

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 23rd – 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 25 th	Within 7 Days of Receiving the associated VA Email	April 1 st	April 6 th	April 10 th	April 14 th	April 15 th	April 22 nd
<ul style="list-style-type: none"> - GME New Trainee Onboarding Form - IM Intern Intake Form 	<ul style="list-style-type: none"> - Documents in IAM Invitation Service - TMS Training - Security Questionnaire 	<ul style="list-style-type: none"> - UCH EPIC Training Placement Survey 	<ul style="list-style-type: none"> - Let's Get to Know You Form - Cellular Communication Preference Form 	<ul style="list-style-type: none"> - Training License - NPI Number 	<ul style="list-style-type: none"> - Claim CU Account 	<ul style="list-style-type: none"> - Denver Health Onboarding Forms 	<ul style="list-style-type: none"> - Individualized Learning Plan - White Coat Order - Coach Preference Form
April 27 th	May 15 th	June 3 rd	June 8 th	June 22 nd	June 23 rd	June 24 th	
<ul style="list-style-type: none"> - MedHub Package #1 - Immunizations 	<ul style="list-style-type: none"> - VA Fingerprints - PDMP Enrollment 	<ul style="list-style-type: none"> - BLS & ACLS Certificates - W-9 Form 	<ul style="list-style-type: none"> - VA Virtual Swear-In Ceremony - MedHub Package #2 	<ul style="list-style-type: none"> - CU Remote Access Installation 	<ul style="list-style-type: none"> - Download Malpractice Letter - Medicaid and Medicare enrollments 	<ul style="list-style-type: none"> - 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
	GME New Trainee Onboarding Form & IM Intern Intake Form	March 23 rd	March 25 th at 12pm	<ul style="list-style-type: none"> - First priority and mission-critical! - Both forms sent to you securely via email - This information is submitted directly to GME and Elle respectively
	UCH EPIC Training Placement Survey	March 25 th	April 1 st	<ul style="list-style-type: none"> - Will be sent to you via email after all intake forms are submitted.
	Let's Get to Know You Form	March 23 rd	April 6 th	
	CUSOM Bring Your Own Device (BYOD) Policy	March 23 rd	April 6 th	<ul style="list-style-type: none"> - Need to submit the Cellular Communication Preference Form
	CO Physicians Training License	March 23 rd	April 10 th	<ul style="list-style-type: none"> - Please submit your application ASAP as it can take several weeks to process
	NPI Number	March 23 rd	April 10 th	<ul style="list-style-type: none"> - Please submit your application ASAP as it can take several weeks to process
	Claim CU Account	Early April	April 14 th	<ul style="list-style-type: none"> - Elle will send your CU account information as soon as GME has it available
	VA Onboarding (IAM Invitation Service, TMS, Fingerprints,	TBD	See 'Comments'	<ul style="list-style-type: none"> - 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

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	Security Questionnaire and Swear-In Ceremony)	(The VA will release when ready)		<ul style="list-style-type: none"> - Fingerprints: May 15th - Security Questionnaire: within 7 days of receiving the email to complete - Virtual Swear-In Ceremony: June 8th
	Denver Health Onboarding	April 10 th	April 15 th	<ul style="list-style-type: none"> - Parking registration is online - All other forms will be sent to you via DocuSign
	Individualized Learner Plan (ILP)	March 23 rd	April 22 nd	
	White Coat Order	March 23 rd	April 22 nd	
	Coach Preference Form	March 23 rd	April 22 nd	
	MedHub Package #1: New Resident Onboarding Package and Modules	April 14 th	April 27 th	<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
	Immunizations	March 23 rd	April 27 th	<ul style="list-style-type: none"> - This is not a hard deadline - If you cannot complete by April 27th, we suggest completing by June 8th.
	Prescription Drug Monitoring Program (PDMP) Enrollment	March 23 rd	May 15 th	<ul style="list-style-type: none"> - Do not enroll in this until you have received your CO Training License!
	BLS and ACLS Certifications	March 23 rd	June 3 rd	<ul style="list-style-type: none"> - 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 23 rd	June 3 rd	<ul style="list-style-type: none"> - Do not complete until you have your current Colorado address

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	MedHub Package #2: Medical License Package	May 26 th	June 8 th	<ul style="list-style-type: none">- Instructions will be included in the MedHub package directly
	CU Remote Access Installation	March 23 rd	June 22 nd	<ul style="list-style-type: none">- You will need your CU account information before you can set this up- You need to be off-campus to set this up successfully!
	Download Malpractice Letter	May 4 th	June 23 rd	<ul style="list-style-type: none">- Malpractice letters can be downloaded from MedHub- Must have a fully signed training contract in order to access your Malpractice Letter
	MedHub Package #3: GME First Day Requirements Package	June 23 rd	June 24 th	<ul style="list-style-type: none">- This package has a very quick turnaround - 24 hours.- You will need to upload proof of submission to MedHub for each application.- The Cell Phone Form is a quick form you will submit directly to GME.

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.