



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.

Birds Eye View – Due Dates

Here are all the due dates between March 24th – 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 26 th	Within 7 Days of Receiving the associated VA Email	April 7 th	April 11 th	April 20 th	April 28 th
- New Intern Intake Form	- Documents in IAM Invitation Service - Security Questionnaire - TMS Training	- Let's Get to Know You Form - Cellular Communication Preference Form	- Training License - NPI Number	- Individualized Learning Plan - White Coat Order - Coach Preference Form - Denver Health Onboarding Forms	- MedHub Package #1 - Immunizations
May 9 th	June 2 nd	June 9 th	June 22 nd	June 23 rd	June 24 th
- 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 th	March 26 th at 12pm	- First priority and mission-critical - Sent to you securely via email - This survey is HIPPA compliant
	Let's Get to Know You Form	March 24 th	April 7 th	
	CUSOM Bring Your Own Device (BYOD) Policy	March 24 th	April 7 th	- Need to submit the Cellular Communication Preference Form
	CO Physicians Training License	March 24 th	April 11 th	- Please submit your application ASAP as it can take several weeks to process
	NPI Number	March 24 th	April 11 th	- Please submit your application ASAP as it can take several weeks to process
	VA Onboarding (IAM Invitation Service, TMS, Fingerprints, and Security Questionnaire)	TBD (The VA will release when ready)	See 'Comments'	- Documents in IAM Invitation Service: within 7 days of receiving the welcome and invitation email - TMS Training: within 7 days of receiving the information to complete the course or the refresher - Fingerprints: May 9th - Security Questionnaire: within 7 days of receiving the email to complete

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	Individualized Learner Plan (ILP)	March 24 th	April 20 th	
	White Coat Order	March 24 ^h	April 20 th	
	Coach Preference Form	March 24 th	April 20 th	
	Denver Health Onboarding	April 11 th	April 20 th	- Parking registration is online - All other forms will be sent to you via DocuSign
	MedHub Package #1: New Resident Onboarding Package and Modules	April 11 th	April 28 th	- This package takes a lot of time! - Instructions for each step will be included in the MedHub package directly
	Immunizations	March 24 th	April 28 th	- This is not a hard deadline - If you cannot complete by April 28th, we suggest completing by June 9th.
	BLS and ACLS Certifications	March 24 th	June 2 nd	- Must be AHA accredited and completed in-person - Hybrid models are okay as long as the skills portion / assessment is 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 24 th	June 2 nd	- Do not complete until you have your current Colorado address

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	MedHub Package #2: Medical License Package	May 27 th	June 9 th	- Instructions will be included in the MedHub package directly
	CU Remote Access Installation	March 24 th	June 22 nd	- You will need your CU account information before you can set this up
	Download Malpractice Letter	May 5 th	June 23 rd	- 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 23 rd	June 24 th	- This package has a very quick turnaround - 24 hours. - You will need to upload <u>proof of submission</u> 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.