

GME Credentialing Checklist

To be provided by resident and/or institution:

- ☐ Complete academic year rotation schedule (**Must include: rotation dates, institution name, resident/fellow legal name, PGY level, name and location being completed**)
- ☐ Application to the program (**ERAS or other; Military residents-PCS orders**)
- ☐ Updated CV (**Must list participation in current residency/fellowship program and training dates**)
- ☐ Fully Executed Resident Agreement/Resident Contract (**Must be signed by all required parties**)
- ☐ ECFMG Certificate (**If applicable**)
- ☐ Virginia Medical Training License
- ☐ NPI Number Verification
- ☐ Current ACGME Procedure Logs **case minimums only*** (**Orthopedics Residents ONLY**)

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

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

- ☐ GME Credentialing Demographic Form (**Completed each academic year with updated PGY level**)
- ☐ Confidentiality and Non-Disclosure Agreement for Physicians
- ☐ Inova Alerts Attestation
- ☐ EPCS Identity Proof Verification Form (**If not previously submitted**)
- ☐ Copy of Non-Expired Government Issued ID (**If not previously submitted**)
- ☐ PMP Registration confirmation via PMP Data Center (**If not previously submitted**):
[Instructions on Completing PMP Registration](#)
- ☐ Influenza Vaccine Verification (**Clinical verification required year-round**)
- ☐ DEA Acknowledgement (**To be completed by GME Office**)

Required HealthStream training modules are assigned by GME Department after resident paperwork is received and processed:

- ☐ Required Epic Trainings (**Rotation specific**)
 - ☐ Add-Ons (**GME Use Only**) _____
- ☐ iMed Consent for Providers
- ☐ Annual Education for All Clinical Team Members
- ☐ Equal Access: Language and Disability Services

Verified By: _____ Date: _____