GME Credentialing Checklist

To be provided by resident and/or institution:

- ❑ Copy of complete academic year rotation schedule (**Must include**: **Institution Name, resident/fellow legal first and last name, PGY level, name of rotation being completed and location of rotation**)

- ❑ Copy of application to the program *(ERAS or other. Military residents-PCS orders.)*

- ❑ Copy of CV complete with listing of participation in current residency/fellowship program and training dates

- ❑ Copy of Fully Executed Resident Agreement/Resident Contract (Must be signed by all required parties)

- ❑ Copy of Virginia Medical Training License

- ❑ Copy of ECFMG *(if applicable)*

- ❑ Copy of NPI Number Verification

- ❑ Copy of Current ACGME Procedure Logs **case minimums only*** **(Orthopedics Residents ONLY)**

To be completed by resident: *All documents can be found at GME website*

https://www.inova.org/education/gme/resident-requirements

- ❑ GME Credentialing Demographic Form (*To be completed each academic year to include updated PGY level*)

- ❑ Confidentiality and Non-Disclosure Agreement for Physicians

- ❑ ORP Provider Application/Registration <u>confirmation</u> (if not previously submitted):

- ❑ PMP Registration <u>confirmation</u> via PMP Data Center (if not previously submitted):
  Instructions on Completing PMP Registration

- ❑ Influenza Vaccine Verification (Rotators on site between October 1 – March 31)

- ❑ Proof of COVID-19 Vaccination or Exemption (**MANDATORY for ALL rotations** Proof of **ALL** COVID-19 Vaccinations to include Booster ***dates required**)

- ❑ EPCS Identity Proof Verification Form (if not previously submitted) (Verification completed in GME Office)

- ❑ Copy of Non-Expired Government Issued ID (Verification completed in GME Office)

- ❑ Inova Alerts Attestation

Required modules are assigned by GME Department after resident paperwork is received and processed. *To be verified by GME office*

- ❑ Epic Training Verification *(GME office to confirm completion of on-line training modules)*

- ❑ iMed Consent for Providers via HealthStream

- ❑ Annual Education for Acute Care Clinical Staff via HealthStream

- ❑ Equal Access: Language and Disability Services via HealthStream

Effective February 21, 2022