GME Credentialing Checklist

To be provided by resident and/or institution:

- 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)
- Application to the program (ERAS or other; Military residents-PCS orders)
- Updated CV with listing of participation in current residency/fellowship program and training dates
- Fully Executed Resident Agreement/Resident Contract (Must be signed by all required parties)
- Virginia Medical Training License
- ECFMG Certificate (if applicable)
- 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 (*To be completed each academic year with updated PGY level*)
- Confidentiality and Non-Disclosure Agreement for Physicians
- PMP Registration confirmation via PMP Data Center (if not previously submitted): Instructions on Completing PMP Registration
- Influenza Vaccine Verification (Rotators on site between November 1 – March 31)
- EPCS Identity Proof Verification Form (if not previously submitted)
- Copy of Non-Expired Government Issued ID
- Inova Alerts Attestation

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

- Epic Training (if not previously completed)
- iMed Consent for Providers
- Annual Education for Acute Care Clinical Staff
- Equal Access: Language and Disability Services

Effective October 2023