

Incoming Housestaff Appointment Process

ONLY THE GME OFFICE EMAILS PACKETS TO NEW APPOINTEES

Note: Community and Family Medicine in O'Fallon will order trainees' IL licenses.

1. The Program Coordinator should submit an appointment request form to the GME office at least 6 months prior to housestaff member's start date or by specified date/deadline indicated on the GME Key Dates Calendar. Please make sure that the appointment request form is fully completed and the information is accurate.
2. The appointment request is processed in the GME Office. *(Please do not instruct incoming housestaff members to contact the GME office to determine when or if their packet has been mailed out. Program Coordinators should contact the GME office to inquire about the status of outgoing appointment packets).*
3. Appointment letters are generated via DocuSign for signature by the program director, dean of GME and finally the trainee with the program coordinator copied. The program coordinator will review the letters for accuracy.
4. The GME office **will email** the welcome appointment packet **directly** to new incoming housestaff members. For this purpose, please ensure that the email address is listed accurately. The welcome packet will consist of required appointment paperwork such as license applications, medicare/medicaid applications and visa documents where applicable. ***For J1 visa holders, please make sure that the bottom portion of the I-644 Form is completed by the current Program Director before it is returned to the GME Office, if the person is changing programs, the form must still be signed by current program director).***
5. GME staff will work directly with incoming housestaff member regarding appointment letters, applications, visas, and other documents to ensure they are properly credentialed prior to their start date.
6. Copies of the newly issued licenses and the housestaff MO license pocket cards will be sent via inter-office mail to the Program Coordinator upon receipt. The Program Coordinator should disburse MO License pocket card to housestaff. BNDD certificates are available online.

*****Note: Please remember appointment requests will not be processed if the required paperwork is not attached to the appointment request form.