



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.

All tasks are sorted based on due date, except VA fingerprint scheduling

| Complete | Task | Date Released | Due Date | Comments |
|----------|--------------------------------|------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | New Intern Intake Form | March 21 st | March 23 rd 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 21 st | April 8 th | |
| | CO Physicians Training License | March 21 st | April 15 th | <ul style="list-style-type: none">- Your Training License wallet card is due to us as a PDF by 4/15, so please complete sooner rather than later as it takes time to process. |
| | NPI Number | March 21 st | April 15 th | <ul style="list-style-type: none">- Your NPI number certification is due to us by 4/15, so please complete sooner rather than later as it takes time to process. |

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| | VA WOC Packet and Signed Acknowledgement Policy | March 23 rd | April 15 th | <ul style="list-style-type: none"> - Begin working on this early - WOC packet sent to you via DocuSign |
| | VA Fingerprint Appointment | March 21 st | May 13 th | <ul style="list-style-type: none"> - Schedule your appointment as early as possible - May 13th is the absolute last day you can complete your fingerprints to get your badge on time |
| | COVID-19 Vaccine Verification | March 21 st | April 24 th | |
| | Denver Health Onboarding | March 21 st | April 24 th | <ul style="list-style-type: none"> - Parking registration is online - All other forms will be sent to you via DocuSign |
| | New Resident Onboarding Package and Modules in MedHub | April 19 th | May 1 st | <ul style="list-style-type: none"> - You will need your training license and NPI number for this portion - Documents and instructions will be included in the MedHub package directly |
| | I-9 Documents | March 21 st | April 24 th | <ul style="list-style-type: none"> - You will need to send images or scans of your primary secondary identification documents that you will present in-person during orientation |
| | White Coat | March 21 st | April 24 th | |
| | Mentoring Form | March 21 st | April 24 th | |

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| | BLS and ACLS Cards | March 21 st | June 3 rd | <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 21 st | June 3 rd | <ul style="list-style-type: none">- Do not complete until you have your current Colorado address |
| | Medical License MedHub Package | May 31 st | June 12 th | <ul style="list-style-type: none">- Documents and instructions will be included in the MedHub package |
| | Medicare (PECOS) and Colorado Medicaid Enrollment MedHub Package | June 23 rd | July 22 nd | <ul style="list-style-type: none">- Ideally, complete both applications by the end of Basecamp!- You will need to upload your approval letters into MedHub, but the enrollment applications are located on separate websites. |