

INCOMING RESIDENT PROCEDURE

The GMDE office will make registration materials and orientation information available to incoming residents via email and New Innovations. The required new resident orientation sessions will be held on the Graduate School of Medicine Campus. Documents to be completed prior to arrival include:

- Agreement of Appointment (resident contract)
- Graduate School of Medicine Personnel Data Form
- University of Tennessee Disclosure Statement
- University of Tennessee Personnel Data Form
- Background Check Authorization Form
- Health Insurance Enrollment Form
- Life Insurance Enrollment Form
- UT Occupational Health Services (Pre-placement Health History Form)
- Parking Assignment Form
- White Coat Order Form
- Copy of Medical School Diploma and Prior Residency Diploma (if applicable)
- Copy of USMLE or COMLEX-USA Documents
- Copy of ECFMG Certificate (if applicable)
- Copy of valid card(s) if currently certified in ACLS, PALS, and/or BLS (or CPR)
- Copy of Certificate of Completion for the IRB CITI program

The following forms to be completed in the GMDE Office or at Orientation:

- Employment Eligibility Verification Form (I-9)
- Identification for I-9 (before July 1)
- Employee's Withholding Exemption Certificate Form W-4
- Direct Deposit Enrollment Form (voided check required)
- Disability Insurance Enrollment Form

ON ALL INFORMATION FORMS, PLEASE USE YOUR KNOXVILLE AREA ADDRESS. IF YOU DO NOT HAVE A KNOXVILLE ADDRESS AT THIS TIME, LEAVE THESE SECTIONS BLANK.

Questions regarding registration materials or orientation should be directed to the Office of Graduate Medical and Dental Education (GMDE) at 865-305-9339.

Revised and Approved August 2011

Revision effective July 2014