSign</li> </ul>
	MedHub Package #1: New Resident Onboarding Package and Modules	April 11 <sup>th</sup>	April 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>- This package takes a lot of time!</li> <li>- Instructions for each step will be included in the MedHub package directly</li> </ul>
	Immunizations	March 24 <sup>th</sup>	April 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>- This is not a hard deadline</li> <li>- If you cannot complete by April 28th, we suggest completing by June 9th.</li> </ul>
	BLS and ACLS Certifications	March 24 <sup>th</sup>	June 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>- Must be AHA accredited and completed in-person</li> <li>- Hybrid models are okay as long as the skills portion / assessment is in person</li> <li>- 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</li> </ul>
	W-9 Form	March 24 <sup>th</sup>	June 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>- Do not complete until you have your current Colorado address</li> </ul>

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	MedHub Package #2: Medical License Package	May 27 <sup>th</sup>	June 9 <sup>th</sup>	<ul style="list-style-type: none"><li>- Instructions will be included in the MedHub package directly</li></ul>
	CU Remote Access Installation	March 24 <sup>th</sup>	June 22 <sup>nd</sup>	<ul style="list-style-type: none"><li>- You will need your CU account information before you can set this up</li></ul>
	Download Malpractice Letter	May 5 <sup>th</sup>	June 23 <sup>rd</sup>	<ul style="list-style-type: none"><li>- Malpractice letters can be downloaded from MedHub</li><li>- Must have a fully signed training contract in order to access your Malpractice Letter</li></ul>
	MedHub Package #3: Medicare (PECOS) and Colorado Medicaid Enrollment	June 23 <sup>rd</sup>	June 24 <sup>th</sup>	<ul style="list-style-type: none"><li>- This package has a very quick turnaround - 24 hours.</li><li>- You will need to upload <b>proof of submission</b> to MedHub for each application.</li></ul>

### 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.